



Helen Police Department

Standard Operating Policies and Procedures

Chapter P-005 Patrol Operations	Effective Date:	August 22, 2022	# of Pages:	33
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	Special Instructions:			

I. PURPOSE

To provide uniform guidelines for the operation of the Patrol Division through standardization of procedures and functions.

II. SCOPE

This policy applies to all sworn personnel assigned to uniform patrol duties.

III. PATROL FUNCTIONS

- A. To provide response to calls for service 24 hours a day, 7 days a week.
- B. Preventive patrol
 - Including inspections and inquiry of persons and property toward the prevention of crimes and/or accidents, maintenance of public order and the discovery of hazards and delinquency causing situations.
- C. Crime prevention activities
- D. Including crime prevention education at adult and juvenile levels, conducting security checks of businesses and residences, and special crime presentations before community or church groups.
- E. The response to citizens' requests for services.
- F. Investigation of crimes, offenses, incidents, and conditions, including the arrest of the offenders.
- G. Traffic direction and control.
- H. Maintenance of public order.

- I. Provide emergency services to community.
- J. To develop and maintain a good relationship between the police department and the community.
- K. Prompt and accurate reporting of all occurrences, incidents, accidents, reports of crimes by citizens and incidents of arrests, and issued citations.
- L. Initiating criminal and non-criminal investigations by officers.
- M. Receiving and forwarding citizen complaints in accordance with SOP I-015.

IV. ORGANIZATION AND TOUR OF DUTY

A. Uniform Patrol Commander

The captain is responsible for the overall operation of the Uniform Patrol Division. The captain has the final divisional authority in matters of operation, policy, and discipline and will exercise such lawful directives as are necessary to assure the effective performance of both divisions. The captain will have the authority to assign or transfer Divisional personnel as he / she deems necessary and beneficial to the Division.

B. Shift Supervisor

The Patrol Division will be divided into two rotations consisting of four teams, which each rotation will be headed by a Shift Supervisor holding the rank of Sergeant. Shift Supervisors are responsible for assuring that adequate supervision and uniform personnel are on duty at all times during their respective shifts.

C. Absence of Supervisor

The senior ranking patrol officer (OIC) that is competent and knowledgeable in the functions of a Shift Supervisor will be responsible for supervision and guidance of shift personnel in the field during the absence of a Shift Supervisor.

D. Tour of duty:

1. The Patrol Division shall be divided into two rotations consisting of four teams (A, B, C, D) and two watches: Day and Morning (12-hour shifts).
2. Each rotation is commanded by a Sergeant as the Watch Commander.
3. Tour of duty:

Day Watch	0545 hours to 1800 hours
Morning Watch	1745 hours to 0600 hours

Note: All personnel will attend a rollcall for the first fifteen minutes of their shift.

E. Shift Assignment

Upon completion of Field Training, officers will be assigned to a patrol shift where there is a vacancy. Determination of manpower allocation to each shift will be based upon the overall workload for each shift.

The assignment of officers to shifts rests with the captain.

The deployment of foot beat patrols, plain clothes patrols, and traffic enforcement patrols may become necessary. The Shift Supervisor may authorize these patrols if the need exists. Deployment consideration of foot beat patrols should consider such factors as the need for frequent inspections of a relatively small area, high concentrations of calls involving pedestrians or large crowds in a confined area, etc.

Deployment of plain clothes patrols should consider such factors as high frequency of residential or business burglaries, surveillance situations, or any situation where the patrol of a marked uniform vehicle and/or officer will hinder the successful surveillance of crimes in progress and possible apprehension of criminal suspects.

Deployment of traffic enforcement patrols should consider such factors as high frequency of traffic complaints and / or accidents. In all situations of considering deployment, the Shift Supervisor will first ascertain that he / she has sufficient manpower to cover his / her zones and sectors or that the need is so overwhelming that it becomes a priority over routine patrol.

V. OFF DAYS

Off days for Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. Determination of off days for Patrol Division personnel will be based on an assessment of the workload and crime activity occurring during a week. Police personnel are scheduled in 28 day pay periods starting on a Thursday. The Shift Supervisor shall have the authority to assign off days to officers. Off days for the Shift Supervisor must be approved by the captain.

VI. SHIFT PROCEDURES

A. Schedules

The Shift Supervisors shall be responsible for completing a shift schedule for each month's activities (to include working days, off-time, vacation time, training time, and whatever other scheduled activities there may be). The Shift Supervisor shall then forward the schedule to the captain, who will then make any necessary adjustments and post a finalized schedule.

B. Shift Roster

Shift lists, showing the status of all officers and supervisors on a shift, to include name, radio number, and territory assignment will be maintained in the communications room.

C. Roll Call

1. Roll Calls will be held daily on each shift with the exception of those days which, in the opinion of the Shift Supervisor, workload levels demand the immediate deployment of the on-coming shift.
2. Before each tour of duty, members shall read all material posted on the Read and Sign Board and acquaint themselves with any other pertinent information posted thereon.
3. Roll Calls will be conducted as quickly, efficiently, and orderly as possible and will include:
 - a. Personnel and equipment will be inspected for completeness and conformance to Departmental Regulations. (Either in a formal, military manner or informally, at the discretion of the Shift Supervisor.) Any equipment to be issued will be inspected and logged.
 - b. Personnel will be advised of BOLOs and brought up to date on current or unusual activities occurring in the Department or their shift.
 - c. Roll Call training, to include policy and procedure changes, safety instruction, law updates and refresher training.
 - d. Special events.
 - e. Any assignment changes, which have occurred since the shift list was posted.
- D. At the completion of Roll Call, officers will immediately proceed to their patrol vehicles and inspect them.
- E. Officers coming on-duty will be ready to accept calls for service immediately after completion of Roll Call or prior to that time when so instructed.
- F. Officers shall review emails and voicemails prior to beginning their shifts, if time allows due to call volume.

VII. INSPECTION OF PATROL VEHICLE

Every member assigned to operate a department vehicle will 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 will not be changed, interchanged, altered, or removed from vehicles without obtaining written approval of the Chief of Police.

If vehicles are manned by two members, each member will be held jointly responsible for the proper use and inspection of the vehicle.

The following special equipment and supplies shall be maintained in patrol units, excluding special purpose vehicles, and shall be used, when necessary, by supervisors and patrol officers:

- A. One shotgun and/or patrol rifle.
- B. One box of 9mm cartridges in supervisor's car.
- C. One box of 00 buckshot and .223 cal. in the supervisor's car.
- D. One 100-foot tape measure in the supervisor's car.
- E. One set of jumper cables in the supervisor's car.
- F. One digital camera in all patrol cars.
- G. One first aid kit.
- H. One fire extinguisher.
- I. One blanket in suitable container.
- J. Latent Print Kit.
- K. Crime Scene Tape.
- L. BAC Kit.
- M. Evidence Bags.
- N. Flashlight / Flashlight Charger.
- O. Evidence Tape.

Any vehicle with defects that are safety issues such as emergency equipment, lights, tires, brakes, or tires will be repaired before operation. If a vehicle is in need of equipment, then the officer will notify his or her immediate supervisor for re-supply.

VIII. CARE AND SERVICING OF VEHICLES

- A. Damaged bumpers, fenders, glass, etc., which do not affect the efficient and safe operation of the vehicle will be reported as in other cases, but the vehicle will be kept in service until called for repairs.
- B. Defective tires will be reported by the operator immediately upon discovery and taken to the repair shop for replacement/repair as soon as practical thereafter.
- C. Operators are responsible for the cleanliness of the interior of vehicles to which they are assigned.
- D. Operators are responsible for driving defensively at all times and for taking all reasonable actions to prevent an accident.
- E. Operators will not allow persons, other than authorized personnel, to ride in or upon vehicles under their control except in the performance of duty.
- F. Civilian personnel, unless otherwise approved, will not operate marked police vehicles for any reason.
- G. When parking, operators are to set the parking brake and put the transmission in "park" position. On inclines, the front wheels shall always be turned into the curb. Drivers will observe all traffic regulations in respect to parking; especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall, whenever practical, park their vehicle in such a manner so as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate such area immediately. Illegal and improper parking of department vehicles does not create good public relations and is unsafe. If a vehicle must be double parked, the emergency lights and/or warning flashers will be used.
- H. Other vehicle operation procedures are as follows:
 - 1. Members, while patrolling, are to obey all motor vehicle laws and operate at slow speeds; but not in any manner that obstructs traffic.
 - 2. Members when responding to non-emergency incidents shall obey all motor vehicle laws.
 - 3. Exceptions to the vehicle operations rules and regulations are:
 - a. Pacing traffic violators.
 - b. Surveillance of suspects or suspect vehicles.
- I. Drivers of department vehicles will at all times give the right of way to fire department apparatus. They will not drive over any fire hose unless given permission to do so by a member of the fire department.

- J. When it is necessary to leave a department vehicle unattended, the doors, except in an emergency, will be locked.
- K. Except in emergencies operators will not use any department vehicle for the purpose of towing or pushing another vehicle.

IX. PATROL VEHICLE MARKINGS AND EQUIPMENT

Patrol vehicles assigned to this agency shall be marked and equipped in a manner that will present clear identity to the general public in accordance with O.C.G.A. 40-8-91 and 40-8-92. Patrol vehicles will be marked and equipped as follows:

- A. The agency name on each side of the vehicle.
- B. POLICE in 4" lettering on each side of the vehicle and on the rear bumper.
- C. Vehicle unit number on front and rear.
- D. Flashing blue strobe/LED lights mounted on roof or in grill.
- E. A siren and PA system mounted on light bar or in grill.

X. PATROL VEHICLE VIDEO EQUIPMENT

A. In Car Video Equipment

This section applies to the use of in car video equipment for the purpose of collecting evidence. All video media will be treated as evidence. Video media is only to be removed from the recorder by the Support Services Division or their designee. Video media is not to be viewed on a video media player at the police station or elsewhere except for official review by the Internal Affairs Investigator, Shift Supervisor, or member of the Command Staff. All video media is the property of the Helen Police Department, and the altering, destruction, or unauthorized viewing of these media will result in disciplinary action.

B. General Use of Video Equipment

- 1. Officers are required to inspect the video equipment as part of their vehicle pre-tour inspection and shall insure that the equipment is working properly.
- 2. Officers shall record traffic stops, vehicle pursuits, and all other incidents and / or crime scenes to ensure that all evidence of the incident is recorded. Also, each time the camera is activated, an "Event ID" will be assigned to the completed video. (Test, Traffic Stop, Etc.)
- 3. Each officer will be provided with a login for the camera system. Use of logins belonging to other employees is strictly prohibited. In the event an officer experiences a problem or access error, they should immediately contact Support Services to rectify the problem.

C. Use of Video Media

1. In the event that the camera fails to automatically download video files, immediate notification will be made to the Support Services Division so that the video files can be retrieved, and the malfunctioning device corrected.
2. All other issues with camera equipment should be directed to a supervisor. Common tasks such as syncing mobile microphones, etc, will be handled by shift supervisors.

D. Duplication and Distribution of Video Media

All other law enforcement agencies and district attorneys' offices shall submit requests for duplicate copies of video media to the Administrative Assistant or his/her designee in Records. All requests must be on official agency letterhead or a verified agency e-mail.

Distribution of duplicate copies to the private sector shall be forwarded to the Administrative Assistant or his/her designee in Records and shall be reviewed per OCGA 50-18-72 and the Open Records Act.

E. Storage of Video Media

Digital video will be transferred from the camera systems to a network attached storage device at which time each video will be subject to retention based on its content as defined by the Chief or applicable State or Federal Law.

XI. SMOKING IN VEHICLES

Employees of the department shall be governed by the City of Helen Smoking Ordinance adopted June 15, 2010. Employees are prohibited from smoking in city-owned buildings and property.

Tobacco chewing will be allowed as long as it is done in an inconspicuous manner but is not allowed during contact with the public.

All tobacco-related products shall be removed from the department vehicle at the end of the employee's work shift.

Tobacco products spilled inside or on the outside of the department vehicle, the driver of the vehicle shall clean vehicle immediately.

If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

XII. SAFETY BELT USE

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased, or rented by the department at all times. This also ensures that we are in compliance with Georgia law.

- A. Department personnel shall use the safety belts installed by the vehicle manufacturer. The safety belts will be properly adjusted and securely fastened when operating or riding in any vehicle so equipped.
- B. Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The driver of the vehicle is responsible for ensuring compliance of all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- D. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.
- E. Personnel who discover an inoperable restraint system shall report the defect on their Vehicle Service Request. Prompt action will be taken to replace or repair the system.
- F., When possible, any person(s) under arrest and being transported in department vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions that have safety belts provided by the vehicle manufacturer.
- G. When arriving at an emergency call or making a traffic stop, the operator may remove the safety restraint just prior to stopping for a quick exit. Caution should be exercised to ensure that during a traffic stop the violator is in fact going to stop.
- G. If negligence or non-compliance with the requirements of this policy is displayed, appropriate corrective action shall be initiated as prescribed by department policies.

XIII. EMERGENCY VEHICLE OPERATING PROCEDURES

- A. Before responding using siren and emergency lights, members must determine:
 - 1. If the situation is an emergency.
 - 2. If the emergency warrants an emergency response.
- B. All calls received and dispatched will fit into a given response priority and all calls will be responded to according to the proper priority classification as follows.
 - 1. High Priority (Emergency) is a call of an immediate life-threatening nature. Response by the officer will require the use of emergency equipment (blue lights and siren) except when the use of such equipment would likely result in alerting the violator and increasing the likelihood of escape. The officer may disregard traffic laws, but is required to comply with OCGA 40-6-6 paying particular attention to paragraph D.

It is important to note that the responsibility of handling a priority "1" call by an officer without using emergency equipment rests solely with the responding officer. He / she will be expected to justify his / her actions if involved in an accident and may not be relieved of fault just because he / she is in an authorized emergency vehicle.

2. Low Priority (Routine) is a call of a routine or less serious nature. The officer will respond as soon as possible or may handle the call while remaining in service. This type of call may be held, at the discretion of a field supervisor, for a zone car if one is not available.
- C. Emergencies include situations in which life is in danger, physical harm is occurring or is imminent, serious destruction of property is occurring, riots, and any other situation in which the public safety is in immediate jeopardy. However, no set of rules or guidelines can possibly define every emergency police officers encounter and, for that reason, deciding whether a situation is an emergency in line with these guidelines must be left to each member, subject to review by the officer's immediate supervisor.
 - D. After determining an emergency exists, a member then decides whether an emergency response is warranted. Factors which members should consider include but are not limited to such points as severity of the call, type of call, whether the member will probably be the first to the scene, whether personnel are already at the scene, distance to be traveled, road and weather conditions, traffic conditions, the degree of danger to another member or to the public. For example, an emergency response to save property would probably not be warranted if the sum of factors known to the member indicates that either the member or the public would be subjected to a high probability of harm by the response. Correspondingly a situation in which physical harm to the public or another member is imminent would probably warrant an emergency response under most adverse conditions.
 - E. Supervisors shall monitor responses of personnel under their supervision and control the number of units responding to emergency calls for service. Supervisors shall upgrade or downgrade emergency responses by their subordinates, as they deem necessary.
 - F. All personnel are responsible for knowing the laws of the State of Georgia pertaining to emergency vehicles, their operation and the limitations imposed on emergency vehicles.
 - G. Members who elect to exercise the rights of an emergency vehicle as granted by state law must use their siren and emergency lights. Use of only the emergency lights does not confer emergency vehicle status upon the vehicle.
 - H. Members are to be continually alert for other emergency vehicles responding to the same or a different emergency.

XIV. POLICE RADIO PROCEDURES

When officers receive a call from Communications, they will acknowledge the call immediately and proceed to the location of the call-in accordance with the priority of the call. If there is another unit closer to the call that unit will advise the dispatcher. The dispatcher will assign the closer unit or advise the unit to disregard the call.

Each officer is assigned a portable radio and a charger. Officers will be responsible for keeping their portable radio charged and functioning. Officers are also assigned individual radio numbers applicable to their current assignment. Communication procedures will be followed at all times as indicated in Chapter C-005 of this Manual.

It is absolutely necessary that an officer notify the Communications Center as soon as he / she arrives at the scene of calls for service and that the officer returns to service as quickly as possible after completing the call for service. Also, the officer will notify the Communications Center before leaving the patrol car on all vehicle or pedestrian stops. The officer will provide a location and identifying information on vehicles and pedestrians.

A. Assignment of Backup

The on-duty supervisor or the communications dispatcher will determine whether a backup unit should be dispatched, and if so, what priority the backup unit should use.

B. Response Status

The priority recommendations are recommendations only. Any call may be upgraded with the addition of an "I" for injured, or "IP" for crimes in-progress. Conversely, a call may also be downgraded if additional information indicates there is no emergency or hazard to the situation.

C. Dispatch Procedures

The response to any call for service may be upgraded or downgraded depending on the circumstances indicated by the Communications Center. If a call is upgraded or downgraded (from the set priority), the priority will be broadcast and cleared by the Shift Supervisor. An example of a downgrade would be when a person has requested service to investigate a fight and the caller advised a length of time has passed since the incident occurred.

Because of knowledge and information of the request for service, it is important that the Communications dispatcher control the dispatching order of calls for service. Communications will not assign a call for service until an officer is available to respond. If calls for service are holding, the Communications Center will place the call in the CAD and notify units of a pending call. All calls for service should be dispatched by the Communications Center. If any other police personnel receive a request for service, the responding officer will notify the Communications Center, by the quickest means possible (i.e. - either by phone or radio). If the Shift Supervisor or other field supervisor finds it necessary to change the priority of any call, that supervisor shall accept full responsibility for altering the priority of the call.

D. Reassignment of Calls

Supervisors may, at their discretion, cause calls to be reassigned to other units. Officers may request reassignment of calls by advising their supervisor of the reason, such as when two units have been assigned calls and know that they are each closer to the other's call. **At no time will an officer take it upon himself / herself to reassign calls.** The officer must advise the supervisor, who will evaluate the feasibility of reassignment and approve the reassignment.

E. Final Authority

The Communications Center dispatchers are responsible for the efficient transfer of information to the field units of the Department. It is the responsibility of all personnel to act upon that information in a manner that they believe will best meet the mission and goals of the Department. This responsibility will not be delegated or assumed to rest with the Communications Center.

F. Phrases and Words

Radio users are required to incorporate the codes listed in this manual in their normal operating procedures. The primary purpose of codes is to save time and to avoid confusion or misunderstanding. Codes are usually readily recognizable, easily understood and convey maximum meaning in a minimum amount of time. This shall not preclude a radio user from speaking "plain English" on the radio if he / she is unsure of the proper code / signal.

G. Radio Failure

1. No officer assigned to a line uniform unit will work or continue to work without a portable radio.

If a failure of the portable radio occurs, the officer will immediately advise the Communications Center by phone.

2. In the event of a complete radio system failure, officers will then either go to the Helen Police Department or advise the Communications Center of their location, by phone, and stand-by at that location for calls. If dispatched, officers will notify Communications as soon as possible of the status and any activities taken.

XV. NOTIFICATION OF PATROL SUPERVISOR

Patrol officers will notify the patrol supervisor whenever necessary. However, notification is mandatory on the following:

- Car Jacking
- Bomb Threat
- Explosives Located
- Murder
- Escaped Prisoner
- Burglary in progress

Armed robbery
Accident (Fatal)
Accident/police vehicle
Hit and Run (F)
Person hit by auto (Fatal)
Rape
Shooting
Abduction
Crimes Against Children
Chase in progress

XVI. INVESTIGATIONS OF CALLS FOR SERVICE

- A. Patrol officers will answer all calls for service, conduct investigations, and prepare the proper reports when necessary. The investigating officer shall be responsible for getting a case number from the communications center and recording it on the incident, supplemental, and miscellaneous reports. Many incidents, particularly those involving crimes, require subsequent investigations. The results of follow-up investigations will be recorded on a supplemental report.
- B. Some crimes and incidents will be brought to a patrol officer's attention by means of an on-view arrest or through direct citizen contact including those received in person at headquarters. When it is required that an Incident/Arrest report be made, the officer shall obtain a case number from the Communications Center/Mobile CAD and shall record it on the Incident /Arrest report.
- C. The primary responsibility of the initial investigating officer is to thoroughly investigate the crime in an attempt to develop information leading to the arrest of the person responsible and the recovery of stolen property.

The secondary responsibility of the investigating officer is to instruct the victim in crime prevention techniques to reduce the chance of a future re-occurrence of the incident.

- D. In cases where the officer can effectively handle offenses without assistance from the Criminal Investigations Division, the supervisor has the discretion to direct such action.

Those patrol cases requiring long-term commitment not consistent with patrol's overall mission shall be forwarded to the Criminal Investigations Division per authorization of the Shift Supervisor.

XVII. PRELIMINARY INVESTIGATIONS

- A. Duties and Responsibilities

The Helen Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer having responsibility for the preliminary investigation shall determine if the Shift Supervisor is to be notified and if an investigator will be needed. If an investigator is needed, the Shift Supervisor will make the request for an investigator to be called.

The patrol officer shall be responsible for the following:

1. Provide aid to the injured and summon medical assistance if necessary.
2. Protect the crime scene to ensure that the scene is not disturbed, and that possible evidence is not lost, destroyed, or contaminated.
3. Observe and record all conditions, events, and remarks.
4. Determine if an offense has been committed and, if so, the exact nature of the offense.
5. Determine the identity of the suspect(s) and make an arrest, if possible, if it can be accomplished either at the scene or through immediate pursuit.
6. If a suspect is stopped and questioned about the crime, the officer may, with articulable suspicion, frisk the individual person for the officer's protection. If an arrest is made, the officer may search the individual and the area immediate to his/her control for evidence related to the crime.
7. Locate and identify the complainant, victim, and witness:
 - a. Separate and interview each individually.
 - b. Obtain a description of suspects, vehicles, and mode of travel.
 - c. Determine what information the victim, complainant, and/or witnesses know.
 - d. Furnish other field units through radio communications with descriptions, method and direction of flight, and other relevant information concerning wanted/missing persons or vehicles.
8. Determine in detail the exact circumstances of the offense.
9. Obtain a written statement from victims, witnesses and from suspect(s) if such statements can be obtained legally and are necessary for the solvability of the crime.
10. Arrange for the collection of evidence:
 - a. Notify investigators, per authorization of the Shift Supervisor, for crime scene processing when necessary.
 - b. Collect evidence if there is no need to notify investigators.

- c. Request additional assistance from patrol units when necessary.
11. Interrogate the suspect if apprehended:
 - a. Read Miranda Warning and advise the suspect/arrestee of access to legal representation.
 - b. Use field interview techniques.
 - c. Take suspect into custody and transport the suspect to the Helen Police Department. If necessary, obtain warrants or turn him/her over to the investigator called.
 12. Accurately and completely record all pertinent information on prescribed report forms.
 13. Ensure that the appropriate GCIC/NCIC entry, modification, and/or clearance data are completed when applicable. (i.e., wanted/missing persons cleared/entered, stolen property entered)
 14. Check victim, witness, and suspect on GCIC/NCIC and at the detention center for possible outstanding warrants.
 15. Conduct an inventory search of any property and/or vehicles seized or recovered.
 16. Members of the department, before being relieved from duty, shall report all unfinished business or reports to their immediate supervisors so that such information may, if necessary, be forwarded to members of the relieving shift. All reports are to be turned in prior to the end of that officer's tour of duty. Officers that encounter extenuating circumstances that may prevent them from completing the required reports must have a supervisor's approval before ending their tour of duty. Officers who are given approval by a supervisor and are unable to complete a report before the end of their shift shall complete sections of the report that contains the incident type, location, time, and persons involved. The report shall be submitted with an explanation in the notes stating the reason the report is incomplete. Officers are required to return to complete and have approved all unfinished reports within 24hrs.
 17. Supervisors are responsible for approving the reports of their immediate subordinates. All reports are required to be approved or rejected within 24 hours of the initial date/time of the call for service. Once a supervisor completes the approval process, he/she is then required to "Supervisory Lock" the report to prevent unauthorized changes or edits to a report which has been submitted and passed the supervisory approval process. Further changes must be made via supplemental reporting.
- B. The Patrol Division may temporarily assign the investigating patrol officer to the Criminal Investigations Division for an agreed amount of time on any major

case. This temporary assignment will be coordinated between Captain and the CID Supervisor based on investigative needs and manpower constraints, subject to the approval of the Chief of Police.

C. Shift Supervisor Responsibilities:

1. Immediately ascertain from the patrol officer the seriousness of the incident under investigation and the basic details concerning the crime.
2. Ensure that the patrol officer conducts a thorough preliminary investigation and gathers all pertinent facts and information.
3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation.
4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services.
5. The Shift Supervisor will be held responsible for the quality of reports and investigations occurring during his tour of duty and coordinating investigative efforts with relieving shift and/or the Criminal Investigations Division.
6. Review preliminary investigation reports as soon as possible and ensure completeness of the reports prior to approving them. If the report is incomplete, the supervisor will return the report to the officer for completion. The shift supervisor will be held accountable for the completeness of a preliminary investigative report.
7. The Shift Supervisor will be responsible for determining if an investigator is to be requested for assistance or when patrol investigative activity will terminate due to a lack of investigative leads.
8. The Shift Supervisor will assure that the evidence kits are operational and that sufficient personnel under his command are trained in investigative methods and crime scene processing.

XVIII. FOLLOW-UP INVESTIGATIONS

- A. Follow-up investigations of incidents involving Part 1 crimes shall be the primary responsibility of the Criminal Investigations Division. However, patrol officers who acquire additional information on incidents should complete a supplemental report or forward the information to investigator personnel.
- B. The following incidents require immediate notification of investigator personnel by the Shift Supervisor:
 1. Homicide
 2. Rape

3. Car Jacking
 4. Robbery
 5. Bomb Threat
 6. Commercial Burglary
 7. Residential Burglary (where additional training in evidence collection is warranted).
 8. Suicide (where there are suspicious circumstances).
 9. Drowning
 10. Person Dead (unattended or suspicious circumstances)
 11. Runaway (under 13 years old)
 12. Abduction
 13. Crimes Against Children
 14. Officer involved shooting
- C. When the immediate services of a crime scene specialist are required, the investigator will be notified. All notifications for assistance should be within one hour. All crime scenes and accidents will be secured under the direction of a supervisor until needed special services arrive.
- D. Missing /Wanted Person and Juvenile Procedures

Persons for whom arrest warrants have been issued, are reported missing, or have been placed on probation or parole shall be entered in the GCIC persons files within 12 hours of the report being taken or warrant being issued. Juvenile entries must be made IMMEDIATELY.

A copy of said report or information shall be furnished to the Communications Center for dissemination to other units and related agencies. A copy shall be made available for the incoming shift to review at roll call. A copy of missing/wanted juvenile reports shall be forwarded to the juvenile officer.

1. Missing/Wanted Person and Juvenile Reports

When an officer takes a missing person report involving a person 17 years of age or older, GCIC entry requires specific information about the individual before entry can be made into the system. Once the report is completed, it shall be copied and sent to the Dispatcher for entry. All entries must be made within 12 hours of the report being taken. Missing or wanted juvenile reports shall contain the same information as required for adults and must be entered IMMEDIATELY. Vehicles, which are associated with a wanted or

missing person or juvenile, shall be included in the incident report and entered into the GCIC system.

2. Special Procedures for Missing Juveniles

A missing child is defined as anyone less than 17 years of age. This would include runaways. The first responding officer will:

- a. Notify his/her supervisor and initiate a thorough and immediate physical search of the area.
- b. Make an immediate entry into GCIC/NCIC. Notify the parents that this entry has been made.
- c. Notify White County Department of Family and Child Services (DFACS). The officer should request that DFACS provide any relevant information on the child such as:
 - 1) Whether or not there is currently an active case;
 - 2) Name of the child's case worker;
 - 3) Any previously reported missing incidents and any information related to those situations;
 - 4) Previously reported abuse cases; and
 - 5) All other relevant information that would assist in locating the child.
- d. Levi's call may be activated by the GBI if the following Alert Criteria are met:
 - 1) There must be a confirmed child abduction.
 - 2) The circumstances surrounding the abduction must indicate that the child is in danger of harm or death.
 - 3) The child must be 17 years of age or younger.
 - 4) There must be enough descriptive information to believe that an immediate broadcast alert will help.
 - 5) The case number must be entered into the National Crime Information Center (NCIC database).

- 6) Activation will not be granted for runaways and non-custodial abductions where no danger exists to the child.

3. Special Considerations for At-risk Persons

An at-risk person is defined as a person that is physically or mentally disabled or senile, who is missing under circumstances indicating that their physical safety may be in danger, or who is over age 70. The first responding officer will:

- a. Notify his/her supervisor and initiate a thorough and immediate physical search of the area.
- b. Make an immediate entry into GCIC/NCIC.

4. Missing Persons Follow-up Investigations

If a missing person is not immediately located (within 8 hours for an adult, within 2 hours for missing children or other critical missing cases), the supervisor of the Criminal Investigation Division (CID) will be notified to conduct a follow-up investigation. If deemed necessary, responding officers will conduct a search of the area.

- a. Personnel assigned to the follow-up investigation must remain in contact with the person making the report, to keep them apprised of the progress of the investigation.
- b. The investigating officer shall continue to make reasonable efforts to acquire additional and ongoing information about the missing person following transmittal of the initial information available, and promptly integrate any additional information acquired into the Georgia Crime Information Center (GCIC) / National Crime Information Center (NCIC) computer systems.
- c. When a missing child has not been located within thirty (30) days after the date in which the report was filed, the reporting officer shall request from the missing child's parents or guardians, the dental records of the missing child. The dental records shall be entered into the GCIC / NCIC.

5. Removal of Information from GCIC/NCIC

When the missing person has returned or been located the officer receiving the notification will complete an incident report and notify communications to have the information removed immediately from GCIC / NCIC. In addition, CID personnel will be notified.

XIX. TRAFFIC ACCIDENT RESPONSE AND INVESTIGATION

- A. When notified that an accident has occurred, either by telephone or radio, the dispatcher shall obtain the following information and enter it into the CAD system:

1. Location of accident.
 2. Injuries, if any.
 3. Road blocked.
 4. Types of vehicles (dangerous cargo, etc.).
 5. Existing hazards (fire, explosives, etc.).
 6. Caller's name.
 7. Phone number.
- B. The officer's response to the accident scene will be determined by the seriousness of the accident. Officers shall respond to all accidents with injury or death and accidents involving hazardous materials with emergency lights and siren activated. Other accident responses will be non-emergency, unless upgraded by a supervisor.
- C. Accident investigation is the primary responsibility of the officer assigned to the call. When possible, it will be the officer assigned to the zone where the accident occurs. The primary responding officer will have charge of the accident scene unless otherwise dictated by a higher-ranking officer.
- D. All reports shall be completed by the investigating officer. If the zone officer is unavailable, then the first officer on the scene or designated officer shall be responsible for the reports.

XX. DUTIES OF FIRST OFFICER TO ARRIVE AT ACCIDENT SCENE

- A. Officers responding to the scene of an accident will drive in a safe manner so as not to endanger themselves or the public. The first officer on the accident scene will take the following action:
1. Position patrol vehicle in a manner to protect the accident scene.
 2. Search for injured. Administer first aid/CPR until emergency medical units arrive (ambulance, rescue, etc.).
 3. Summon additional assistance (officers, tow vehicles, etc.), if necessary.
 4. Protect the scene from bystanders, media, and other vehicle traffic.
 5. Establish safe traffic patterns around the scene.
 6. Locate persons involved in the accident and witnesses and record additional accident information.

7. Secure and protect evidence, especially short-lived evidence.
 8. Assist and resolve any disputes or areas of conflict between parties involved in the accident, making appropriate referrals when necessary.
 9. Remove persons, vehicles and debris from accident site and roadway as soon as possible.
 10. Complete accident reports as required.
- E. Fire Hazards: Whenever a fire hazard exists, the first officer shall take immediate action to clear the area of all persons and shall notify dispatch for assistance of fire personnel. The officer shall summon additional police assistance to make a perimeter around the accident scene.
- C. Hazardous Materials: In the event of a traffic accident suspected to involve hazardous materials the responding officer shall immediately:
1. Notify dispatch for fire department assistance and advise type of hazard if known.
 2. Notify supervisor to proceed to the scene.
 3. Move and keep people away from the accident scene.
 4. Request additional police assistance to establish a perimeter around the scene.
- D. When approaching an accident scene involving any cargo:
1. Do not walk into or touch any spilled material.
 2. Avoid inhalation of all gases, fumes, and smoke even if no hazardous materials are involved.
 3. Do not assume that gases or vapors are harmless because of lack of smell.
- F. Supervisors at the scene shall establish a command post near the accident scene and shall coordinate activities according to the emergency response plan.

XXI. DUTIES OF ACCIDENT INVESTIGATING OFFICER

- A. Any accident that occurs within the city limits shall be properly reported by the investigating officer on a Georgia Uniform Motor Vehicle Accident Report if the accident occurs on a public highway, road, or street. If more than two vehicles are involved, a supplemental report will be completed on the same form.

A police officer will be assigned, respond to, and prepare a report of accidents involving any of the following:

1. Death or injury;

2. Property damage or fire;
 3. Hit and run;
 4. Impairment due to alcohol or drugs;
 5. Hazardous materials; and
 6. Damage to public vehicles or property.
- B. Accidents occurring on private property shall also be properly reported on a Helen Police Department Private Property Accident Report.
- C. The investigating officer shall be responsible for the following on-scene duties:
1. Interviewing principals/witnesses;
 2. Examining/recording vehicle damage;
 3. Recording accident information;
 4. Determining damage, if any, to roadway;
 5. Taking measurements, when appropriate;
 6. Taking photographs, when appropriate;
 7. Collecting/preserving evidence; and
 8. Exchanging information among parties involved.
- D. Follow-up activities may be conducted away from the accident scene after normal flow of traffic is resumed. Investigating officer shall be responsible for follow-up on accidents, when necessary, which include:
1. Collecting off-scene data (includes locating hit and run vehicles, talking to other witnesses who are not present at the scene).
 2. Obtaining/recording witnesses' statements.
 3. Completion of accident report and an incident report if necessary to support criminal charges arising from the incident.
- E. Expert or technical assistance may be requested if the accident involves a fatality or serious injury by contacting the Georgia State Patrol Traffic Specialist Unit (TSU). TSU assistance may be authorized by the supervisor on scene. Such assistance may include:

1. Professional photography;
2. Surveyors;
3. Mechanics;
4. Physicists;
5. Physicians.

All expert reports will be included in the investigating officer's report.

- F. The investigating officer shall be authorized to issue a citation(s) for any violation that results in a traffic accident. Officers should take enforcement action whenever they detect a violation of law or ordinance, and such violation was the cause of the accident.
- G. The investigating officer shall be authorized to remove any valuable property from the vehicles being towed if the persons involved are unable to care for the property and shall take the property to the police department for safekeeping. All property taken from the vehicle shall be processed in accordance with department procedures regarding property and evidence (SOP I-010). All required forms will be completed and turned in with the property. The officer shall notify the owner and advise of the location of the removed property.

XXII. FIELD INTERVIEWS

- A. An important aspect of preventive patrol is conducting field interviews. Field interviews shall be a primary responsibility of Patrol Division.
- B. The end result of the field inquiry, identification, information, and crime prevention is best achieved through an open professional approach. Indiscriminate stopping and questioning of citizens represent both a misuse of police authority and an infringement upon the personal liberty of citizens. Each person questioned must, in the judgment of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty or for the sake of showing some activity for the record is not in keeping with the intent or spirit of field inquiries.
- C. When conducting field interviews, the officer will remain observant to all actions by the individual being interviewed. Should the officer have articulable suspicion to fear for his safety, the officer may "frisk" the individual's person to determine if a weapon is present and ensure officer safety.
- D. The following factors will be considered when making a field inquiry:
 1. Personal appearance of suspect (well dressed, clean; sloppy dressed, dirty).
 2. The area (business district, residential, slum area, heavy drug traffic area, etc.).

3. Time of day (morning hours, late at night, daytime).
 4. Activity of suspect(s).
- E. Officers should conduct a field interview whenever they observe persons who do not fit the area or time, persons acting in a suspicious manner and those who loiter.
 - F. Whenever an officer conducts a field interview, he should notify the dispatcher of the location. The officer may complete a field interview on the mobile records management section on their computer.
 - H. The CID Supervisor shall be responsible for the maintenance of the field interview information on the computer system.

XXIII. IDENTIFICATION OF POLICE HAZARDS

All officers assigned to Patrol Division, or the Criminal Investigations Division shall be responsible for reporting any potential or actual police hazards that may exist in the community. Police hazards may include:

- A. Roadway hazards such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Street Department or State Highway Department.
- B. Construction projects.
- C. Persons known to carry weapons.
- D. Residences suspected of drug dealing.
- E. Unlighted alleys, streets, or highways.
- F. Downed power lines (notify Public Utilities).
- G. Gas, sewer, or other utility lines (notify appropriate utility).

When a potential or actual police hazard is detected, the officer or supervisor shall notify his supervisor of the hazard. All potential or actual hazards shall be reported in the supervisor's daily report to be distributed to other shifts. This information should be distributed to police personnel during roll call sessions.

If conditions are such that Street, Electrical or Public Utilities personnel are needed for an emergency or conditions that could cause harm, the shift supervisor will be notified, and arrangements made to notify the proper personnel.

XVIII. RESPONSE TO SILENT / AUDIBLE ALARMS

It is the responsibility of the Helen Police Department to respond to silent and audible alarms as quickly as possible. Further, it is the responsibility of the

Department to thoroughly check the structure serviced by the alarm to insure there is no burglary or hold-up which has taken place. In performing this function, THE OFFICER MUST ALWAYS REMEMBER THAT THE PERSONS WHO COMMIT THESE CRIMES ARE CONSIDERED DANGEROUS. Due to this danger and the danger to private citizens, the officer must approach these calls with the utmost alertness and professionalism. To become careless and unprofessional can lead to disaster.

A. General

1. Normally, at least (2) two officers will be dispatched (when available).
2. The officers should inspect the premises to determine if there is any evidence of entry.
3. If there is no evidence of entry or a hold-up, the officer should check with the Communications Center to see if the key holder is en-route to the scene.
 - a. If there is no key holder en-route, Communications should be instructed to make every effort to locate him / her and have him / her come to the location.
 - b. If there will be a considerable time span prior to the key holder arriving at the scene, the officer will return to service and request the dispatcher to instruct the key holder to call Communications upon his arrival on the scene if he / she wants the officer to return.
 - c. If Communications cannot locate a key holder, or some other responsible person, and the location appears to be undamaged and no entry made, the officer will note the information in the notes section of the Mobile CAD. If anything, suspicious is noted, the officer will notify Communications to note that the building was checked, something suspicious was found, and the key holder could not be reached or would not report to the scene.
4. If the officer determines entry has been made, the officer will immediately notify Communications of such entry and request assistance. The officer will then attempt to cover the location from the outside and wait until assistance arrives before searching the building.
5. In the event of storm(s) causing numerous alarms, the supervisor may have the officers check the calls while remaining in service. The officer will consult their supervisor for instructions.

Note: Officers responding to residential and commercial alarms and find an open door or window will not enter the residence until back-up arrives. Exceptions will be considered on a case-by-case basis such as other emergency in progress where no other officers are available.

B. Bank Alarms / Normal business Hours

When the alarm is activated, Communications will dispatch two cars immediately. Upon arrival, the officer will take up a position where he / she can observe all entrances and exits if possible and remain out of sight from persons within the business. Communications will then telephone the bank / business and ask if the alarm is valid. If the bank / business official advises the bank / business is okay, the dispatched car will be advised immediately. The bank / business official will then be asked by Communications to meet the responding officer outside the bank / business in a safe location (away from the front door). Prior to exiting the building, a complete description of the official, including clothing colors will be obtained by Communications and relayed to the officer. If no one appears, the officer is to treat the call as a robbery-in-progress, take cover and notify the Shift Supervisor.

XXIV. STOLEN / ABANDONED PROPERTY REQUIREMENTS/ ENTRIES

When articles such as televisions, VCRs, telephones, stereo systems, computers, cable boxes, bicycles, vehicles, boats, lawn mowers, tools, and equipment, etc. have been stolen, an incident report shall be completed by the investigating officer. Un-recovered, serial numbered, stolen property, for which a theft report has been completed are entered in the GCIC files.

A. Stolen Vehicles, Abandoned Vehicles, and Tag Entries

A vehicle is any motor driven means of transportation designed to carry an operator, except a boat. Stolen vehicles, abandoned vehicles, and stolen tags shall be recorded on an incident report by the investigating officer and entered in the GCIC vehicle files.

B. Stolen Boat and Motor Entries

When boats and/or motors have been stolen, an incident report shall be completed by the investigating officer and entered in the GCIC boat files.

C. Stolen Gun Entries

Serial numbered weapons (and accessories) which use explosive, compressed air, or carbon dioxide to propel a projectile and have been reported stolen or recovered (found by our agency but reported stolen by another agency) shall be recorded on an incident report by the investigating officer.

Stolen gun reports shall be copied and sent to the Communications Center for entry into the GCIC stolen gun files. BB guns and pellet guns which are less than .22 caliber should not be entered in these files. They should be entered in the article file.

All entries must be made within 12 hours of the report being taken.

D. Abandoned Vehicles

Georgia law requires law enforcement agencies to enter records on vehicles, which have been abandoned and impounded by law enforcement agencies, or vehicles that have been reported as impounded by operators of wrecker services or vehicle storage facilities in the abandoned vehicle file. Abandoned and impounded vehicle information shall be recorded on an incident report by the investigating officer, copied, and sent to the communications center for entry. All entries must be made within 12 hours of the report being taken.

Georgia law (O.C.G.A. 35-3-33, 35-3-36, and 40-11-2) requires law enforcement officers to:

1. Enter abandoned vehicle records in the computerized abandoned vehicle file after the wrecker service or vehicle storage facility has given notice in writing.
2. Furnish legitimate operators of wrecker services and vehicle storage facilities with the names and addresses of the last known registered owner of the recovered abandoned vehicle.

When vehicles are recovered, the vehicle owner must be notified within 72 hours of the vehicle's recovery and location. Notification is the responsibility of the investigating officer.

XXV. DEATHS, DROWNING, INJURED PERSONS

In instances resulting in death (i.e., homicide, traffic fatality, natural death, etc.) the Shift Supervisor shall instruct the Communications Center to notify the White County Coroner.

A. Suicide

1. Cases of threatened suicide present so many varied situations that it is impossible to outline any specific action that might be applicable in each case. Each demand of the officer on the scene a cool head, good judgment, and prompt efficient action.
2. The duty of the first officer on the scene is threefold:
 - a. Take immediate steps to protect the general public, if necessary.
 - b. Have the dispatcher notified, stating type of assistance needed (personnel, equipment, EMS, utilities, Fire, etc.).
 - c. "Delay" the suicide attempt if possible.
3. In a case where the suicide has been averted, when applicable, the person shall be taken into custody and transported to a medical facility for evaluation and additional assistance when necessary.

B. Sudden Death

1. Upon the arrival of an officer to the scene of a sudden death, one of the first priorities is to determine the cause of death. Where there are no suspicious circumstances and the deceased has been under the care of a physician within recent days or weeks, the following procedure shall be followed:
 - a. The Shift Supervisor will respond to the scene and supervise the investigation.
 - b. Contact the Coroner.
2. When death results from violence, suicide, casualty, or happens suddenly when the person was in apparent good health, when unattended by a physician, or in a suspicious or unusual manner, the following procedure shall be followed:
 - a. The crime scene shall be preserved until all examinations have been conducted and the cause of death has been determined.
 - b. The Shift Supervisor will respond to the scene and assume responsibility for overseeing the investigation and be responsible for direct supervision of the investigation until such time as relieved by the investigators. The medical examiner's office shall be notified immediately. The category of death will not be finalized merely on reported information without processing evidence, technical examinations, and completion of all possible interviews.
 - c. A thorough preliminary investigation will be conducted by patrol and/or investigator personnel.
3. Shift Supervisors investigating cases of sudden death shall ensure that the next of kin is notified by the medical examiner, family minister, family friend, or the Shift Supervisor.
4. Appropriate reports shall be completed and reviewed by the Shift Supervisor.

C. Removal of Bodies of Deceased Persons

1. Police and fire department personnel shall cooperate to the greatest extent possible and exercise their good judgment in evaluating whether death has occurred. If there is any doubt, appropriate procedures shall be followed by the ambulance crew.
2. All deceased persons must be taken to a medical facility to be pronounced or, at the coroner's direction, to another location (crime lab, funeral home, morgue, etc.).
3. If the Coroner is contacted, but cannot respond within a reasonable time, he/she may authorize the removal of the body if it is creating a public nuisance. In this case, the medical examiner will be informed of where the

body is to be taken. If the officers believe that moving the body may hinder the investigation, it shall not be moved.

4. An ambulance may be used to remove the body to a funeral establishment if the funeral director's vehicle is unavailable or delayed.

D. Drowning/Removing Bodies from Water

In cases of suspected drowning, there is no use to administer first aid if the body is known to have been submerged for a period of time that would make life-saving efforts futile. The coroner will be contacted for authorization to remove the body to the appropriate location.

E. Sick or Injured Persons

1. Whenever a member of the department finds or has his attention called to an unconscious or seriously injured person on the street or other public place or in a private home or institution, and it is necessary that such person be transported to a hospital, he/she shall at once notify the dispatcher. An ambulance or the fire department rescue unit shall be dispatched.
2. In the case of a sick or injured person, the officer, before summoning an ambulance, shall ascertain from such person whether or not he/she is willing to be taken to a hospital for treatment. Care must be taken to assure that the victim is capable of making such a decision. Where a small child is involved, or where there is any doubt of the person having sufficient control of his senses to make the decision, officer should summons the ambulance. If the victim refuses hospitalization, the officer shall render whatever assistance possible and shall send the person to his home, or elsewhere, as circumstances require.
3. All unconscious persons, and all persons apparently sick and unable to speak for themselves, the officer should summons an ambulance to transport the person to a medical facility immediately. This procedure is applicable whether such condition is caused by sickness, alcohol, or other factors.
4. When a person is found in an unconscious state, the officer shall take particular care to safeguard the personal property of the victim. No personal property of the victim shall be retained by police personnel but shall accompany the victim to the medical facility and there be removed from the victim in accordance with medical facility regulations. However, if it appears necessary for the officer to take possession of any property required as evidence, or other property to secure it against probable loss, the officer shall do so, if possible, in the presence of a witness whose name and address he shall obtain. Such property, along with all information pertaining thereto, shall be turned into the Property/Evidence Custodian.

5. When necessary to notify relatives of a death, or serious illness or injury of any family member, such notification shall be made in person in a discreet manner by the Shift Supervisor, investigating officer, medical examiner, family minister or family friend. The Shift Supervisor or investigating officer shall make additional notifications to provide additional assistance to the immediate family. The telephone shall be employed for such purpose only when other means are impractical.

XXI. TAKING IDENTITY THEFT CRIME REPORTS

Identity Theft: Identity theft is the wrongful use of another person's identifying information – such as credit card, social security, or driver's license numbers – to commit financial or other crimes. Identity theft is generally a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

All sworn police personnel are authorized to take identity theft crime reports regardless of where the crime took place or the victims place of residency in accordance with 18 U.S.C. § 1028 (c)(7).

When taking an identity theft crime report officers should provide information and any assistance deemed necessary to the identity crime victim. The investigating officer, where jurisdiction has been established, should coordinate the investigation with other agencies for collaboration and avoidance of duplication.

XXII. EMERGENCY CALL-UP

In instances of natural disaster, civil disaster, civil disorder, riot, etc., it may become necessary to call officers in from off-duty status. In this event, the following procedure will be used:

- A. Authority to order a call-up of off-duty personnel will rest with the Chief of Police, captain or shift commander. The call-up order will include the number and type of personnel needed, the equipment necessary, the assembly point and a brief description of the situation involved.
- B. Upon receipt of a call-up order, the captain or his/her designee will attempt to fill the request for manpower from on-duty personnel first, then utilizing off-duty Uniform Patrol Division personnel, then Criminal Investigation Division personnel.
- C. After all available on-duty personnel are utilized, then telephone calls to off-duty personnel will be made. The order of call-up for off-duty personnel will begin with Uniform Patrol Division personnel. Personnel of the next shift to report for duty will be called first. If the call-up order occurs on Day Shift, then Night Shift personnel would be contacted first.
- D. Shift commanders will be advised of the number of personnel needed from their shifts.

1. If the situation is time-critical, on-duty personnel will be dispatched (2 or 3 to a car) to the assembly point.
 2. If the situation is not time-critical, the unit or shift commanders may, at their discretion, use any combination of on or off-duty personnel necessary to comply with the call-up order.
- E. Shift commanders will be responsible for having the telephone calls made to their off-duty personnel. The Communications Center may be utilized for this function if there is insufficient manpower available to make the calls.
- F. It will be the responsibility of each shift commander to continue, to the extent possible, all regular police services during the emergency situation. Planning in this regard should include relief of on-duty, regular service personnel, relief of on and off-duty personnel involved in the emergency and adjustments in shifts or off-days to compensate for absent personnel.

XXIII. NOTIFICATIONS

A. Chief of Police

Certain incidents require immediate notification of the shift commander, captain, and the Chief of Police by the officer in charge of an incident scene through the Communications Center. In the event of any of the following incidents, notification of the above listed personnel is **mandatory** as soon as possible following the stabilization of the scene:

6. Any suspicious death investigation (i.e. - homicide, suicide, natural);
7. Natural or manmade disasters;
8. Any spectacular incident or unusual occurrence (i.e. - aircraft accidents; major fire; explosion; tornado; etc.);
9. School bus accidents involving any injuries;
10. Manhunts when extensive search is involved;
11. Strikes, riots, or disorders;
12. All shootings involving Helen Police Officers and all incidents involving use of force by Helen Police Officers resulting in serious injury or death;
13. Bomb threats when a device is found;
14. Hostage, barricade situations;
15. Auto accidents involving any Helen law enforcement vehicle;
16. Auto accidents involving serious injuries, fatalities, potential fatalities, or hazardous materials;

17. Robberies or rapes;
18. Death or any serious illness or injury to any member of the Helen Police Department or his / her immediate family;
19. Injury or death to any on-duty Helen Police Officer;
20. Children under the age of thirteen (13) or elderly adults over the age of seventy (70) that have been missing for two (2) or more hours;
21. Any death or serious injury of any person in the custody of the Helen Police Department;
22. Any law enforcement action involving a public / elected official or another law enforcement officer;
23. Day-care facility incident involving death, injury, or suspected abuse;
24. Kidnapping;
25. Incident involving multiple fatalities or serious injuries;
26. Drive-by shooting;
27. Violent gang activity;
28. Aggravated child abuse or molestation; and
29. Escape of a prisoner from the custody of a Helen Police Officer.
30. Any incident which may be newsworthy or result in heightened community interest.

Notification will be made by the highest-ranking official familiar with the incident, or through the Communications Center as directed by such highest ranking official.

AS A GENERAL RULE, WHEN IN DOUBT, MAKE THE NOTIFICATION

B. Notification of the SWAT Team

Notification of the White County Sheriff's Office SWAT Team or Habersham County Sheriff's Office SWAT Team shall be made through the Communications Center, upon approval of the Shift Supervisor or his designee, whenever their assistance is necessary in any of the following situations. Notification of the Captain will be required.

1. Barricaded persons;
2. Hostage situations;

3. Security for VIP's;
4. Civil disorder and demonstrations;
5. Rescue missions;
6. Bomb calls where a suspected improvised explosive device is found;
7. High risk situations involving subjects known to be or suspected of being armed.