



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**  
**WRITTEN DIRECTIVE MANUAL**  
**CONTENTS**

**LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS**

*CALEA Ref. Chapters 1-3*

100	
100.0	Written Directive Manual
100.0A	Written Directive Review
100.1	Mission Statement
100.1A	Goals and Objectives
100.2	Oath of Office
100.2A	Code of Ethics
100.3	Response to Resistance
100.3A	Reporting Response to Resistance
100.3B	De-Escalation
100.4	Deadly Force
100.4A	Post Deadly Force Procedures
100.4B	Post Deadly Force Checklist
100.5	Operational Reassignment
100.6	Ready Gun Reporting
100.7	OC Spray
100.8	Taser
100.10	Expandable Baton
100.11	Excited Delirium
100.13	Officers Authority
101.0	Jurisdiction
105.0	Arrest Policy
105.0A	Foreign Diplomats & Consular Officials
105.0B	Legislators & Elected Officials
105.0C	Military Personnel
105.1	Arrest Outside Jurisdiction
106.0	Search and Seizure
106.1	Computer Equipment Seizure
107.0	Unbiased Policing
108.0	Compliance with Constitutional Requirements

**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

*CALEA Ref. Chapters 11-17*



200.00	
200.1	Organization
201.0	Direction
201.1	Department Property
201.2	Vehicles – Department Owned
201.3	Automatic Vehicle Locator
201.4	Return of City Equipment Upon Employee Transfer or Separation
201.5	Temporary Relief from Duty
202.0	Employee Involved Motor Vehicle Crash Investigation
202.1	Agency Forms
202.2	Non-Traffic Citation and Complaint
202.3	Personnel Information Report
202.4	Infectious Disease
202.5	Safety Belt Restraining System
202.6	Removal of Keys from Locked Vehicle
203.0	Meal Breaks
204.0	Phonetic Alphabet
205.0	Assignments
207.0	Cash Funds and Accounts Maintenance
207.0A	Cash Funds and Accounts Maintenance Addendum

## **PERSONNEL STRUCTURE AND PROCESS**

*CALEA Ref. Chapters 21-26 & 31-35*

300.00	
300.1	Request for Leave
301.0	Chaplain Program
301.1	Military Leave
301.2	Seniority
301.3	Secondary Employment
301.4	Family and Medical Leave Act
302.0	Career Development and Higher Education
302.1	Responsibilities
302.2	Conduct
302.2A	Harassment
302.2B	Sexual Misconduct/Harassment
302.2C	Social Networking
302.3	On Duty
303.0	Employee Grievances, Suggestions, and Proposals
304.0	Employee Recognition, Commendation and Discipline
305.0	Progressive Discipline



- 305.1 Personnel Early Intervention System
- 306.1 Awards and Commendations
- 306.2 Employee of the Month
- 307.0 Training Unit
- 307.1 Recruitment
- 307.2 Officer Selection
- 307.3 Health & Physical Fitness
- 307.4 Firing Range
- 307.5 Field Training Program
- 308.0 Promotional Process
- 309.0 Insurance, Disability, Retirement and Educational Programs
- 310.0 Line of Duty Death or Serious Injuries
- 311.0 Roll Call
- 311.0A Roll Call Training
- 312.0 Written Agreement for Services Provided

## **LAW ENFORCEMENT OPERATIONS**

*CALEA Ref. Chapters 41-46*

- 400.00
- 400.1 Vehicle Take Home
- 400.10 Next of Kin Notifications
- 401.11 Homicide Survivor Support
- 401.12 Emergency and Pursuit Driving
- 401.12A Emergency Roadblocks
- 401.12B Use of Tire Deflation Devices
- 401.13 In Car Video System
- 401.14 Domestic Violence/Court Protection Order
- 401.18 Criminal Trespass Warnings
- 401.19 Body Worn Cameras
- 401.20 Recording Police Activity
- 402.0 Dress Code - General Appearance
- 402.1 Dress Code – Duty Uniform
- 402.2 Dress Code – CID
- 402.3 Dress Code – Other
- 403.0 Missing Children
- 404.0 Missing Persons
- 407.0 Police Canine
- 408.0 Waterborne Response Unit
- 411.0 Notification Procedures
- 412.0 Dealing With The Mentally Ill



- 413.0 Foot Pursuits
- 415.0 Electronic Recording of Interrogations
- 416.0 Nasal Naloxone
- 417.0 Criminal Intelligence
- 418.0 Preliminary Investigation
- 419.0 Criminal Investigation Case File Management
- 420.0 Juvenile Operations
- 421.0 Interview, Temporary Detention & Processing Rooms
- 423.0 Special Events Plan
- 424.0 Critical Incident Stress Debriefing
- 425.0 Crime Analysis
- 426.0 Immigration Procedures
- 427.0 Pandemic Response

**OPERATIONS SUPPORT***CALEA Ref. Chapters 51-55*

- 500.00
- 500.1 Office of Professional Standards
- 501.0 Polygraph Examinations
- 502.0 Media Policy
- 503.0 Citizen Observer Program
- 504.0 Police Explorers Program
- 505.0 Police Volunteers
- 506.0 Decatur Animal Services Volunteers
- 507.0 Decatur Animal Services Notifications & Overtime Protocol
- 508.0 Revenue

**Traffic Operations***CALEA Ref. Chapter 61*

- 600.00
- 600.1 Radar/Speed Detection
- 601.0 Traffic Enforcement
- 602.0 Traffic Stops
- 603.0 DUI Enforcement
- 604.0 Escort Services
- 605.0 Traffic Control & Direction
- 606.0 Motor Vehicle Impoundment and Inventory
- 607.0 Traffic Assistance

**DETAINEE AND COURT-RELATED ACTIVITIES***CALEA Ref. Chapters 70-74*



700.00  
700.1 Prisoners Transportation  
701.0 Court  
702.0 Security Screening  
703.0 Legal Process

## **AUXILIARY AND TECHNICAL SERVICES**

*CALEA Ref. Chapters 81-84*

800.00  
802.0 Crime & Crash Scene Processing  
803.0 Centralized Records Unit  
804.0 Field Reporting System  
805.0 Communications

## **NCIC**

900.0  
900.1 ACJIC – NCIC Security  
901.0 Disposal of Classified or Sensitive Information

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.0**

Subject: Written Directive System	Effective Date: October 10, 2006	Revised Date: Jun 11, 2018
Title: Written Directive Manual	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 12	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

A written directive system has been established in this agency in order to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. A violation of any department policy may result in disciplinary action up to and including termination.

**DEFINITIONS**

Written Directive – Written directives are position statements by or authorized through the Chief of Police that guide or direct the actions and activities of officers. Directives communicate instructions, orders, and requirements to members of this Department. A written directive may be in the form of electronic media or print.

**PROCEDURES**

Procedures are written directives that serve as guidelines for carrying out Department activities. A procedure may be mandatory in tone through the use of “shall” or “must” rather than “should” or “may.” Procedures may sometimes allow different degrees of latitude and discretion in carrying out an activity.

- A. The written directive system should permit rapid access to individual policies, procedures, rules and regulations. The written directive system shall include the agency’s values and mission statement (CALEA 12.2.1a).
- B. Rules and regulations of the Department will be included within the Department’s Policies and Procedures manual and/or the City of Decatur Personnel Policy Manual.



- C. Department Rules and regulations will serve as a set of specific guidelines to which employees must adhere to.
- D. Only the Chief of Police or the designee (CALEA 12.2.1c) has the authority to approve agency policy (CALEA 12.2.1b).
- E. Maintenance of the written directive system is assigned by the Chief of Police to the CALEA Accreditation Manager, who will be responsible for organization, review, revision, update, and purging of the agency policy manual on a continuous basis (CALEA 12.2.1b).
- F. Policies are developed based on a demonstrated need or a failure in a current policy.
- G. Any policy changes or creations shall be made in writing explaining the need for change or implementation to the CALEA Accreditation Manager. A draft revision will be created and sent to the Command Staff for review and approval.
- H. Approved new, or newly revised written directives shall be stored in PowerDMS. PowerDMS may be accessed both on and off duty (CALEA 12.2.2a).
- H. Written directives shall be disseminated to all affected personnel using the electronic policy management system – PowerDMS (CALEA 12.2.2a).
- I. The format of the Policies and Procedures of the Department will normally be as follows (CALEA 12.2.1d):
  - 1. Purpose: This section will outline the major reasons for the issuance of the Policy and Procedure.
  - 2. Policy Statement (CALEA 12.2.1f): This section will include a broad statement of Department principles. Policy statements usually do not establish fixed rules or set of procedures for conduct, but rather provide a framework for development of procedures
  - 3. Definitions (when applicable): This section will clarify terms, define meanings, assist with interpretation, and otherwise serve to promote understanding of the procedure.
  - 4. Procedures for carrying out agency activities (CALEA 12.2.1h): This section provides guidelines for carrying out the activities and mandated behavior of the Department. This section will also include the rules and regulations of each policy (CALEA 12.2.1g).



- J. Personnel are required to sign the directives upon dissemination within 10 days from the date of issuance. Where necessary, roll call or other training regarding the policy shall be conducted with policy distribution (CALEA 12.2.2c).
- K. Policies will be backed up on paper form and/or electronic media at specific accessible locations for reference (CALEA 12.2.2b).
- L. The Directive Manual can change daily. It is incumbent upon each officer to make themselves familiar with policies contained within the manual and to stay current with any changes that might be made within it.
- M. When a new policy is added, or language within a policy is changed that affects the intent, direction, or outcome of the policy, it will be distributed through PowerDMS and/or roll call training to each member of this department. Members shall acknowledge receipt of the policy, by the approved methods. Members are required to read each policy and if they have questions regarding the policy, they should address them with their commanding officer.
- N. Minor changes to policies (spelling, punctuations, etc.) will not be sent out in emails.
- O. The effective date of each policy and any revision date will be posted on each policy.
- P. Directives will be reviewed annually for needed revisions or updates.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.0A**

Subject: Written Directive System	Effective Date: February 5, 2007	Revised Date: May 5, 2017
Title: Written Directive Review	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 12	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department recognizes that the manual is a collection of regulations that can change for the good of the community, officers, Department, or because of law; therefore the manual will be reviewed and revised as necessary for compliance with current CALEA standards trends, laws, and updates. The Department will review all forms required by policy yearly for content and application.

**DEFINITIONS**

**CALEA Accreditation Manager:** An officer assigned by the Chief to maintain the written directive manual.

**Manual:** The collection of Department Written Directives

**PROCEDURES****A. General**

The assigned manager shall be responsible for organizing, reviewing, revising, updating, disseminating and purging of the policy manual on a continuous basis.

**B. Proposed Policy**

All proposed policies or revised policies, procedures, and regulations shall be reviewed prior to their promulgation to ensure they do not contradict other existing agency directives or applicable laws.

1. Proposals shall be submitted by letter to the manager through the chain of command. Supervisors will review each submission for content, application, and list or attach any comments or suggestions.



2. The manager will review the proposed directive and determine the validity of the request along with any accreditation implications.
3. If the request is deemed valid, it will be sent out for review.
4. It is then sent to administrators of the rank of Captain and above for review before it is presented to the Chief.

### **C. Indexing**

1. Directives will be organized with a Table of Contents and Index;
2. Directives will be sequentially numbered within chapters.

### **D. Review of Existing Directive**

1. Any member may propose a policy review. Proposals shall be submitted by letter to the manager through the chain of command. Requests should include detailed information as to what changes are needed and why. Supervisors in officer's chain of command will review each submittal for content and application and list or attach any comments or suggestions.
2. The manager will review the directive and initiate changes as necessary or may place the request before the review committee.
3. The manager will initiate a review of any directive as needed or as required by policy.
4. Any changes are then sent to administrators of the rank of Captain and above for review before it is presented to the Chief.

### **E. Rescinding and Purging Directives**

1. Directives can only be rescinded by the Chief of Police or the designee.
2. The Chief shall send a letter to the CALEA Accreditation manager stating that the particular directive is no longer in effect.
3. The manager will then send notice via email to all personnel that the directive has been removed by order of the Chief of Police and the date of the order.
4. Rescinded policies will be removed from the manual.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 100.1**

Subject: Written Directive System	Effective Date: October 2, 2006	Revised Date: March 3, 2017
Title: Mission Statement	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapters 12	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To define the mission of the Police Department and conduct all Departmental operations toward the accomplishment of that mission.

**MISSION STATEMENT**

The members of the Decatur Police Department are committed to excellence in law enforcement and are dedicated to the citizens, traditions, and diversity of our city. In order to protect lives and property, prevent crime and reduce the fear of crime, we will provide transparent police services with understanding and compassion through partnerships with our citizens. We will perform our duties with integrity and provide Law Enforcement with a vision.

**VISION**

To continue to be a premier law enforcement agency within Alabama, striving to attain the highest level of customer satisfaction and safety for our communities.

**VALUE**

We value professionalism as the ideal style of employee conduct which is based upon the uncompromising virtues of character that embraces public trust and promotes the relentless pursuit of justice.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.1A**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 18, 2018
Title: Goals and Objectives	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 15.2.1	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It shall be the policy of the Decatur Police Department to formulate, annually review and distribute written goals and objectives in accordance with the procedure established herein.

**PURPOSE**

To establish guidelines for the development, annual review and distribution of goals and objectives.

**SCOPE**

This general order is applicable to all personnel employed by the Decatur Police Department.

**RESPONSIBILITY**

It shall be the responsibility of all personnel to comply with the guidelines established herein.

**PROCEDURE**

- A. Goals and objectives will be formulated and updated annually for the agency and for each major organizational component within the agency, including (CALEA 15.2.1):
1. Administrative Division;
  2. Criminal Investigations Division;
  3. Operations Division;



4. Management Services Division.

B. Established goals and objectives will be available to all personnel (CALEA 15.2.1).



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.2**

Subject: Written Directive System	Effective Date: October 2, 2006	Revised Date: October 2, 2006
Title: Oath of Office	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Officers of the Decatur Police Department shall take and adhere to the Oath of Office, obligating those duly sworn to enforce the laws of the City, and State of Alabama, and to uphold the Constitution of the United States of America (CALEA 1.1.1).

**PROCEDURES**

Prior to assuming sworn status, officers will be administered the Oath of Office by the Chief of Police or an appointed designee.

**OATH OF OFFICE**

**I, \_\_\_\_\_, a police officer for the City of Decatur, Alabama, do solemnly swear that during my continuance in said office I will, to the best of my skill and ability, faithfully discharge all duties required of me, and execute the orders of my Superior Officers, and in all cases conform to and uphold the Constitution of the United States, enforce the criminal laws of the State of Alabama, the ordinances of the City of Decatur, Alabama and obey the rules governing the police department, and report all violations of the same that may come to my knowledge.**

**I will not prosecute the innocent or help to shield the guilty from punishment; neither will I be influenced in the discharge of my duty by fear, favor, affection, reward or hope thereof; and in all my acts and doings I will be governed by the rules applicable to the Decatur, Alabama Police Department, so help me God.**



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.2A**

Subject: Written Directive System	Effective Date: March 30, 2007	Revised Date: December 8, 2017
Title: Code of Ethics	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

All sworn personnel shall adhere to the following Law Enforcement Code of Ethics, as adopted by the International Association of Chiefs of Police (CALEA 1.1.2).

**PROCEDURES**

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

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption



or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . **Law Enforcement.**

## **TRAINING**

All department personnel shall complete ethics training every two years (CALEA 1.1.2).



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.3**

Subject: Written Directive System	Effective Date: March 30, 2007	Revised Date: June 8, 2020
Title: Response to Resistance	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that officers use only the response to resistance that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The response to resistance must be objectively reasonable. The officer must only use that response to resistance which a reasonably prudent officer would use under the same or similar circumstances (CALEA 4.1.1).

**DEFINITIONS (CALEA 4.1.2)**

**Deadly Force:** Any use of force that creates a substantial risk of causing death or serious physical injury.

**Non-deadly Force:** Any use of force other than that which is considered deadly force. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

**Objectively Reasonable:** This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

**Belief:** The facts or circumstances are such that would cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**De-escalation:** Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasions and tactical repositioning.



## **PROCEDURES**

### **RESPONSE TO RESISTANCE**

1. When officers are responding to resistance, they may use only that level of response to resistance that is objectively reasonable to bring an incident under control.
2. Officers are authorized to use Department approved, non-deadly force techniques and issued equipment when one or more of the following apply:
  - a. To protect the officer or others from physical harm;
  - b. To restrain or subdue a resistant individual;
  - c. To bring an unlawful situation safely and effectively under control.

### **DE-ESCALATION**

Officers shall use the de-escalation techniques and other alternatives to high levels of force/response to resistance consistent with their training on verbal de-escalation techniques whenever possible and as appropriate before resorting to force and to reduce the need for force.

### **DUTY TO INTERVENE**

Officers are required to intervene, when physical force is applied, to either stop or attempt to stop another officer when such force is being applied against policy or is no longer required.

### **MEDICAL AID (CALEA 4.1.5)**

Officers applying force or responding to resistance will ensure that appropriate timely medical assistance is provided to any injured person. The assistance obtained will be appropriate to the severity of the injury and the type of force, response to resistance, or weapon used.

1. Officers will begin a medical evaluation and care for the subject as soon as practical and as deemed necessary within the scope of their training and capabilities (e.g. first aid, CPR, etc.);
2. Officers will render aid if it can be done without endangering themselves, others, or unless the person does not permit officers to render such aid;
3. Medical assistance will be provided to any person who is unconscious, unresponsive, or otherwise incapable of refusing EMS assistance;
4. EMS personnel will assess the need for further medical care beyond that provided at the scene.



5. Individuals struck by less lethal weapons or Taser may be transported to the hospital for further evaluation after being initially assessed by EMS at the scene and in accordance with other department directives;
6. A supervisor will be immediately notified of any response to resistance incidents. Other department directives may apply.

## **TRAINING**

Officers shall receive documented agency authorized first aid training, designed to enhance officers' discretion and judgment in using non-deadly force techniques in accordance with this policy.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 100.3A**

Subject: Written Directive System	Effective Date: February 5, 2007	Revised Date: March 1, 2019
Title: Reporting Response to Resistance	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4, 11	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and preserve the integrity of the police agency and the jurisdiction that provides this authority. As such, it is the policy of the Decatur Police Department that the response to resistance, as designated herein, shall be reported in a timely, complete, and accurate manner by involved officers and as prescribed by this policy.

**DEFINITIONS**

**Response to Resistance:** For purposes of this document, response to resistance is the amount of effort required by police to compel compliance from a person. Except as noted below, this includes any response to resistance occurring while the officer is acting in an official law enforcement capacity. This includes undercover, plainclothes, or uniform assignments whether on or off duty, acting in the capacity of a police officer.

Police response to resistance is recognized in the following categories:

**Physical Force:** Use of any part of the officer's body or canines to compel compliance.

**Chemical Force:** Use of any chemical agent to compel compliance.

**Impact Force:** Use of any object (PR-24, Asp, baton, body shield, or other object) as a less-lethal weapon to compel compliance.

**Electronic Force:** Use of a Taser®.

**Firearms Force:** The discharge of a firearm of any type to compel compliance.



Any suspect who has been injured or who reports being injured shall be reported on forms and in a manner designated by this agency.

**Exceptions:** Police actions not included in the above definition are: handcuffing or other department approved restraints when used as such in arrest and transport activities; transport by vehicle; physical removal of peacefully resisting demonstrators; display of weapon (unholstering or brandishing of a firearm); presence of police officers, or canines; or police issuance of tactical commands.

## **PROCEDURES**

### **A. Responsibility for Reporting & Administrative Review (CALEA 4.2.1)**

1. Officers shall make an immediate verbal report to their supervisors following any response to resistance (apart from the above exceptions) and file a report (CALEA 4.2.2).
  - a. This report shall be attached to a copy of the arrest report, incident/offense report, or supplement report and submitted to the supervisor in charge when the following occur (CALEA 4.2.2):
    - i. Discharging a firearm, for other than training or recreational purposes (CALEA 4.2.1a);
    - ii. Taking an action that results in, or is alleged to have resulted in, injury or death of another person (CALEA 4.2.1b);
    - iii. Responding to resistance through the use of lethal or less lethal weapons (CALEA 4.2.1c); or
    - iv. Applying weaponless physical response at a level as defined by the agency (CALEA 4.2.1d).
  - b. The shift lieutenant or if absent the senior shift supervisor will review the report for completeness and forward it to the appropriate Division Commander (CALEA 4.2.2).
  - c. The appropriate Division Commander will review the report for compliance and forward it to the Office of Professional Standards (OPS) (CALEA 4.2.2).
  - d. The appropriate Division Commander will ensure a copy of the report is forwarded to the Chief of Police in accordance with this written directive (CALEA 4.2.2).



- e. Any officer who witnesses a response to resistance shall advise a supervisor, and must be included in the reporting of the incident.
2. All arrest or incident/offense/supplement reports shall specify the actions of the suspect that necessitated the response to resistance, the reasons why the officer responded to resistance, as well as any suspect complaints of injury, medical treatment received, or refusal of medical treatment.
3. The arresting officer shall notify transporting officers if response to resistance was used on the arrestee, or if the arrestee has an injury or complaint of pain.
4. The officer presenting the arrestee to corrections shall notify the corrections officer at the time of booking if response to resistance was used, and if the arrestee has an injury or complaint of pain.

## **B. Supervisor Responsibilities**

1. The immediate supervisor shall notify the shift lieutenant in cases involving injury or complaint of injury, hospitalization, or death of a person resulting or allegedly resulting from an officer's response to resistance.
2. In all cases involving a subject's death, hospitalization, or serious physical injury, the shift lieutenant shall immediately notify the Division Commander, Criminal Investigation Division and OPS (CALEA 4.2.2).
3. The Division Commander shall review each response to resistance incident for compliance with policy (CALEA 4.2.2).
4. OPS shall be the official record keeper of all response to resistance reports.
5. OPS shall generate a quarterly report on the response to resistance for dissemination to Division Commanders. The report will include a summary of the incidents including, but not limited to (CALEA 4.2.2):
  - a. Date, time, location and circumstances requiring the response to resistance,
  - b. The race, gender and age of subject to which response to resistance was applied,
  - c. Any injuries to anyone, medical treatment provided, if any; and
  - d. Acknowledgement of supervisory review and any follow up actions.



6. No copies of the response to resistance will be attached to any report submitted to police records.
7. Personnel responsible for conducting response to resistance investigations will receive training commensurate with the types and levels of investigations to be conducted.

### **C. Annual Analysis (CALEA 4.2.4)**

OPS will conduct a documented annual analysis of the department's response to resistance activities, policies and practices at least annually. The analysis will contain the following:

1. Date and time of incidents (CALEA 4.2.4a);
2. Types of encounters resulting in response to resistance (CALEA 4.2.4b);
3. Trends or patterns related to race, age and gender of subjects involved (CALEA 4.2.4c);
4. Trends or patterns resulting in injury to any person including employees (CALEA 4.2.4d); and
5. Impact of findings on policies, practices, equipment, and training (CALEA 4.2.4e).

### **D. Liability Notification (CALEA 11.3.3)**

1. The Chief of Police has the ultimate authority and responsibility and will be immediately notified of all high liability incidents. Due to the sensitivity of some incidents involving high liability situations, the Chief of Police must be notified of these events immediately. Examples of high liability situations may include but are not limited to incidents involving serious physical injury or death, terrorist threats and severe weather events. Notification of incidents that may be postponed to a later time could include but are not limited to minor automobile accidents, response to resistance incidents not involving serious physical injury or death and minor damage to city property.
  - a. Reporting starts with the Officer at the scene and moves up the chain of command.
  - b. If someone in the chain of command is not available, the officer making the report will be responsible for submitting such report to the next person in the chain of command.
  - c. Officers must also report all incidents that are not routine and are not clearly defined.
2. The appropriate Division Commander will carefully examine and inform the Chief of



Police of all incidents where officers have allegedly performed in a manner that created an increased likeliness of death or serious injury to persons, or significant loss of property.

3. The appropriate Division Commander will also notify the Chief of Police of incidents where there may be a question as to the department's liability or those incidents, which may result in heightened community interest.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 100.3B**

Subject: Written Directive System	Effective Date: November 26, 2018	Revised Date: November 26, 2018
Title: De-escalation Techniques	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Members of the Decatur Police Department are routinely confronted with situations when a response to resistance must be exercised to effect an arrest and to protect the safety of the public. Officers should attempt to achieve control of the subject through persuasion, warning and verbal commands.

**PURPOSE**

The purpose of this directive is to provide law enforcement officers with guidelines for the use of de-escalation techniques.

**DEFINITION**

**De-escalation:** Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion and tactical repositioning.

**PROCEDURES**

**De-escalation**

De-escalation tactics and techniques can be used to minimize or deter the need for a force encounter by effectively communicating with a subject; however, this is based upon the subject's level of cooperation with the de-escalation tactics/techniques and should not compromise officer safety.



1. Whenever possible, and when such delay will not compromise the safety of the officer or the public and will not result in the destruction of evidence, escape of a suspect or commission of crime, officers should allow an individual time and opportunity to submit to verbal commands before force is used.
2. Tactical communication may be used to obtain more time for additional officers to arrive or to stop the confrontation in an effort to establish a dialogue with the subject.
3. Officers may employ the following techniques during a traffic stop or contact with a subject:
  - a. Use respectful language;
  - b. Introduce themselves;
  - c. Provide the officer's ID number and name of the Department;
  - d. Provide the subject with the reason for the stop or contact;
  - e. If applicable, ask the subject questions such as justified reasons for any violation;
  - f. Listen to the subject's answer without interruptions if the subject is speaking civilly;
  - g. Acknowledge the subject's responses;
  - h. Ask for a form of identification as applicable;
  - i. If needed, request additional information such as a tag receipt, proof of insurance, etc.
  - j. Make a decision, i.e. arrest, citation, warning or release without any further action.
  - k. If applicable, assist the subject safely back into traffic.
4. If the subject is not cooperative or becomes uncooperative at any time during the contact the officer should:
  - a. Ask the subject for his or her cooperation.
  - b. Set the context. A subject who is asked to do something and refuses will often comply if the officer explains why they are being asked.



- c. Present the subject with options to achieve any lawful objectives and give them the choice to comply. If the subject asks any questions, officers should not ignore or dismiss their questions, but rather attempt to answer them.
  - d. The officer may ask the subject if there is anything the officer could say to earn the subject's cooperation.
  - e. After evaluating the circumstances, the officer may disengage, wait for back up or escalate the response to resistance as needed.
5. If the contact evolves into a force encounter, the force utilized to overcome their resistance should be deescalated once subject control has been achieved.
  6. Officers should always remain aware of their surroundings.
  7. Officers should use distance and/or cover as an advantage when dealing with resistant persons while understanding that the closer the subject is to the officer the less time the officer has to react to any actions from the subject.
  8. Tactical repositioning may be utilized to increase distance, make use of obstacles, increase visual awareness and possibly provide time for additional officers to arrive in order to assist. Repositioning is not a primary tactic to be used, but can be used in situations when there is sufficient time and opportunity to do so and should in no manner jeopardize officer safety.
  9. During the use of or attempted use of these tactics and techniques, officers should remain vigilant for hidden motives, threats and non-verbal cues that could indicate a threat to the officer or others.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.4**

Subject: Written Directive System	Effective Date: April 18, 2018	Revised Date: June 1, 2018
Title: Deadly Force	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The use of force must be objectively reasonable. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances (CALEA 4.1.1).

**DEFINITIONS (CALEA 4.1.2)**

**Deadly Force:** Any use of force that creates a substantial risk of causing death or serious physical injury.

**Deadly Physical Force:** Physical Force, which, under the circumstances in which it is used, is readily capable of causing death or serious physical injury.

**Serious Physical Injury:** Physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

**Deadly Weapon:** A firearm or anything manifestly designed, made, or adapted for the purposes of inflicting death or serious physical injury. The term includes, but is not limited to, a pistol, rifle, or shotgun, or a switchblade knife, gravity knife, stiletto, sword, or dagger; or any billy, blackjack, bludgeon, or metal knuckles.

**Dangerous Instrument:** Any instrument, article, or substance, which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is highly capable of causing death or serious physical injury. The term includes a "vehicle."



**Objectively Reasonable:** This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

## **PROCEDURES**

### **Use of Deadly Force (CALEA 4.1.2)**

Law enforcement officers are authorized to use deadly force:

1. To protect the officer or others from what is reasonably believed to be a threat of death or serious physical injury.
2. To prevent the escape of a fleeing violent felon, whom the officer has probable cause to believe poses a significant threat of death or serious physical injury to the officer or others. When practical, a verbal warning will be given before an officer utilizes deadly force against a fleeing suspect. Deadly force against a fleeing suspect who is non-dangerous and unarmed is strictly forbidden.
3. To destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured, and that using such deadly force can be done so without harm to the officer or others. A seriously injured animal may be destroyed only after attempts have been made to solicit assistance from Animal Control and/or the owner of the animal, and then only with the approval of a supervisor.

## **DEADLY FORCE RESTRICTIONS**

1. Warning shots shall not be fired (CALEA 4.1.3).
2. Officers will not discharge a firearm at an occupant of or from a moving vehicle except when extreme circumstances require the immediate use of deadly force.
3. An officer will notify a supervisor immediately upon using deadly force.

## **DE-ESCALATION**

Officers shall use the de-escalation techniques and other alternatives to high levels of force/response to resistance consistent with their training and accordance with written directive # 100.3 – Response to Resistance.

**MEDICAL AID (CALEA 4.1.5)**

Medical aid will be provided in accordance with Response to Resistance written directive # 100.3.

**TRAINING**

In addition to training required for firearms qualification, officers shall receive documented agency authorized training designed to simulate shooting situations and conditions and, as otherwise necessary, to enhance officers' discretion and judgment in using deadly and non-deadly force techniques in accordance with this policy.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.4A**

Subject: Written Directive System	Effective Date: December 27, 2012	Revised Date: February 14, 2020
Title: Post Deadly Force Procedure	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4.2.3	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To provide direction and control of officers involved in a deadly force incident to include officers involved in fatal motor vehicle crashes and any other serious physical injury incidents (CALEA 4.2.3). A checklist is attached for clarification and consistency.

**PURPOSE**

The purpose of this directive is to establish guidelines to ensure a fair and complete investigation and afford members assistance following a police-involved shooting.

**SCOPE**

This directive is applicable to all sworn personnel of the Decatur Police Department.

**PROCEDURES****A. On-scene Responsibilities**

Officers involved at the scene of a deadly force or serious physical injury incident shall take those measures that are reasonably possible and appropriate to protect their safety and to preserve evidence essential to the investigation.

1. Once threat(s) to officer safety and safety of others are over, the officer shall holster their firearm and/or secure long guns while maintaining custody and safety until requested by an Investigator or Supervisor.
2. Secure any other involved instruments or vehicle(s) in place and preserve as evidence.

**B. Back-Up Units Responsibilities**

1. The responsibility for the entire scene will be transferred to the first officer on scene that was not involved until a supervisor arrives on scene.
2. An officer shall remain at the hospital with the suspect until released by a supervisor or investigator.

**C. Supervisor Responsibilities**

A supervisor will:

1. Become the Incident Commander and secure the scene.
2. Notify the following as appropriate:
  - a. Command Staff;
  - b. Public Information Officer;
  - c. Criminal Investigation Division;
  - d. SWAT Team; and
  - e. Chaplain.
3. Locate and secure-or secure in place- the officer's weapon(s). Check the weapons of all officers present for discharge. If an officer's weapon is taken by an Investigator as evidence, the officer(s) shall be provided a replacement weapon. Qualification on the replacement weapon should occur as soon as practical.
4. Unless exigent circumstances exist, an officer's weapon should not be taken at the scene in view of the public. This can be accomplished at a secure/safe location.
5. Ensure sections A and B of the Post Deadly Force Checklist is complete.
6. Give the officer the option to provide a statement. The following shall apply:
  - a. The officer has the option to wait up to 72 hours or at a minimum two sleep cycles to provide a verbal or written statement and complete a report in regards to the incident.
  - b. Before providing a statement, the officer who discharged a firearm may review their body camera or In Car Video System.



#### **D. Investigators Responsibilities**

Investigation of officer-involved deadly force incident shall be the responsibility of the Criminal Investigation Division along with the Office of Professional Standards.

#### **E. Psychological Fitness & Operational Assignment (CALEA 4.2.3)**

1. A determination will be made by the involved Officers supervisor and/or Command Staff about attending a critical incident stress debriefing. This debriefing will include a mental health professional, peers, and other involved officers present at the scene. This stress debriefing shall occur (if necessary) 24 to 72 hours after the incident.
2. Officers whose action(s) or response to resistance in an official capacity results in death or serious physical injury will be removed from the line of duty, pending an administrative review and a fitness for duty evaluation at the direction of the Chief of Police.
  - The involved Officer(s) shall remain available for any necessary administrative investigations.
  - The involved officer may seek legal counsel and have them present during questioning.
3. A psychological fitness for duty evaluation is information regarding an employee that is necessary to document the presence or absence of job-related personality traits, characteristics, disorders, propensities or conditions that would interfere with the performance of essential job functions.
4. Supervisory personnel are responsible for continuously monitoring personnel performance and behavior and shall be alert to behavioral indicators that suggest emotional problems. These include, but are not limited to:
  - a. Uncharacteristic or repeated citizen complaints, particularly those related to excessive force;
  - b. Abrupt changes in prescribed officer response or behavior such as excessive tardiness, absenteeism, abnormal impatience, irritability or aggressiveness, or repeated instances of overreaction or failure to act in the line of duty;
  - c. Irrational or bizarre thoughts or actions;
  - d. Unexplained changes in work habits or patterns of leave usage;



- e. Erratic mood swings; and
  - f. Indications of alcohol or drug abuse.
5. Supervisory personnel who observe or receive information regarding the above types of behavior shall consult with the employee for an explanation and shall notify the Chief of Police via the chain of command.
  6. When circumstances indicate, the affected officer's supervisor shall suggest a voluntary self-referral through the Employee Assistance Program (EAP). When emotional impairment/dysfunction is suspected, either prior to or following these consultations, supervisory personnel shall consult with the Chief of Police to determine whether an administrative referral to the Employee Assistance Program as per the City Policy and Procedures Manual is warranted.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.4B**

Subject: Written Directive System	Effective Date: December 27, 2012	Revised Date: April 27, 2018
Title: Post Deadly Force Checklist	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To provide guidance and consistency to officers, investigators, and supervisors, where a deadly force incident to include officers involved in fatal motor vehicle crashes has occurred.

**PROCEDURES****A. On-scene Responsibilities**

- ☐ 1. Ensure that the threats to officer safety and the safety of others are over.
- ☐ 2. Secure and separate suspects.
- ☐ 3. Relay information on fleeing suspects to communications and other units.
- ☐ 4. Request a supervisor and if necessary, additional backup, emergency medical services, and any other assistance.
- ☐ 5. If injured, administer emergency first aid to oneself then others as necessary, pending arrival of emergency medical assistance.
- ☐ 6. Take note of the time, facts, individuals, witnesses, potential suspects, and suspect vehicles.
- ☐ 7. As time and capabilities permit before supervisory and other assistance arrives:
  - ☐ a. Secure the area and establish a perimeter.
  - ☐ b. Protect evidence from loss, destruction, or damage.



- ☐ c. Record the names, addresses, and phone numbers of all witnesses and other persons present.

#### B. Supervisor Responsibilities

- ☐ 1. Ensure section A of the Post Deadly Force Checklist is complete.
- ☐ 2. Have the involved officer(s) escorted from the scene and taken to a secure/safe location for debriefing.
- ☐ 3. If the officer is able to do so, he/she should be encouraged to notify his/her family.
- ☐ 4. If the officer(s) has been shot or otherwise injured in the incident:
- ☐ a. Ensure that an officer accompanies and remains with the officer at the hospital. This officer is responsible for collecting and safeguarding the injured officers clothing, equipment, and other personal effects as evidence.
- ☐ b. Ensure supervisory officer notifies family in person when possible. An officer's death notification shall be conducted in person.
- ☐ c. Ensure the officer's family is assigned transportation to the hospital or other location where needed.
- ☐ d. Assign an officer to the family for security, support, control of press and visitors, establishment of communication and related matters.
- ☐ e. Ensure the officer(s) name(s) is/are not released to the media.

#### C. Investigator Responsibilities

- ☐ 1. Ensure sections A and B above have been completed.
- ☐ 2. Ensure that the overall scene is photographed, videotaped and processed.
- ☐ 3. Conduct a preliminary interview with the officer. Be cognizant of symptoms of post-traumatic stress, to include time and space distortions, confusion, hearing and visual distortion and emotional impairment, including shock. The investigator may choose to postpone the interview if these signs are present or if requested by the officer.
- ☐ 4. Advise the officer not to discuss the incident with anyone other than their immediate supervisor(s) and assigned investigators until the conclusion of the preliminary investigation. Exceptions are personal or city attorney, family member, mental health professionals, and clergy.



- ☐ 5. Where an officer has died, the procedures established for line of duty deaths shall be followed.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.5**

Subject: Written Directive System	Effective Date: May 10, 2019	Revised Date: May 10, 2019
Title: Operational Reassignment	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4.2.3	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To provide direction and control to employees involved in incidents such as fatal motor vehicle crashes and/or other incidents that result in serious physical injury or death to another person (CALEA 4.2.3).

**PURPOSE**

The purpose of this directive is to establish guidelines to ensure a fair and complete investigation and afford employees assistance following incidents resulting serious physical injury or death to another person.

**SCOPE**

This directive is applicable to all personnel of the Decatur Police Department.

**PROCEDURES (CALEA 4.2.3)**

A determination will be made by the involved employee supervisor and/or Command Staff about attending a critical incident stress debriefing. This debriefing will include a mental health professional, employee peers, and other involved employees. This stress debriefing may occur 24 to 72 hours after the incident.

1. Employees whose action(s) results in death or serious physical injury may be removed from their primary responsibilities, pending an administrative review and a fitness for duty evaluation at the direction of the Chief of Police.
2. The involved employee (s) shall remain available for any necessary administrative investigations.
3. A psychological fitness for duty evaluation may be requested to document the presence or



absence of stress-related personality traits, characteristics, disorders, propensities or conditions that would interfere with the performance of essential job functions.

4. Supervisory personnel are responsible for continuously monitoring personnel performance and behavior and shall be aware of indicators that suggest emotional problems. Some indicators may include, but are not limited to:
  - a. Uncharacteristic or repeated citizen complaints;
  - b. Abrupt changes in behavior such as excessive tardiness, absenteeism, abnormal impatience, irritability or aggressiveness, etc.
  - c. Irrational or bizarre thoughts or actions;
  - d. Unexplained changes in work habits or patterns of leave usage;
  - e. Erratic mood swings; and
  - f. Indications of alcohol or drug abuse.
5. Supervisory personnel who observe or receive information regarding the above types of behavior shall consult with the employee for an explanation and notify the Chief of Police via the chain of command.
6. When circumstances indicate, the affected employee's supervisor shall suggest a voluntary self-referral through the Employee Assistance Program (EAP).
7. When emotional impairment/dysfunction is suspected, either prior to or following these consultations, supervisory personnel shall consult with the Chief of Police to determine whether an administrative referral to the Employee Assistance Program as per the City Policy and Procedures Manual is warranted.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.6**

Subject: Written Directive System	Effective Date: February 5, 2007	Revised Date: August 21, 2019
Title: Ready Gun Reporting	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

When a firearm is brought to ready gun on a person, it shall be reported in a timely, complete, and accurate manner as prescribed by this policy. The display, un-holstering or brandishing of a firearm or other weapon, is not considered a response to resistance and need not be reported.

**DEFINITIONS**

**Firearm:** Any handgun or long gun.

**Ready Gun:** The pointing of a firearm at or in the direction of a person, in preparation for its use.

**PROCEDURES****A. REPORTING**

1. Anytime a firearm is brought to ready gun, it shall be reported through IA Pro/Blue Team in a timely and accurate manner.
2. An arrest, incident/offense or supplement report shall be filed specifying the actions or circumstances that necessitated the ready gun action.
3. The supervisor in charge will review the reports for completeness and forward the reports to their Division Commander.

**B. SUPERVISOR RESPONSIBILITIES**

1. The Division Commander shall review each Ready Gun incident for compliance with policy.



2. The Office of Professional Standards shall be the official record keeper of all response to resistance incidents.
3. No copies of response to resistance will be attached to any report submitted to police records.

### **C. EXCEPTIONS**

This policy is not applicable in a supervisor planned and approved tactical operation (i.e. search warrant, high risk arrest warrant service, S.R. response, etc.). Tactical operations of this nature require an after action report.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.7**

Subject: Written Directive System	Effective Date: Feb 1, 2010	Revised Date: February 27, 2019
Title: OC Spray	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Consistent with this Department's policy of using only the level of force that reasonably appears necessary to protect the lives and safety of the officer and others, the use of department issued oleoresin capsicum (OC) spray is authorized after demonstrating proficiency and the following procedures shall apply.

**DEFINITIONS**

Objectively Reasonable: This term means that, in determining the necessity for response and the appropriate level of response, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

**PROCEDURE****A. Training**

1. All sworn personnel shall receive a copy of the response to resistance policy and related instructions during all training sessions (CALEA 4.3.4). In addition, training sessions may include, but are not limited to the following:
  - a. Legal updates, including confirmation of employee understanding of legal implications and requirements;
  - b. Instructions related to the use of OC spray and care procedures;
  - c. Documentation and reporting procedures;
  - d. Obligations following a response to resistance and any other subject matter required.



2. In service training will be conducted every two years by a certified instructor (CALEA 4.3.3a).
3. All training sessions will be documented by the Training Division (CALEA 4.3.3b).
4. The Training Division will document the response to resistance policy receipt and curriculum delivery (CALEA 4.3.4).
5. Only officers who have successfully completed the department approved training and demonstrated proficiency for OC spray are authorized to carry and use the department issued OC spray (CALEA 4.3.2).
6. Personnel who are unable to complete the department approved training will not carry or use OC spray until they have received remedial training from the Training Division (CALEA 4.3.3c).
  - a. Following remedial training, personnel will be given another opportunity to successfully complete the department approved training.
  - b. Personnel who are unable to successfully complete the department approved training, after remedial training, will not carry or use OC Spray;
  - c. Additional training sessions may be conducted as directed by the Chief of Police.

## **B. Carrying OC Spray**

1. Officers shall only carry and use department issued OC spray.
2. Officers who have completed the required training and whose normal duties require them to make arrests or supervise arrestees shall carry OC spray while on duty, unless the officer was unable to successfully complete the department approved training.
3. To prevent the contents from settling, it is recommended that officers shake their OC cans prior to reporting for their shift.
4. On a quarterly basis, officers should spray a short burst from their OC to ensure proper functioning. This test shall be conducted outdoors in an isolated area and in such a manner to prevent the exposure of others to the OC spray.

## **C. Usage**

1. The decision to use OC spray shall depend on the actions of the subject and the threat



facing the officer, along with the totality of the circumstances surrounding the incident. The use of OC spray must be objectively reasonable and necessary. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances.

2. OC spray may be used in situations including, but not limited to, the following:
  - a. Consistent with Response to Resistance Policy # 100.3.
  - b. Against aggressive animals.
3. Officers should avoid using OC spray under conditions where bystanders are likely to be exposed, or upon a crowd situation unless directed by a supervisor.
4. An Officer who is about to use OC spray should give a verbal warning to other officers.
5. A single spray of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional spray(s) may be used if the initial or subsequent spray proves ineffective.
6. An Officer should maintain a safe distance of between two and eight feet when deploying OC unless under close personal attack.
7. OC spray shall not be used simultaneously with the Taser.

#### **D. Officer Response and Decontamination**

1. The effects of OC vary among individuals. Therefore, all offenders shall be handcuffed as soon as possible after being sprayed while effecting an arrest. Officers should also be prepared to employ other means to control the offender if the suspect does not respond sufficiently to OC spray.
2. Immediately after spraying a suspect, officers shall be alert to any indications that the individual needs medical care.
3. Suspects that have been sprayed shall be monitored continuously for indications of medical problems and shall not be left alone while in police custody.
4. When the Officers have the suspect under control, they shall make reasonable efforts to alleviate the discomfort associated with the application of OC.
5. Following the use of OC spray, an on-duty supervisor shall be notified of use and completion of decontamination. Decontamination shall consist of flushing the exposed



area(s) with water.

6. The suspect will be provided emergency medical care in the event of any of the following:
  - a. The Officer reasonably believes that the affected person is in need of such attention, whether the suspect has requested medical care or not;
  - b. The symptoms of the OC exposure persist without significant relief to the eyes, skin, or respiratory system after approximately thirty minutes.
  - c. The suspect complains of serious injury or of a pre-existing condition that may be aggravated by the OC exposure.
7. Assistance shall be offered to any individual(s) accidentally exposed to OC spray who feel the effects of the agent. All such incidents shall be reported as soon as possible to an on-duty supervisor and shall be detailed in an incident report.

#### **E. Reporting Procedures**

The use of OC spray shall be reported and documented in accordance with Policy # 100.4.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.8**

Subject: Written Directive System	Effective Date: May 4, 2010	Revised Date: February 27, 2019
Title: Taser	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Consistent with this Department's policy of using only the level of force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals, the use of the Department approved Taser is authorized only after demonstrating proficiency.

**DEFINITIONS**

**Objectively Reasonable:** This term means that, in determining the necessity for response and the appropriate level of response, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

**PROCEDURE****A. Training**

1. Only officers who have successfully completed the Department approved annual training and demonstrated proficiency are authorized to carry and use the Taser (CALEA 4.3.2, CALEA 4.3.3).
2. Officers who are unable to complete the department approved training will not carry or use a Taser until they have received remedial training from the Training Unit (CALEA 4.3.3c).
  - a. Following remedial training, personnel will be given another opportunity to successfully complete the department approved training;
  - b. Personnel who are unable to successfully complete the department approved training, after remedial training, will not carry or use the Taser;
  - c. Additional training sessions may be conducted as directed by the Chief of Police or designee.

3. All authorized officers must successfully<sup>46</sup> complete an annual refresher training course<sup>6/19</sup>



and demonstrate proficiency, which will be monitored by a certified instructor (CALEA 4.3.3a).

4. All sworn personnel shall receive a copy of the response to resistance policy and related instructions during all training sessions. In addition, training sessions may include, but are not limited to the following (CALEA 4.3.4):
  - a. Legal updates, including confirmation of employee understanding of legal implications and requirements;
  - b. Instructions related to the use of the Taser and care procedures;
  - c. Documentation and reporting procedures;
  - d. Obligations following a response to resistance and any other subject matter required.
5. All training sessions will be documented by the Training Unit (CALEA 4.3.3b).
6. The Training Unit will document the response to resistance policy receipt and curriculum delivery (CALEA 4.3.4).

## **B. Storage/Assigning/Testing/Carrying**

Officers shall only carry and use the Department issued Taser, cartridges and other accessories for the Taser.

1. The Taser will be carried on the Officer's "weak side" in a cross draw fashion.
2. Uniformed Officers assigned a Taser shall carry the unit on the duty belt at all times, unless the unit is unavailable.
3. If an assigned Taser is not available for use, the supervisor of the officer may assign a spare Taser for duty use.
4. The Taser will be spark tested prior to the start of each tour of duty. The following procedure will be used for testing in a safe area.
  - a. With the Taser off, un-holster the Taser and remove the front cartridge.
  - b. Turn the Taser on and observe the displayed battery strength. If the battery level is less than ten percent or there is only one bar on the battery icon (depending on the model), the Taser battery needs to be replaced by a member of the Training Staff.
  - c. In the test area, observe that the laser sight is visible on the target test area. If the officer uses the flashlight option, make sure that the light is operational.



- d. Pull the trigger on the Taser, observe the Drive Stun discharge and listen for the rapid arcing sound. Allow the Taser to complete its five second cycle and do not manually cancel it.
- e. If for any reason the unit is deemed inoperable or displays an error, the unit should be taken out of service and returned to the Training Unit for maintenance and/or repair.
- f. With the Taser off, replace the cartridge and holster.

### **C. Usage**

1. The use of the Taser must be objectively reasonable and necessary. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances. The Taser provides a force option which prevents the officers from placing themselves dangerously close to a threat. Use of the Taser may greatly reduce the need for other types of physical force which could result in serious or potentially lethal injury to the offender, officers or others.
2. The Taser is an incapacitation device and is used as a defensive weapon. Therefore once the offender is incapacitated, the subject should be restrained as soon as practical.
3. An Officer who is about to deploy a Taser should give a verbal warning to other officers that he is about to use the device by shouting "Taser".
4. The Taser shall not be aimed at the eyes or face. The laser sighting shall remain activated except for exigent circumstances.
5. The preferred target zone for Taser deployment in the front of the body is low center mass and extremities, excluding the groin; the preferred target zone in the back of the body is center mass, excluding the head.
6. The Taser shall not be used simultaneously with O.C. spray or other chemical options.
7. Extreme caution and discretion must be applied when deciding to use the Taser on:
  - a. Persons fleeing on foot or in elevated position;
  - b. Children and persons under 80 pounds;
  - c. People with apparent debilitating illness or the elderly;
8. If the person is not an immediate threat, the Taser should not be used:



- a. When the person is passively resisting;
  - b. When the person is actually or perceived to be mentally ill;
  - c. Without the officer first attempting to use negotiation, verbal skills or physical skills.
9. The Taser shall not be used:
- a. In proximity to flammable liquids, gasses, or on individuals who have recently been exposed to a meth lab or other flammables;
  - b. For punitive purpose or coercion;
  - c. With probe deployment on obviously pregnant women;
  - d. Persons in control of motor vehicles, while that vehicle is moving or in gear;
  - e. In any situation where the officer has a reasonable belief that death or serious physical injury may result, and the circumstances presented do not justify that risk;
10. The camera lens of Tasers equipped with video and audio shall not be covered prior to, during, or after deployment.

#### **D. After Deployment**

1. Once the subject is restrained the Taser should be switched off.
2. Immediate action should be taken to care for any injuries.
3. The Taser shall not be left unattended.
4. Medical personnel shall be summoned to the scene to assess the subject if circumstances indicate that medical treatment is necessary. Medical treatment should never be denied to anyone who requests it.
5. Probes located in sensitive areas such as the face, neck, groin or breast shall be removed by medical personnel.
6. Removal of probes in other areas may be done by the officer deploying the Taser, or by authorized medical personnel.
7. Probes removed from the skin will be treated as bio-hazardous material, i.e. "sharps". They should be placed point down into empty wire cavity. DO NOT wrap the wires around the cartridge. Care should be taken not to break the wires when collecting the



cartridge for evidence.

8. Officers shall attempt to locate the "micro-dots" dispersed at the time of the cartridge firing. A sampling of these will be collected and placed into evidence with any expended cartridges.
9. Involved personnel will attempt to locate and identify any witnesses to the incident.
10. Subjects controlled by the use of the Taser shall not be transported face down.
11. A supervisor will be notified when the Taser has been deployed.
12. The deploying officer shall complete a Response to Resistance/Ready Gun Reporting form, Response to Resistance/Ready Gun Reporting Taser Application Diagram, and one of the following reports:
  - a. Arrest;
  - b. Incident/Offense;
  - c. Supplement.
13. Detention Facility personnel shall be informed the subject was controlled by the use of the Taser.
14. After officers have used their Taser either through probe deployment or drive stun, officers will be required to have their Taser data downloaded within seventy-two (72) hours, excluding holidays.
15. The Training Unit will be responsible for the maintenance and downloading of data from the Tasers.

#### **E. Spent Cartridge Storage**

1. Spent Taser cartridges will be placed into evidence using established evidence submission guidelines.
2. The spent cartridges will be stored in evidence for a period of one year. Once the year storage time has been met, the cartridges will be disposed of.
3. Spent cartridges will be kept past the year storage if they are evidence in a complaint, lawsuit, crime or any other reason deemed necessary by the Chief of Police or the Office of Professional Standards.
4. It is the responsibility of the Office of Professional Standards to notify the Evidence Custodian to maintain the cartridges until told to dispose of them in these cases.



5. When the Office of Professional Standards asks that a cartridge be held, the Evidence Custodian will mark the cartridges "recheck" in the records management system and choose a date six months out from the request. When that date arrives, the Evidence Custodian will check with the Office of Professional Standards for disposal or to log an additional recheck.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 100.10**

Subject: Written Directive System	Effective Date: June 4, 2018	Revised Date: February 27, 2019
Title: Expandable Baton	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to ensure that officers are properly trained in the use of the expandable baton. Officers shall follow the prescribed procedures and demonstrate proficiency for its use and maintenance.

**PURPOSE**

The purpose of this policy is to establish guidelines for the use of the expandable baton.

**SCOPE**

This policy is applicable to sworn personnel.

**PROCEDURE**

The expandable baton is a defensive weapon issued to all sworn personnel for use in situations where other agency-issued equipment is not effective and/or not practical to use. Officers will use the level of response that reasonably appears necessary to bring an incident under control, while protecting the life of the officer and/or others.

**A. EXPANDABLE BATON MAINTENANCE**

1. The expandable baton (hereon baton) should be kept dry. If exposed to elements, it should be opened and dried with a soft cloth. **No lubricants** should be placed on the shaft surfaces.
2. The baton should be periodically checked for wear and hairline cracks.



3. The cap should be checked for tightness and the O-ring lubricated with break free or other approved lubricants.
4. The tip should be tight and Loctite should be applied to secure it.
5. Worn grips should be replaced.
6. Worn or loose retaining clips should be replaced.

**Note:** To increase the force necessary to open the baton, widen the clip. To lessen the force to open the baton, push the clip together.

7. The baton scabbard may be rotated to 12 positions or locked upright. The slider can be adjusted to a variety of belt widths and locks into place. The retaining clip can be adjusted for baton retention.
8. The baton will not be modified or altered without the express approval from the Chief of Police. Requests for modifications will be submitted to the Chief of Police via the chain of command.

## **B. CARRYING**

The baton is designed as a defensive impact weapon. It provides officers with quick access to an impact weapon which is always carried.

1. Officers shall only carry the baton and scabbard issued by the department after demonstrating proficiency. The baton will be carried in the closed mode, tip down.
2. Officers will wear the baton scabbard on the uniform belt. The baton will not be placed near the spine due to the possibility of a disabling injury occurring as a result of an accident or assault.
3. Officers may carry the baton on either side of the duty belt, in such a way as not to hamper the drawing of the firearm or other tools.

## **C. USAGE**

Baton techniques employed in a confrontation must be evaluated in terms of its likelihood to gain control compared to its likelihood to cause damage or injury. In evaluating the techniques, a final consideration must be made to ensure the safety of the officer.

**D. REPORTING**

1. Officers who use the baton will notify a supervisor as soon as practical.
2. Officers must complete a Response to Resistance form when the baton is used along with a detailed Incident/Offense and/or Arrest report, whichever applies. The following information must be included in the report:
  - a. The type of call which first brought the officer in contact with the assailant;
  - b. The number of persons involved in the situation;
  - c. The time of day, physical setting and type of situation;
  - d. What the assailant said to the officer;
  - e. The assailant's attitude and demeanor;
  - f. What the officer said;
  - g. The assailant's actions and the officer's reaction;
  - h. The officer's and assailant's injuries, including photographs whenever possible;
  - i. Contact information of neutral witnesses not involved in the confrontation.

**E. MEDICAL ASSISTANCE**

1. It shall be the responsibility of the officer using the baton to ensure that medical care is provided as outlined in other department directives.
2. Officers who use the baton will ensure that medical care is summoned to the scene upon request once the situation is under control.
3. Medical care will also be provided any time deadly or non-deadly force is used and the assailant has visible injuries or complaints of injuries.
4. EMS will assess the injuries at the scene. In the event the assailants need to be taken to a Hospital, they will be transported by ambulance. Other department directives apply.



## **F. TRAINING**

1. Personnel will receive a copy of the Response to Resistance and Deadly Force policy and related instructions during all training sessions. Additionally, training sessions may include but are not limited to the following (CALEA 4.3.4):
  - a. Confirmation of employee understanding of legal implications and requirements;
  - b. Instructions related to the use of the baton and care procedures;
  - c. Documentation and reporting procedures;
  - d. Obligations following a response to resistance and any other subject matter required.
2. The Training Unit will document the response to resistance and the deadly force policy receipt and curriculum delivery (CALEA 4.3.4).
3. Sworn personnel must successfully complete the department's expandable baton training course and demonstrate proficiency before carrying a baton (CALEA 4.3.2).
4. Training sessions will:
  - a. Be conducted by a certified expandable baton instructor (CALEA 4.3.3a).
  - b. Be documented by the Training Unit (CALEA 4.3.3b).
  - c. Consist of the following:
    - i. Carrying;
    - ii. Drawing;
    - iii. Striking techniques;
    - iv. Mechanical Functions; and
    - v. Maintenance.
5. In-service training will be conducted every two years (CALEA 4.3.3).



6. Personnel who are unable to successfully complete the department approved training will not carry or use the baton, until they have received remedial training from the Training Unit (CALEA 4.3.3c).
7. Following remedial training, personnel will be given another opportunity to successfully complete the department approved training.
8. Personnel who are unable to successfully complete the department approved training, after remedial training, will not carry or use the baton;
9. Additional training sessions may conducted as directed by the Chief of Police.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 100.11**

Subject: Written Directive System	Effective Date: September 11, 2017	Revised Date: September 11, 2017
Title: Excited Delirium	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Rapid control of the subject exhibiting symptoms of excited delirium (hereon ExDS), and transfer to the care of emergency medical providers should be the primary objectives of law enforcement officers unless other action is necessary in order to protect officers or others. It is the policy of the Decatur Police Department that all personnel who observe person(s) exhibiting symptomatic behavior consider the possibility that the situation is a medical emergency that could result in sudden death.

**PURPOSE**

The purpose of this policy is to establish guidance and direction in the handling of individuals who appear to be in a state of excited delirium (ExDS).

**DEFINITIONS**

**EXCITED DELIRIUM SYNDROME (ExDS):** A medical disorder generally characterized by observable behaviors including extreme mental and physiological excitement, intense agitation, hyperthermia (elevated body temperature) often resulting in nudity, hostility, exceptional strength, endurance without apparent fatigue, and unusual calmness after restraint accompanied by a risk of sudden death.

**MEDICAL SYNDROME:** A collection of behavioral and physiological signs and symptoms of a medical disorder known to frequently appear together but without a full understanding of their underlying cause or causes.



## **PROCEDURE**

### **A. Initial Call**

1. Calls associated with ExDS often include descriptions by complaint of wild, uncontrollable physical actions, and hostility that comes on rapidly.
2. Where there is suspicion from the complainant that ExDS might be involved, communications personnel shall request the following types of information:
  - a. Specific behaviors of the subject;
  - b. Where the subject has been or is using PCP, methamphetamine, cocaine, alcohol, or other mind-altering substances separately or in combination.
  - c. Where the subject has a history of mental or physical illness or substance use.
3. When information suggest ExDS, a sufficient number of officers to physically control the subject should be dispatched together with EMS personnel, all of whom should be alerted to the possibility that the call might involve ExDS.
4. An on duty supervisor shall respond to all such calls for service, whenever possible.

### **B. Assessment**

While ExDS cannot be diagnosed in the field, Officers should be cognizant of specific signs and symptoms that may indicate a person is in state of excited delirium. These can include one or more of the following:

1. Constant or near constant physical activity;
2. Irresponsiveness to law enforcement presence;
3. Nudity/inadequate clothing that might indicate an attempt to self-cooling;
4. Elevated body temperature/hot to the touch;
5. Rapid breathing;
6. Profuse sweating;



7. Extreme aggression or violence;
8. Making unintelligible, animal-like noises;
9. Insensitivity to/extreme tolerance of pain;
10. Excessive strength (out of proportion);
11. Lack of fatigue despite heavy exertion;
12. Screaming and incoherent talk;
13. Paranoid or panicked demeanor; and but not limited to
14. Attraction to bright lights, loud sounds, glass, or shiny objects.

### **C. Control**

Physical control must be affected quickly to minimize the intensity and duration of resistance and struggle, which often are direct contributors to sudden death.

1. When responding to a call involving possible ExDS, officers shall do the following:
  - a. Eliminate unnecessary emergency lights and sirens;
  - b. Ensure that an adequate number of backup officers have been dispatched to affect rapid control of the suspect;
  - c. Ensure that EMS is on scene or enroute. Whenever possible, EMS should be on site when control is initiated.
2. If the subject is responsive to verbal commands:
  - a. One officer should approach the subject and employ verbal techniques to help reduce his or her agitation before resorting to the use of force.
  - b. The officer should not rush toward, become confrontational, verbally challenge, or attempt to intimidate the subject, as he or she may not comprehend or respond positively to these actions and may become even more agitated or combative;
  - c. Ask the subject to sit down, which may have a calming effect; and



- d. Be prepared to repeat instructions or questions.
3. Officers need to be aware that pepper spray, impact weapons, and electronic control devices (ECD) used in drive stun mode are typically ineffective due to the subject's elevated threshold of pain.
4. If an ECD is used in probe mode, the officer shall energize the suspect no longer than necessary to overcome resistance. The subject should be handcuffed while still under the effects of the ECD.
5. However, a physical takedown using a swarming technique is an effective means of obtaining compliance as long as an adequate number of officers are available. A coordinated restraint plan should be devised quickly before implementing this approach.
6. Officers should only use those restraints that appear necessary to control the situation and only for the period of time required.
7. When restrained, officers should position the subject in a manner that will assist breathing, such as placement on either side of the subject, and avoid pressure to the chest, neck or head.
8. If possible, reasonable steps should be taken to avoid injury, such as moving the subject from asphalt to a grassy area to reduce abrasions and contusions.
9. Officers should not attempt to control continued resistance by pinning the subject to the ground or against a solid object, using their body weight.
10. Whenever possible, officers should check the subject's pulse and respiration on a continuous basis until transferred to EMS personnel.
11. Officers shall ensure the airway is unrestricted and be prepared to administer CPR or an automated external defibrillator (AED) if the subject becomes unconscious.
12. Following a struggle, the subject should be showing normal signs of exertion such as heavy breathing.
13. However, if the subject becomes calm and breathing is not labored during or after the application of restraints while officers are still gasping for air, it might be an indication that the subject is in jeopardy and requires immediate medical to avoid cardiac arrest.



14. Individuals officers who encounter persons exhibiting symptoms of ExDS should adhere to the following guidelines:

- a. When there is no apparent threat of immediate injury to the subject or others, the officer should not attempt to take physical control of the subject. This would likely precipitate a struggle and exacerbate the subject's physical and emotional distress. The officer should wait for backup and EMS assistance before attempting to control the subject.
- b. If the subject poses a threat of death or serious bodily injury to the officer, others, or to himself or herself, apart from the dangers inherent in ExDS alone, intervention should be taken using that level of force reasonable necessary to control the individual.
- c. If it can be determined that the subject has been under duress for an extended period of time, the symptoms of ExDS appear acute, and EMS is not readily available, the officer should consider affecting control and transporting the subject to the nearest medical facility.
- d. This decision should be based largely on whether law enforcement backup and/or EMS assistance is forthcoming, and the officer's judgment as to his or her ability to gain control without undue personal risk of bodily harm.

#### **D. Emergency Medical Response**

1. As soon as control is obtained, pre-staged EMS personnel should examine the subject and provide emergency medical aid as necessary, to include sedation and cooling.
2. If sedation is authorized, officers shall work with EMS to control the subject for the purpose of drug administration.
3. Whenever possible, an officer should accompany the subject to the medical facility for security purposes and to provide assistance as necessary.

#### **E. Reporting**

Reporting of ExDS incidents is critical for purposes of post-incident personnel review and debriefing, training, creation of a historical record to respond effectively to any civil litigation that might arise, and to respond effectively to inquiries concerning the incident from the community and the media. Officers shall follow standard incident documentation procedures and ensure that the following items, at a minimum, are included:



1. Conditions at the incident scene;
2. Description of the subject's behavior and its duration;
3. Description of what the subject said during the event;
4. Type of and duration of resistance;
5. Actions taken to control the subject;
6. Restraints used on the subject and the length of time applied;
7. Location of the restraints on the subject;
8. Response time and actions taken by EMS;
9. Means of transportation and total elapsed time of transport;
10. Behavior of the subject during transport;
11. Means of resuscitation, if applicable;
12. Vital signs, especially body temperature;
13. Ambient temperature at the time of the incident;
14. Results of tests and medical assessments taken by EMS personnel and emergency medical staff;
15. Results of autopsy, if applicable;
16. Information from relatives and friends of the subject that can provide insight to the potential causation of the incident;
17. If applicable, Use of Force forms.



## **F. Training**

The Decatur Police Department shall ensure that officers are trained for such incidents, including yearly detection of ExDS, instructions in defensive tactics recommended for use when dealing with ExDS subject, tactics and techniques that should be avoided, and protocols for interfacing with EMS personnel.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 100.13**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Officers Authority	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Officers of the Decatur Police Department are given their authority to make arrests in the Code of Alabama, 1975. Discretion is another authority that is given to Officers to either make a physical arrest or by other means such as issuance of a citation, summonses, referrals, informal resolutions, or warnings.

**DEFINITIONS**

Law Enforcement Officer - A policeman, deputy sheriff, deputy constable and other official who has authority as such official to make arrests.

Discretion – An Officers judgment based on written enforcement policies, training, and supervision that ensure that enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed.

**AUTHORITY**

A law enforcement officer is a person trained according to the Alabama State Standards. This person is then sworn to uphold the Laws and Constitution of the United States, the State of Alabama, and the City of Decatur.

Standards for training of a law enforcement officer are set forth by the Alabama Peace officer's Standards and Training Commission.

**USE OF DISCRETION**

- A. Officers of the Decatur Police Department are cautioned to use discretion in the performance of their assigned tasks, taking into consideration the conditions present at the time, the



constraints of existing policy, statutes, laws, and/or ordinances pertaining to the situation, and the available alternatives.

- B. Of special concern is the physical arrest and incarceration of an individual. All sworn personnel of the Decatur Police Department must consider such action as very serious. When a person is deprived of his/her liberty the officer must be certain that what he/she is attempting to do cannot be accomplished in any other way. Officers shall always use the law of the State of Alabama in a prudent and thoughtful manner.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 101.0**

Subject: Written Directive System	Effective Date: May 27, 1997	Revised Date: April 24, 2012
Title: Jurisdiction	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department will provide police service to all citizens within the jurisdiction of the City of Decatur, Alabama, and when requested, as much service as practical and feasible to concurrent law enforcement agencies.

**DEFINITIONS**

**Concurrent** – Having equal jurisdiction or authority to the Decatur Police Department.

**Emergency Situation** – An actual or potential condition that poses an immediate threat to life or property.

**PROCEDURES**

- A. Geographical Boundary:** The geographic boundaries of the Department's jurisdiction are delineated in detail by both a computer assisted dispatch and jurisdictional and zone maps located at various places in the Department. Officers shall familiarize themselves with the city limits and police jurisdiction.
- B. Statutory Authority:** The Code of Alabama, 1975 addresses disaster assistance through the Emergency Management Network. The Code will be followed during a disaster situation. The Department will maintain a liaison with other emergency management authorities and coordinate the Morgan County Emergency Operations Plan with those affected agencies.
- C. Non-Emergency:** Responding outside the City of Decatur city limits (upon request of another agency) to provide services such as routine calls to accidents, check suspicious vehicles or persons, alarms, or check road conditions, etc. are performed on a regular basis and need only the approval of a field supervisor to respond. It should be noted that actual reporting and responsibility for the call belongs to the agency requesting assistance unless otherwise approved by a supervisor of the Decatur Police Department.
- D. Communications:** The Department may request or receive assistance from other concurrent



jurisdictions when situations exist to warrant such action.

1. The amount type, and extent of assistance provided by the Decatur Police Department will depend upon the situation and the availability of service. Human resources, equipment, and communications will be offered as directed by the Chief of Police or his designee.
2. Communications with other agencies will be coordinated through the Decatur/Morgan County Emergency 911 Center, in both emergency and non-emergency assistance situations.
3. Requests for outside assistance to the Decatur Police Department will be made by the Chief of Police, Division Commander, Shift Lieutenant, or their designee.
4. Federal law enforcement aid in emergency situations will be requested through the chain of command of the Department. The Chief of Police or his designee will make the request to the appropriate agency via the twenty-four hour emergency number.

**E. Requesting Outside Assistance:** During both emergency and non-emergency situations, the Department will fully assess the situation prior to the use of outside personnel. With the benefit of compatible communications systems and cross training of personnel, outside agencies could be asked to assist in comparable functions such as K-9 building search, Special Response Team situations, crowd control, traffic direction and control or prisoner security, as the need dictates.

## **F. Concurrent Jurisdictions**

1. **Federal Offenses:** Federal agencies have jurisdiction over certain federal crimes regardless of the location of the incident.

### **a. Preliminary Investigations:**

- i. Officers receiving a report of federal crime (e.g., bank robbery) over which concurrent jurisdiction exists, must at a minimum, conduct a preliminary investigation. An Incident/Offense or arrest report should be completed and the crime scene processed if necessary.
- ii. The presence of a Federal agency at a crime scene does not relieve Department personnel from the requirement to conduct a preliminary investigation.

## **2. State Agencies:**

- a. The Alabama State Troopers have concurrent jurisdictions with the Decatur Police Department for traffic violations and incidents on some public roadways in our jurisdiction. State Troopers do not have the authority to enforce Municipal



Ordinances.

- b. The Decatur Police Department will have primary jurisdiction for non-traffic crimes that are committed on roadways.

### **3. County Agencies:**

- a. The Decatur Police Department has primary responsibility for emergency and non-emergency situations occurring within its jurisdiction.
- b. The Morgan County Sheriff's Department has jurisdiction throughout Morgan County. If the Sheriff's Department discovers a non-emergency incident within the jurisdiction of the Decatur Police Department, the Police Department will ordinarily be notified and the appropriate unit(s) will respond. If the Morgan County Sheriff's Department discovers an emergency incident within the jurisdiction of the Decatur Police Department, the Sheriff's Department will ordinarily handle the incident until assistance arrives from the Decatur Police Department.

**G. Jurisdictional Disputes:** Disagreements as to jurisdiction or responsibilities will be resolved by supervisors at the scene, when possible. If needed, Department supervisors will contact the other agency's supervision and his/her own chain of command as needed until the problem is resolved. Under no circumstances will the public or officer safety be compromised while a jurisdictional question is under discussion. Department personnel will stabilize the situation until jurisdictional issues can be resolved.

**H. Point in Contact:** Point of Contact: In the event questions arise as to an exact location being within the jurisdiction, the Planning Department should be contacted.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 105.0**

Subject: Written Directive System	Effective Date: October 4, 2010	Revised Date: August 26, 2019
Title: Arrest Policy	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1.2.5	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department will abide by the laws pertaining to arrest. The following procedures shall apply.

**DEFINITIONS**

**Violation:** "An offense for which a sentence to a term of imprisonment not in excess of 30 days may be imposed".

**Misdemeanor:** "An offense for which a sentence to a term of imprisonment not in excess of one year may be imposed".

**Felony:** "An offense for which a sentence to a term of imprisonment in excess of one year is authorized by this title".

**Arrest:** The act of taking offenders or suspected offender into custody and imposing restraint upon them with formal notification that they are "under arrest".

**Probable Cause:** Facts and circumstances that would lead a reasonable and prudent person to believe that a crime has been or is about to be committed and the person being accused is the person who committed the crime. Mere suspicion is not enough to justify an arrest.

**Fresh Pursuit:** Pursuit without unreasonable delay, not necessarily instant pursuit.

**PROCEDURES**

Officers may make an arrest when a warrant has been issued, when a crime is committed in their presence, or when they have probable cause to believe a felony has been committed and the person



to be arrested committed the crime and other qualifying misdemeanors as prescribed under Alabama Code.

### **A. Authority**

The Code of Alabama, 1975, gives Officers of the State of Alabama the power of arrest.

### **B. Arrest With A Warrant**

1. Officers may execute a warrant of arrest on any day and at any time.
2. Officers in plain clothes shall identify themselves as police.
3. If officers attempt to serve an arrest warrant at a residence and is refused admittance after properly identifying themselves, the officers shall notify their supervisor. If probable cause exists to believe that the offender is in the residence, the officers may break an outer or inner door or window in order to make the arrest.
4. A warrant may be executed in the county in which it was issued.
  - a. If the defendant is in another county, officers shall request the assistance of the agency having jurisdiction at the location where the warrant is to be served.
  - b. When accompanied by an Officer with jurisdiction in the location where the warrant is to be executed, Decatur officers may exercise the same authority granted by State law.
5. Officers shall produce the arrest warrant at the request of the offender.
6. Officers must read the warrant for any special instructions.
7. For felony arrests, the arresting officers must submit a copy of the arrest warrant to the Morgan County jail.

### **C. Arrests for Other Agencies**

Before arresting an individual on a warrant for another agency, members of the Decatur Police Department shall:

1. Ensure that the originating agency has been contacted and the warrant has been physically located and confirmed as active.



2. Determine if the originating agency is able to send an officer to take custody of the individual immediately or requests that the individual be booked into the Morgan County Jail.
3. No individual shall be taken into custody for another agency without the permission of a supervisor.

#### **D. Arrest without Warrant**

Authorization for making an arrest without a warrant is prescribed in the Code of Alabama 1975.

1. "An officer may arrest any person without a warrant, on any day and at any time":
  - a. "If a public offense has been committed or a breach of the peace threatened in the presence of the officer";
  - b. "When a felony has been committed, though not in the presence of the officer, by the person arrested";
  - c. "When a felony has been committed and the officer has reasonable cause to believe that the person arrested committed the felony";
  - d. "When the officer has reasonable cause to believe that the person arrested has committed a felony, although it may afterwards appear that a felony had not in fact been committed";
  - e. "When a charge has been made, upon reasonable cause, that the person arrested has committed a felony";
  - f. "When the officer has reasonable cause to believe that a felony or misdemeanor has been committed by the person arrested in violation of a protection order issued by a court of competent jurisdiction";
  - g. "When an offense involves domestic violence and the arrest is based on probable cause, regardless of whether the offense is a felony or misdemeanor";
  - h. "Any peace officer may arrest without a warrant any person he has probable cause for believing has committed larceny in retail or wholesale establishments";
  - i. "Uniformed police officers, state troopers, county sheriffs or their deputies or members of a municipal police force may arrest, at the scene of a traffic accident, any driver of



a motor vehicle involved in the accident if upon personal investigation, including information from eyewitnesses, officers have reasonable grounds to believe that the person contributed to the accident by driving under the influence. Officers may arrest such persons without a warrant although they did not personally see the violation."

2. When arresting a person without a warrant, the officers must inform of their authority and the cause of arrest, except when the person is arrested in the actual commission of a public offense or on pursuit.

#### **E. Arrest of Municipal, County, State, or Federal Employees (CALEA 61.1.3e)**

1. Upon learning that a prisoner is an employee of a municipal, county, state, or federal agency, the arresting officer shall notify the on duty supervisor.
2. The supervisor shall then notify a supervisor of the Morgan County Jail.
3. The supervisor shall submit a report summarizing the circumstances surrounding the arrest to the Chief of Police through the chain of command.
4. If the prisoner is a law enforcement officer, the supervisor shall notify the ranking on-duty supervisor of the officer's agency.

#### **F. Pursuit**

Arrest powers of peace officer in fresh pursuit.

1. The authority of the Decatur Police Department officers shall extend throughout any county in which the Decatur Police Department has city limits and into any adjacent county when the officer is in fresh pursuit of a person or persons to be arrested for a misdemeanor.
2. The authority of officers shall extend throughout the State when the officer is in fresh pursuit of a person or persons to be arrested for a felony. Other department directives apply.

#### **G. Transportation of Arrestees**

1. All arrestees shall be searched before being transported (CALEA 70.1.1).
2. All arrestees shall be handcuffed or otherwise restrained during transportation in accordance with departmental policy.



3. Officers may request the transport unit to transport prisoners. In the case of unruly prisoners or if the transport unit is unavailable, officers shall seat arrestees in the vehicle in accordance with departmental policy.
4. All arrestees should be safely restrained with seatbelts.

#### **H. Arrest of Juveniles**

Officers will handle juvenile offenders in a manner consistent with State of Alabama Juvenile Code and as outlined in other department directives.

#### **I. Arrest of Illegal Immigrants**

If the person arrested is suspected of being an illegal immigrant, the arresting officer will notify the Morgan County jail.

#### **J. Fingerprinting and Photographs**

Fingerprinting and photographing of juveniles is the responsibility of the transport staff. However, if transport personnel are not available, the arresting officers are responsible for booking and fingerprinting their prisoner.

#### **K. Holds Placed on Arrestees**

Holds placed on arrestees shall be in accordance with the following guidelines:

1. No investigative holds shall be placed on any arrestee under any circumstances.
2. If the arrest is pursuant to a felony warrant, the arresting officer will immediately notify the detective or investigating officer assigned to the case.
3. In case the arrestees have a misdemeanor warrant, or they are sought after for a pending investigation, the arresting officer shall contact the detective or investigating officer immediately upon locating the individual.
4. If the investigator is not available, the arresting officer shall then notify the on call investigator.

#### **L. Release After Arrest**



If, after an arrest, it becomes apparent that there is no probable cause to hold the arrestee, the arrestee may be released, under the following conditions:

1. Officers shall notify the on duty supervisor.
2. Supervisors will contact a judge or magistrate for the release of the inmate.
3. Supervisors have the responsibility to follow up on the release of the inmate.

**M. Reporting**

All arrest reports shall be completed using the appropriate forms and/or computer program and submitted in a timely matter.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 105.0A**

Subject: Written Directive System	Effective Date: May 25, 2018	Revised Date: February 27, 2019
Title: Foreign Diplomats/Consular Officials	Pages: 16	Distribution: All Members
Cross Reference: CALEA Reference Chapters 1.2.5, 61.1.3	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will abide by all laws pertaining to Foreign Diplomats and Consular Officials.

**DEFINITIONS**

**Diplomatic Immunity:** A requirement by international law under which certain foreign government officials are not subject to the jurisdiction of local courts and authorities, for both their official and, to a large extent, their personal activities.

**Inviolability:** A principle embodied in international law that generally precludes law enforcement officials from handcuffing, arresting, or detaining certain foreign diplomatic officials, in any form, and forbids U.S. authorities from entering the residences, automobiles, or other property of protected persons. Where public safety is in imminent danger or it is apparent that a violent felony may otherwise be committed, police authorities may intervene to the extent necessary to halt such activity or defend themselves or others from personal harm.

**NOTE:** It is important to understand that the individual diplomat does not "own" immunity; such immunity can be waived, in whole or in part, by the nation that employs the diplomat. Waiver of criminal immunity in the face of criminal charges is not common, but it is routinely sought and occasionally granted. The ability of the Department of State to secure such a waiver depends in large part on the strength and documentation of the case at issue.

**Diplomat:** An official of a foreign government assigned to an embassy in Washington, D.C. Diplomats may also perform consular functions, and should be treated the same as a consular officer.



**Diplomatic Agent:** Ambassadors or designees, heads of missions, assistant ambassador, and members of their diplomatic staff. Those recognized by the United States as having diplomatic rank or title.

**Consul or Consular Officer:** A citizen of a foreign country employed by that government and authorized by both the sending and the host countries to provide assistance on behalf of that government to its citizens in another country. Such persons are generally assigned to a consular section of an embassy in Washington, D.C., or to a consulate in another U.S. city. Consular officers or consuls who are accredited by the U.S. Department of State bear identification cards to that effect issued by the U.S. Department of State.

## **PROCEDURES**

### **A. PHYSICAL ARREST**

As a rule, foreign diplomats cannot be arrested or detained. However, officers must follow the following procedures when called to the scene of a possible crime and/or involving a person who claims diplomatic or consular immunity:

1. Ask for an Official U.S. Department of State Identification Card. The Department of State issues driver's licenses to members of the foreign diplomatic and consular communities who enjoy some level of immunity from prosecution.
2. In all cases, including those in which the individual provides identification issued by the Department of State; a supervisor will respond to the scene to verify their status with the U.S. Department of State or in the case of the U.N. community, the U.S. Mission to the United Nations.
3. If the person is in possession of identification provided by the Department of State, the supervisor will contact the Department of State to verify the individual's status. Contact numbers should be listed on the back of the card. Currently, cards issued by the Department of State are color coded, depending on the individual's mission.
4. Officers will record all pertinent details from the diplomatic identification card, as well as all circumstances of the crime or incident.
5. If the person is not in possession of such identification, contact numbers are as follows: (202) 647-1985 between 8 a.m. – 5 p.m. EST. All other times (571) 345-3146 or toll free (866) 217-2089.



6. Should persons be unable to produce satisfactory identification, and the situation would normally warrant arrest or detention, officers should inform the individual that they will be detained until their identity and status can be confirmed. "Serious incidents" include a traffic citation when arrest would have been exercised if that person did not have immunity.
7. If the individuals enjoy personal inviolability, they may not be handcuffed, except when they pose an immediate danger to themselves and/or others, and they may not be arrested or detained. Once all pertinent information is obtained, they **MUST** be released.
8. In the event of driving under the influence, the diplomat will not be permitted to continue to drive a motor vehicle. The diplomat will not be restrained except in extreme cases and will not be subjected to any chemical tests. Standardized Field Sobriety Test may be offered for reporting purposes.
9. Officers may use only the level of response which is objectively reasonable to control the diplomats and to prevent them from causing harm to themselves and/or others.
10. Once the status is verified, officers must:
  - a. Release the diplomat to the custody of another person;
  - b. Allow the diplomat to contact another person;
  - c. With the diplomat's permission, offer transportation to the Police Department to wait for a friend or relative;
  - d. With the diplomat's permission, offer transportation to a location to allow for the recovery from such condition until such individual is able to drive.
11. The officer should prepare a report describing the circumstances of the incident.
12. The report will be submitted to the Chief of Police or designee through the chain of command.

## **B. CITATIONS (CALEA 61.1.3d)**

A consular official/foreign diplomat is not subject to arrest or detention pending trial, except in the case of a serious crime (felony offense that would endanger the public safety) and then only pursuant to a decision by an appropriate judicial authority.



1. However, the mere issuance of a Uniform Traffic Citation or warning (written or verbal) for a moving violation does not constitute an arrest or detention in the sense referred to above.
2. Violators in this category may be processed as residents and in accordance with the State of Alabama Motor Vehicles and Traffic laws. However, violators may not be compelled to sign or accept the citation.
3. In the event of a traffic violation or warning, officers must contact their supervisor. The supervisor will determine if a citation will be issued to the individual.
4. If a citation is issued, a copy of such citation shall be forwarded to the Department of State as well as to the Chief of Police via the chain of command. The following circumstances also apply:
  - a. Failure of the diplomat to appear in court may not result in criminal or administrative consequences; however, the Department of State may use a citation and any reports as the basis for requesting an "express waiver of immunity" for citations that require a mandatory court appearance.
  - b. For pre-payable violations, the Department of State will give such individuals the options to pay the fine or obtain a waiver in order to contest the charge.
  - c. The diplomat has the ability to administratively void the citation through the Department of State.

### **C. PROPERTY INVIOABILITY and VEHICLES**

The property of persons enjoying full criminal immunity (Diplomats), including their vehicles, may not be searched or seized. Such vehicles may not be impounded but may towed the distance necessary to remove them from obstructing traffic or endangering public safety.

1. If a vehicle that is owned by a diplomat is suspected of being stolen or used in the commission of a crime, occupants of such vehicle may be required to present vehicle documentation to allow for verification of the vehicle's status through standard access on NLETS.
2. If the vehicle is stolen or is being used by unauthorized persons in the commission of a crime, the inviolability to which the vehicle would normally be entitled must be considered temporarily suspended and normal search of the vehicle and, if appropriate, its detention is permissible.



3. Vehicles registered to consular officials and consulates, including those with full criminal immunity, are not inviolable and may be impounded. A supervisor will be notified in all such cases. The supervisor will authorize if the vehicle may be impounded.
4. The on duty Supervisor will contact the U.S. Department of State when a consular vehicle has been impounded or detained, so that the Office of Foreign Missions can follow up with the proper consular official or mission.

#### **D. SPECIAL NOTES**

1. Appropriate caution should not become a total "hands off" attitude in connection with criminal law enforcement actions involving diplomats.
2. Foreign diplomats who violate traffic laws may be cited as appropriate.
3. All allegations of serious crimes should be fully investigated, promptly reported to the U.S. Department of State, and procedurally developed to the maximum permissible extent.

#### **E. CONTACT NUMBERS**

1. All foreign missions and their personnel.
  - Verify Immunity Status – 202-647-1985, 202-647-1727.
  - Diplomatic motor vehicle registration and driver's licensing inquiries – 202-895-3521, [ofmdmvinfo@state.gov](mailto:ofmdmvinfo@state.gov).
  - Report traffic incidents/accidents/citations – 202-895-3521, [ofmdmvenforcement@state.gov](mailto:ofmdmvenforcement@state.gov).
  - All citations and reports:
    - Traffic – Office of Foreign Missions – 202-895-3634 (fax), [ofmdmvenforcement@state.gov](mailto:ofmdmvenforcement@state.gov);
    - Criminal/misdemeanor (non-traffic) – 202-647-1198 (fax), 202-895-3613 (fax).
  - After hours:
    - Diplomatic Security Command Center – 571-345-3146, 866-217-2089.



2. Missions and Secretariat to the United Nations and their Personnel

- Verify immunity and law enforcement inquiries - 212 – 415-4168, 212-415-4407, 202-415-4300.
- Diplomatic motor vehicle registration and driver's licensing inquiries – 202-895-3521, [ofmdmvinfo@state.gov](mailto:ofmdmvinfo@state.gov).
- USUN-Communications Section – 212-415-4444.

3. TECRO/TECO (Taipei Economic and Cultural Representative Office/Taipei Economic and Cultural Offices) and their personnel

- Verify immunity status and law enforcement inquiries – 703-525-8474.
- Diplomatic motor vehicle registration and driver's licensing inquiries – 202-895-3521, [ofmdmvinfo@state.gov](mailto:ofmdmvinfo@state.gov).
- After hours – Diplomatic Security Command Center – 571-415-3146, 866-217-2089



## APPENDIX A

Category		Arrested or Detained?	Enter Residence Subject to Ordinary Procedures
International Organizations	International Organization Staff <sup>3</sup>	Yes	Yes
	Diplomatic- Level Staff of Missions to International Organizations	No <sup>1</sup>	No
	Diplomatic Agent	Yes	Yes
Diplomat	Diplomatic Agent	No <sup>1</sup>	No
	Member of Administrative and Technical Staff	No <sup>1</sup>	No
	Service Staff <sup>2</sup>	Yes	Yes
Consular	Career Consular Officers <sup>2</sup>	No, except in the case of a felony and pursuant to a warrant	Yes <sup>4</sup>
	Honorary Consular Officers	Yes	Yes
	Consular Employees <sup>2</sup>	Yes	Yes
TECRO/TECO	TECRO Designated Employee	No	No
	TECO Head/Deputy Head	No, except in the case of a felony and pursuant to a warrant	No
	TECO Designated Employee	Yes	Yes

<sup>1</sup> Reasonable constraints; however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

<sup>2</sup> This table presents general rules. The employees of certain foreign countries may enjoy **higher** levels of privileges and immunities on the basis of special bilateral agreements.

<sup>3</sup> A small number of senior officers are entitled to be treated identically to "diplomatic agents."

<sup>4</sup> Note that consular residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.



## **APPENDIX B**

Category		Issued Citations?	Subpoena as Witness?	Prosecuted?	Recognized Family Member?
International Organizations	International Organization Staff <sup>3</sup>	Yes	No – Official acts. Yes, in all other cases	Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
	Diplomatic- Level Staff of Missions to International Organizations	Yes	No	No	Same as sponsor (full immunity and inviolability)
	Diplomatic Agent	Yes	No – Official acts. Yes, in all other cases	Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
Diplomat	Diplomatic Agent	Yes	No	No	Same as sponsor (full immunity and inviolability)
	Member of Administrative and Technical Staff	Yes	No	No	Same as sponsor (full immunity and inviolability)
	Service Staff <sup>2</sup>	Yes	Yes	Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
Consular	Career Consular Officers <sup>2</sup>	Yes	No – for official acts. Testimony may not be compelled in any case	Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
	Honorary Consular Officers	Yes	No – Official acts. Yes, in all other cases	Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
	Consular Employees <sup>2</sup>	Yes		Official Acts Immunity. Consult Dept. of State.	No immunity or inviolability
TECRO/TECO	TECRO Designated Employee	Yes	No	No	Immunity from Criminal Jurisdiction, arrest and detention
	TECO Head/Deputy Head	Yes	No – Official acts. Yes, in all other cases	Official acts immunity. Consult AIT.	No immunity or inviolability
	TECO Designated Employee	Yes	No – Official acts. Yes, in all other cases	Official acts immunity. Consult AIT.	No immunity or inviolability



## APPENDIX C DIPLOMATIC AND EMBASSY STAFF IDENTIFICATION CARDS



This person has been duly notified to the Department of State and under international law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom, or dignity.

**LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO:**  
202) 647-1985 FROM 8AM TO 5PM  
EASTERN TIME AND (571) 345-3146  
AT ALL OTHER TIMES

**IF FOUND, MAIL TO:**  
U.S. Department of State  
Office of the Chief of Protocol  
SA-33 2nd Floor  
Washington, D.C. 20522-3302  
Return postage guaranteed

1000001255 HC12D285EC

**Blue bordered** cards are issued to diplomatic officers and their families. They are entitled to full criminal immunity and may not be arrested or detained.



This person has been duly notified to the Department of State and under international law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom, or dignity.

**LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO:**  
202) 647-1985 FROM 8AM TO 5PM  
EASTERN TIME AND (571) 345-3146  
AT ALL OTHER TIMES

**IF FOUND, MAIL TO:**  
U.S. Department of State  
Office of the Chief of Protocol  
SA-33 2nd Floor  
Washington, D.C. 20522-3302  
Return postage guaranteed

2000000595 H1BFOA29BF

**Green bordered** cards are issued to embassy administrative and technical staff employees and their families. This card signifies that the bearer is entitled to full criminal immunity and may not be arrested or detained.



This person has been duly notified to the Department of State and under international law enjoys immunity from jurisdiction with respect to acts performed in the course of official duties. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation.

**LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO:**  
202) 647-1985 FROM 8AM TO 5PM  
EASTERN TIME AND (571) 345-3146  
AT ALL OTHER TIMES

**IF FOUND, MAIL TO:**  
U.S. Department of State  
Office of the Chief of Protocol  
SA-33 2nd Floor  
Washington, D.C. 20522-3302  
Return postage guaranteed

1000001250 HBA07845D4

**Green bordered** cards are issued to embassy service staff employees. This card signifies that the bearer is entitled to immunity for official acts only.

## UNITED NATIONS IDENTIFICATION CARDS



This person has been duly notified to the Department of State and under international law enjoys immunity from jurisdiction with respect to acts performed in the course of official duties. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation.

The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom, or dignity.

**LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO:**  
212) 415-4300 FROM 8AM TO 5PM  
EASTERN TIME AND (212) 415-4444  
AT ALL OTHER TIMES

**IF FOUND, RETURN TO:**  
Host Country Affairs  
U.S. Mission to the UN  
799 United Nations Plaza  
New York, NY 10017-3505  
Return postage guaranteed

2000068340 H3A0E1B38B

**Blue bordered** cards are issued to UN diplomatic officers and their eligible family members. They are entitled to full criminal immunity and may not be arrested or detained.



This person has been duly notified to the Department of State and under international law enjoys immunity from jurisdiction with respect to acts performed in the course of official duties. This form of immunity must be asserted before, and proven to, the appropriate judicial authorities. The bearer is not immune from arrest or the issuance of a citation.

**LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO:**  
212) 415-4300 FROM 8AM TO 5PM  
EASTERN TIME AND (212) 415-4444  
AT ALL OTHER TIMES

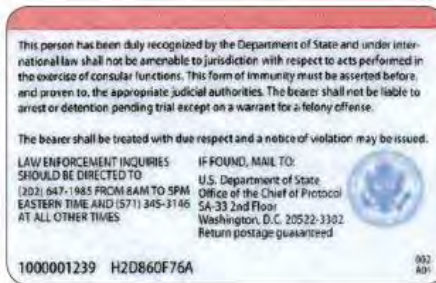
**IF FOUND, RETURN TO:**  
Host Country Affairs  
U.S. Mission to the UN  
799 United Nations Plaza  
New York, NY 10017-3505  
Return postage guaranteed

2000068346 H371D484CE

**Green bordered** cards are issued to support staff at UN permanent missions. They are entitled to immunity for official acts only and are not immune from arrest or the issuance of a citation.



## CONSULAR IDENTIFICATION CARDS



**Red** bordered cards are issued to career consular officers. This card signifies that the bearer is entitled to immunity for official acts only.



**Red** bordered cards are issued to career consular employees. This card signifies that the bearer is entitled to immunity for official acts only.



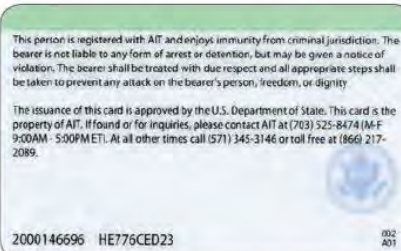
**Red** bordered cards are issued to consular officers/employees and their families from countries with which the U.S. has special agreements. They are entitled to full criminal immunity and may not be arrested or detained.



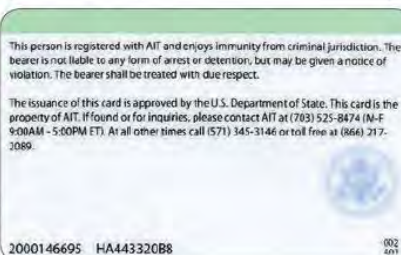
**Red** bordered cards are issued to honorary consular officers. This card signifies that the bearer is entitled to limited immunity for official acts only.



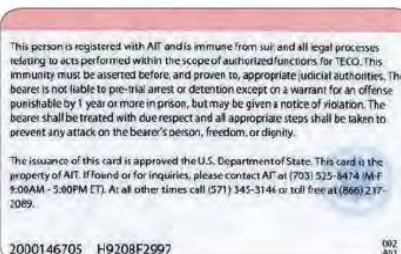
## AMERICAN INSTITUTE IN TAIWAN IDENTIFICATION CARDS



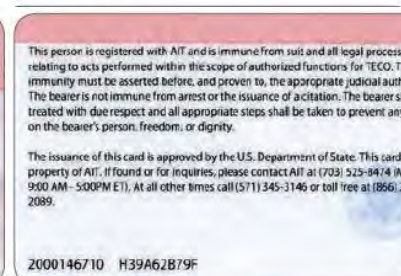
Green bordered cards are issued to employees at the Taipei Economic and Cultural Representative Office (TECRO). The bearer is entitled to full criminal immunity and may not be arrested or detained.



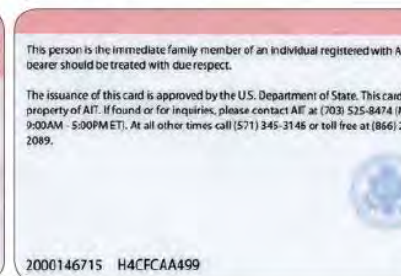
Green bordered cards are issued to the family members of TECRO - designated employees. The bearer is entitled to full criminal immunity and may not be arrested or detained.



Red bordered cards are issued to the head and deputy head of the Taipei Economic and Cultural Offices (TECO). The bearer is entitled to immunity for official acts only but may not be arrested or detained pending trial except on a warrant for a felony offense punishable by at least one year in jail.



Red bordered cards are issued to the employees other than the head or deputy head of a TECO office. The bearer is entitled to immunity for official acts only.



Red bordered cards are issued to the family members of TECO - designated employees. The bearer is not entitled to immunity but should be treated with due respect.



## U.S. DEPARTMENT OF STATE DRIVER'S LICENSE AND NON-DRIVER'S ID

<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>DRIVER'S LICENSE</b></p> <p>  </p> <p>           LIC# 4009-1702-02    Issued: 05/22/2002            DOB: 01/01/2002    Expires: 05/31/2007            Sex: F    Height: 6'00"    Class: C    Restr: X            DIPLOMAT,            AMANDA            1507 INTERNATIONAL PL. NW            WASHINGTON, DC 20008  <i>Amanda Diplomat</i>    SFM         </p>	<p>  </p> <p>           Restrictions:            X - Corrective Lenses         </p> <p>           Any incidents, citations or inquiries involving the licensee should be directed to (202) 895-3521 between 8 a.m. - 5 p.m. EST. All other times call (571) 345-3146 or toll free (866) 217-2089. Fax all citations or reports to (202) 895-3666.         </p> <p>000005894    3760870025    004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>DRIVER'S LICENSE UNDER 21</b></p> <p>  </p> <p>           LIC# 4009-1702-02    Issued: 05/22/2002            DOB: 01/01/2002    Expires: 05/31/2007            Sex: F    Height: 6'00"    Class: C    Restr: X            DIPLOMAT,            AMANDA            1507 INTERNATIONAL PL. NW            WASHINGTON, DC 20008  <i>Amanda Diplomat</i>    SFM         </p>	<p>  </p> <p>           Restrictions:            X - Corrective Lenses         </p> <p>           Any incidents, citations or inquiries involving the licensee should be directed to (202) 895-3521 between 8 a.m. - 5 p.m. EST. All other times call (571) 345-3146 or toll free (866) 217-2089. Fax all citations or reports to (202) 895-3666.         </p> <p>000005894    3760870025    004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>GRADUATED DRIVER'S LICENSE UNDER 21</b></p> <p>  </p> <p>           LIC# 4009-1702-02    Issued: 05/22/2002            DOB: 01/01/2002    Expires: 05/31/2007            Sex: F    Height: 6'00"    Class: C    Restr: X            DIPLOMAT,            AMANDA            1507 INTERNATIONAL PL. NW            WASHINGTON, DC 20008  <i>Amanda Diplomat</i>    SFM         </p>	<p>  </p> <p>           Restrictions:            X - Corrective Lenses         </p> <p>           Any incidents, citations or inquiries involving the licensee should be directed to (202) 895-3521 between 8 a.m. - 5 p.m. EST. All other times call (571) 345-3146 or toll free (866) 217-2089. Fax all citations or reports to (202) 895-3666.         </p> <p>000005894    3760870025    004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>NON-DRIVER ID</b></p> <p>  </p> <p>           ID# 4009-1702-02    Issued: 05/22/2002            DOB: 01/01/2002    Expires: 05/31/2007            Sex: F    Height: 6'00"    Class: C    Restr: X            DIPLOMAT,            AMANDA            1507 INTERNATIONAL PL. NW            WASHINGTON, DC 20008  <i>Amanda Diplomat</i>    SFM         </p>	<p>  </p> <p>           Questions may be directed to (202) 895-3521 between the hours of 0800 and 1700 EST. At all other times please call (571) 345-3146 or our toll free number (866) 217-2089.         </p> <p>000005894    3760870025    004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>NON-DRIVER ID UNDER 21</b></p> <p>  </p> <p>           ID# 4009-1702-02    Issued: 05/22/2002            DOB: 01/01/2002    Expires: 05/31/2007            Sex: F    Height: 6'00"    Class: C    Restr: X            DIPLOMAT,            AMANDA            1507 INTERNATIONAL PL. NW            WASHINGTON, DC 20008  <i>Amanda Diplomat</i>    SFM         </p>	<p>  </p> <p>           Questions may be directed to (202) 895-3521 between the hours of 0800 and 1700 EST. At all other times please call (571) 345-3146 or our toll free number (866) 217-2089.         </p> <p>000005894    3760870025    004 A01</p>



## U.S. DEPARTMENT OF STATE TAX EXEMPTION CARD

<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>MISSION TAX EXEMPTION OFFICIAL PURCHASES ONLY</b></p> <p>Mission: CROATIA Name: DIPLOMAT, AMANDA PID# 4009-1702-01 Expires: 01/01/2008 DOB: 01/01/1983 Sex: F</p> <p>EXEMPT FROM TAXES IMPOSED ON ALL PURCHASES, INCLUDING HOTEL STAYS &amp; RESTAURANT MEALS</p> <p></p>	<p>This card authorizes the mission to receive nationwide exemption from:</p> <p><b>EXEMPT FROM TAXES IMPOSED ON ALL PURCHASES, INCLUDING HOTEL STAYS &amp; RESTAURANT MEALS</b></p> <p>Not valid for vehicle purchases. Exemptions may only be authorized if payment is made with an official check or credit card bearing the name of the Mission. The validity of this card/privilege may be confirmed at <a href="https://ofmapps.state.gov/tec/">https:// ofmapps.state.gov/tec/</a>. For questions, please contact (202) 895-3500 ext. 2 (M-F 8:00AM - 5:00PM ET) or visit <a href="http://www.state.gov/ofm/tax">www.state.gov/ofm/tax</a>. This card is the property of the U.S. Department of State.</p> <p>000000584 3760870025</p> <p>004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>MISSION TAX EXEMPTION OFFICIAL PURCHASES ONLY</b></p> <p>Mission: CROATIA Name: DIPLOMAT, AMANDA PID# 4009-1702-01 Expires: 01/01/2008 DOB: 01/01/1983 Sex: F</p> <p>EXEMPT FROM SALES TAX ON PURCHASES OVER \$250 INCLUDING TAXES ON HOTEL ROOMS</p> <p></p>	<p>This card authorizes the mission to receive nationwide exemption from:</p> <p><b>EXEMPT FROM SALES TAX ON PURCHASES OVER \$250 INCLUDING TAXES ON HOTEL ROOMS</b></p> <p>Not valid for vehicle purchases. Exemptions may only be authorized if payment is made with an official check or credit card bearing the name of the Mission. The validity of this card/privilege may be confirmed at <a href="https://ofmapps.state.gov/tec/">https:// ofmapps.state.gov/tec/</a>. For questions, please contact (202) 895-3500 ext. 2 (M-F 8:00AM - 5:00PM ET) or visit <a href="http://www.state.gov/ofm/tax">www.state.gov/ofm/tax</a>. This card is the property of the U.S. Department of State.</p> <p>000000584 3760870025</p> <p>004 A01</p>
<p>★ UNITED STATES DEPARTMENT OF STATE ★</p> <p><b>PERSONAL TAX EXEMPTION</b></p> <p>Mission: CROATIA Name: DIPLOMAT, AMANDA PID# 4009-1702-01 Expires: 01/01/2008 DOB: 01/01/1983 Sex: F</p> <p>EXEMPT FROM TAXES IMPOSED ON ALL PURCHASES, INCLUDING HOTEL STAYS &amp; RESTAURANT MEALS</p> <p></p>	<p><b>NOT TRANSFERABLE</b></p> <p>This card authorizes the bearer, whose photo appears on reverse, to receive nationwide exemption from:</p> <p><b>EXEMPT FROM TAXES IMPOSED ON ALL PURCHASES, INCLUDING HOTEL STAYS &amp; RESTAURANT MEALS</b></p> <p>Not valid for vehicle purchases. The validity of this card/privilege may be confirmed at <a href="https://ofmapps.state.gov/tec/">https://ofmapps.state.gov/tec/</a>. For questions, please contact (202) 895-3500 ext. 2 (M-F 8:00AM - 5:00PM ET) or visit <a href="http://www.state.gov/ofm/tax">www.state.gov/ofm/ tax</a>. This card is the property of the U.S. Department of State.</p> <p>000000584 3760870025</p> <p>004 A01</p>
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## AMERICAN INSTITUTE IN TAIWAN TEX EXEMPTION CARD



## APPENDIX D

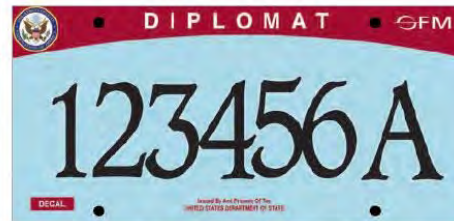
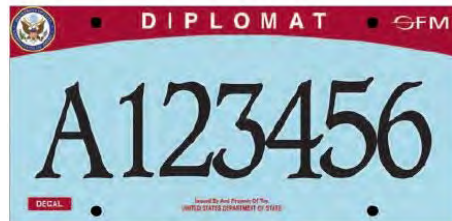
### CATEGORIES OF OFM LICENSE PLATES

### DIPLOMATIC AND CONSULAR MISSIONS

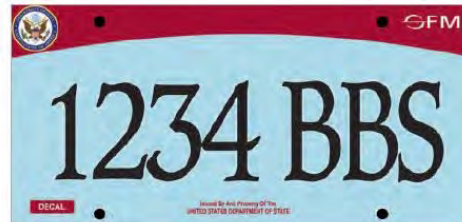
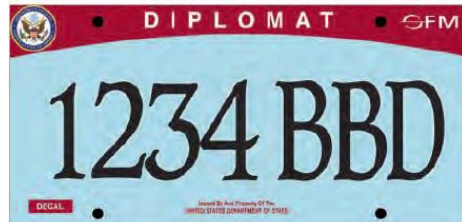




## SECRETARIATS TO INTERNATIONAL ORGANIZATIONS



## UNITED NATIONS



## OTHER FOREIGN MISSIONS



## HANDICAPPED





## TRAILER

 <b>TRAILER</b> 	<b>TEMPORARY LICENSE PLATE</b> Issued for (Make) _____ (Year) _____ (Body) _____ FOR (Serial Number) _____
<b>T 12345</b> <small>DECAL</small> <small>Issued By the Secretary of the U.S. DEPARTMENT OF STATE</small>	<b>744836</b> EXPIRES _____ ISSUED BY THE <b>U.S. DEPARTMENT OF STATE</b>



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 105.0B**

Subject: Written Directive System	Effective Date: May 23, 2018	Revised Date: February 27, 2019
Title: Legislators & Elected Officials	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1.2.5, 61.1.3c	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will abide by all laws pertaining to arrests and citations of legislators and elected officials.

**PROCEDURES****A. PHYSICAL ARREST**

1. All legislators, state or federal, shall be free from arrest during legislative sessions or committee meetings, and in going there to or returning there from, except for treason, felony, or breach of the peace.
2. Officers may obtain a summons or warrant to be served at a later time when the legislator or elected official is not involved in any legislative sessions.
3. Officers shall notify the chain of command prior to obtaining a warrant or summons.

**B. CITATIONS (CALEA 61.1.3c)**

Legislators are required to obey all rules of the road.

1. Members of the Legislature of Alabama shall not in all cases, except treason, felony and breach of peace, be subject to service of any summons, citations or civil process during their attendance at the session of their respective houses and in going to and returning from the same.
2. A supervisor shall be contacted and/or summoned to the scene of the traffic stop involving a Legislator.



3. There are no laws in the State of Alabama which exempt any state or local official, whether appointed or elected.
4. Officers may obtain a summons or warrant to be served at a later time when the legislator or elected official is not involved in any legislative sessions.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 105.0C**

Subject: Written Directive System	Effective Date: July 19, 2018	Revised Date: February 27, 2019
Title: Arrest/Citations Policy – Military Personnel	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1.2.5, 61.1.3e	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will abide by all laws pertaining to Military Personnel.

**PROCEDURES****A. PHYSICAL ARREST**

1. If the prisoner is a member of the United States military, arresting Officers will notify an on duty supervisor.
2. The on duty supervisor will only notify the Redstone Arsenal Police Department only if the service member is "Absent without leave" (AWOL) or if instructed to do so after a verification through NCIC.
3. All reports concerning the arrest of military personnel will be completed by the end of the shift and forwarded to the Chief of Police through the chain of command.

**B. CITATIONS (CALEA 61.1.3e)**

1. Military personnel are required to obey the rules of the road.
2. Military personnel are exempt from certain licensing requirements and vehicle registration requirements while operating within the scope of their military employment. Refer to the current Alabama Title 32 for more information.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 105.1**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Arrest Outside Jurisdiction	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To permit officers to make arrests while outside the Department's jurisdiction, as provided for by state law and as outlined in the balance of this directive.

**PROCEDURES**

- A. In accordance with Alabama State Law found in the Code of Alabama, 1975, Decatur Police Officers have arrest powers for state laws in any county in which Decatur has city limits. Officers have arrest powers as private citizens anywhere in Alabama as granted by Alabama State Law found in the Code of Alabama, 1975.
1. The Department encourages discretion when an officer is deciding whether to exercise these powers while outside departmental jurisdiction. In these instances, officers should defer to local law enforcement officers when possible.
  2. Procedures to be followed for "hot pursuit" and warrant arrests outside jurisdiction are addressed in separate written directives.
- B. The Decatur Police Department must be notified of any arrest made outside the Department's jurisdiction by any of its officers.
1. Officers will ensure an on duty sworn supervisor is given a copy of the arrest report by the end of the shift during which the arrest took place.
  2. The receiving supervisor shall forward the copy via the chain of command to the Chief of Police.



- C. All arrests made outside this department's jurisdiction should be affected and processed with the cooperation of the appropriate local law enforcement agency when possible.
  - 1. The outside jurisdiction arrest shall be processed within the county in which the offense was committed, as provided by Alabama State Law. The arrestee should be taken to the county jail of that venue and the officer should appear before the appropriate judge or magistrate to initiate court proceedings.
  - 2. Officers will not take outside jurisdiction arrestees to the Decatur City Jail or attempt to pursue the case through the Decatur Municipal Court.
- D. Procedures governing reporting the use of force by officers (regardless of jurisdictional considerations) are outlined in the written directive on the use of force.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 106.0**

Subject: Written Directive System	Effective Date: December 3, 2010	Revised Date: February 27, 2019
Title: Search & Seizure	Pages: 9	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1.2.4	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The purpose of this policy is to establish guidelines for the search incident to arrest, the search at a crime scene, the search and seizure of motor vehicles, and the search and seizure of evidence during the execution of search warrants.

**DEFINITIONS**

**Pat-down Searches:** A “frisk” or external feeling of the outer garments of an individual for weapons only.

**Reasonable Suspicion:** Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed.

**Field Interview:** A brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining an individual’s identity and resolving the officer’s suspicions concerning criminal activity.

**Search:** The examination of a person, property, place, or location by a person of authority while conducting a lawful investigation.

**Administrative Search:** Any search warrant that allows a building inspector, code official, etc. to search a building/dwelling for violations of the international building code, not criminal code.

**Strip Search:** Any search of an individual’s body requiring the removal or rearrangement of some clothing to permit the visual inspection of genital areas, breasts and/or buttocks.



**Body Cavity Search:** Any search involving the internal physical examination of body cavities and, in some instances, organs or the contents of the stomach cavity.

**Motor Vehicle:** Any vehicle operating or capable of being operated on public streets or highways, to include automobiles, trucks, trailers, recreational vehicles, mobile homes, motor homes, and any other type of vehicle, whether self-propelled or towed. This policy does not apply to vehicles of any type that have been immobilized in one location for use as a temporary or permanent residence or storage facility, or which are otherwise classified by the law as residences or buildings.

**Motor Vehicle Search:** An examination of all or a portion of the vehicle with an investigatory motive (i.e., for the purpose of discovering fruits, instrumentalities, or evidence of a crime or contraband). A vehicle search may also be conducted to determine the vehicle identification number or the ownership of the vehicle.

**Seizure:** The taking of evidence, property, contraband, concealed weapons, stolen property, or other tools or "fruits of crime," into legal custody for the purpose of legal investigations and dispositions.

**Contraband:** Counterfeit currency, counterfeiting equipment, narcotics, illegal drug paraphernalia, firearms and other types of unlawful property that the mere possession of such material is an offense in itself.

## **PROCEDURES**

Officers shall conduct field interviews and perform pat-down searches in conformance with procedures set forth in this policy.

### **A. Field Interviews**

Officers will conduct field interviews as an investigative tool as well as a crime prevention and information gathering technique. The field interview is a very valuable tool in collecting, preserving, and disseminating information on potential suspects or criminal activity. Officers may stop individuals for the purpose of conducting a field interview only when reasonable suspicion is present.

1. Officers may stop individuals for the purpose of conducting a field interview only when reasonable suspicion is present.
2. The Officer must be able to point to specific facts that, when paired together with rational conclusions, reasonably warrant the stop. Such facts include, but are not limited to:



- a. The appearance or demeanor of individuals suggest that they are part of a criminal enterprise or is engaged in a criminal act.
  - b. The actions of the suspects suggest that they are engaged in criminal activity.
  - c. The hour of day or night is inappropriate for the suspect's presence in the area.
  - d. The suspect's presence in a neighborhood or location is inappropriate.
  - e. The suspect is carrying a suspicious object.
  - f. The suspects' clothing bulges in a manner that suggest they are carrying a weapon.
  - g. The suspect is located in proximate time and place to an alleged crime.
  - h. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.
  - i. The individual flees at the sight of a police officer.
3. When conducting a field interview, officers shall confine their questions to those concerning the suspect's identity, place of residence, and other inquiries necessary to resolve the officer's suspicions. However, in no instance shall an officer detain a suspect longer than is reasonably necessary to make these limited inquiries and resolve suspicions (CALEA 1.2.3a).
  4. Suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest although it may provide sufficient justification for additional observation and investigation (CALEA 1.2.3a).
  5. Officers shall not prolong the field interview beyond the period necessary to accomplish the purpose of the interview. Officers shall be aware that prolonging a field interview unnecessarily may cause a court to view the detention as an actual arrest (CALEA 1.2.3a).
  6. Officers shall take precautionary measures for their own safety during a field interview, including handcuffing the suspect if necessary. Officers shall be aware that unnecessary or prolonged handcuffing during the field interview may cause a court to view the detention as an actual arrest.
  7. Officers who reasonably believe that a person, under investigative detention during a field interview, may pose a threat to their safety shall conduct a frisk or pat-down search of the detainee's outer clothing for weapons.



8. Officers conducting cursory frisks may seize an object when it becomes immediately apparent, with knowledge gleaned from the officer's sense of touch, that probable cause exists to believe the object is seizeable, known as the plain feel doctrine.
9. If during the field interview, it becomes apparent that there is probable cause to believe that the detainee has committed a criminal offense, the detainee may then be placed under arrest.

## **B. Consent to Search**

Consent must be freely and intelligently given by an appropriate party and the search must be limited to the specified terms of the consent. When requesting consent to search from an individual, officers shall consider the following.

1. Voluntariness of consent – Consent to search must be voluntarily given and not the result of duress or coercion.
2. Authority to Consent – In order for consent to be valid, it must be given by someone possessing control over the area to be searched.
3. Scope – A person has a right to limit the scope of a consent search.

## **C. Search Incident to Arrest (CALEA 1.2.8c)**

All persons under arrest shall be searched incident to arrest. Search incident to arrest is not a frisk based on reasonable cause, but instead a search following a lawful, custodial arrest based on probable cause. When a person has been arrested, a search incident to that arrest may be made in accordance with the following:

1. Officers shall conduct a thorough search of the person arrested (CALEA 70.1.1).
2. Any criminal evidence discovered during the search of the arrestee's person shall be seized and preserved in accordance with departmental procedures.
3. The search incident to arrest shall include not only the person of the arrestee, but also areas within the reach and control of the arrestee such as clothing, and any bags or packages he or she may be in possession of at the time and place of arrest. Multiple searches of the person are permitted under this exception as custody is passed from officer to officer or facility to facility.
4. Strip searches and/or body cavity searches, as defined in this policy, shall not be conducted in the field.



5. Arrestees shall not be subject to strip searches unless the arresting officer has probable cause to believe the arrestee is concealing contraband or weapons. Any officer conducting a strip search of an arrestee must obtain approval from a supervisor (CALEA 1.2.8a), and document the reasons for such a search in a subsequent written report (CALEA 1.2.8d):
  - a. Strip Searches shall be conducted by the fewest number of personnel necessary and only by those of the same sex (CALEA 1.2.8b).
  - b. Strip Searches shall be conducted in a location that provides privacy from all but those authorized to conduct the search (CALEA 1.2.8b).
6. Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence, or contraband within a body cavity, the following procedures shall be followed:
  - a. The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.
  - b. The officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search (CALEA 1.2.8a).
  - c. If probable cause exists for a body cavity search, an affidavit and search warrant shall be prepared and presented to a judge as defined by policy.
  - d. If a search warrant is issued, a body cavity search shall be performed only by an authorized physician or by other medically trained personnel at the physician's direction (CALEA 1.2.8a).
  - e. Any evidence recovered shall be collected and stored as defined by policy.
  - f. If the body cavity search is made subsequent to arrest or if criminal charges result from the body cavity search, all events surrounding the search shall be documented in the arrest report. If the search was not subsequent to arrest and no charges result from the search, the incident shall be documented in an Incident/Offense Report (CALEA 1.2.8d).
  - g. If criminal charges result from the body cavity search, the officer shall obtain copies of all bills related to the search and to submit the copies of the bills, along with a request for restitution, to the Decatur City Prosecutor or the appropriate District Attorney's Office.



7. Juveniles shall not be subject to a strip and/or body cavity search without a District or Circuit Court order. In the event a strip and/or body cavity search needs to be conducted, the guidelines in section **C. 4, 5, 6** of this policy shall be followed (CALEA 1.2.8c).
8. Whenever possible, searches incident to arrest shall be conducted by officers of the same gender as that of the person being searched (CALEA 1.2.8b).
9. A protective sweep in the home of the area of arrest shall be conducted; including places where someone could be hiding that would present a safety risk to officers affecting the arrest.
10. A vehicle can only be searched if it is reasonable to believe that the arrestee might access the vehicle at the time of the search or that the vehicle contains evidence of the offense of arrest.

#### **D. Search of a Motor Vehicle**

Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the safety of all officers, other persons, and property involved.

1. Searches and entries of a motor vehicle without a warrant may be conducted in the following situations:
  - a. Consent – Officers may search a vehicle with the consent of the owner or operator. Written consent should be obtained whenever possible.
  - b. The occupants and passenger compartment of a vehicle may be searched for weapons if the officer has a reasonable belief that the occupant(s) may be armed.
  - c. Probable Cause - Officers are authorized to search a lawfully stopped vehicle for contraband when officers have probable cause to believe such items are contained in the vehicle.
  - d. Officers may enter a vehicle where circumstances require the officer to determine the vehicle identification number or vehicle ownership, and such information cannot be acquired from the exterior of the vehicle. Entries made to examine the vehicle identification number or to determine the ownership of the vehicle must be limited to actions reasonably necessary to accomplish these goals.
  - e. Officers may enter a vehicle without a warrant when emergency circumstances make it necessary in order to protect life or property.



- f. Impoundment, inventory searches (Covered under Directive 606.0).
- 2. Unlocked containers inside a motor vehicle that has been lawfully stopped can be searched under the following conditions:
  - a. Probable Cause;
  - b. Consent;
  - c. Incident to arrest and the search is performed with the reasonable expectation that it will produce evidence of the crime of arrest;
- 3. Locked containers inside a motor vehicle that has been lawfully stopped can be searched under the following conditions:
  - a. A search warrant has been obtained;
  - b. Probable cause, but it is advised to seek a search warrant;
  - c. Consent;
- 4. Items belonging to passengers inside a motor vehicle that has been lawfully stopped can be searched under the following conditions:
  - a. Probable Cause;
  - b. Consent;
  - c. Passengers belongings can be searched incident to the passenger's arrest and the search is performed with the reasonable expectation that it will produce evidence of the crime of arrest.
- 5. Warrantless searches of motor vehicles are to be conducted only when lack of time makes it impractical for officers to obtain a warrant. When a vehicle has broken down, or there is otherwise no significant chance the vehicle will be driven away or that evidence contained within it will be removed or destroyed, the vehicle should be searched only after a warrant has been obtained.

#### **E. Search at the Scene of a Crime**

Officers shall consider the following procedures when initiating a search at the scene of a crime. Officers may conduct a warrantless entry of residences under the following conditions:



- a. Consent by the resident(s);
- b. Probable cause to believe:
  - i. Someone in the premises is armed and dangerous;
  - ii. Someone's life or personal safety is in danger;
  - iii. A serious crime is being committed and there is a likelihood the offender would escape or that evidence of a crime would be destroyed if time is taken to get a warrant.
  - iv. Officers shall secure a search warrant in all cases where circumstances do not provide for exceptions to the warrant rule.

#### **F. Search of a Physical Location**

- 1. Officers may conduct a warrantless search of a physical location when there is an:
  - a. Immediate and real danger or threat of public safety in the immediate vicinity; or
  - b. There exists the possibility that physical evidence may be concealed, damaged, or destroyed.
- 2. An officer can enter a location in response to an unexplained sound, gunshot, or a cry for help without postponing action until a search warrant has been obtained. Officers are not required to abandon the pursuit of someone whom they reasonably believe has just committed a serious crime, even if that person enters a private residence, apartment, or other similar location. The conditions that must be met for an entry without a warrant are:
  - a. There must be a solid basis for the belief that an emergency exists;
  - b. The emergency must be serious and substantial;
  - c. The emergency must not allow delay long enough to obtain a warrant; and
  - d. The search must not exceed the need created by the emergency, including necessary precautionary measures for the safety of the officer(s) and others.

#### **G. Administrative Search**

If a Community Development Inspector or any other agency requests assistance from the Decatur Police Department pursuant to an administrative search warrant:



1. A CID supervisor will be contacted.
2. The CID supervisor will review the search warrant to ensure that it is properly signed.
3. The CID supervisor will assign an investigator, who will coordinate with Patrol and will assist Community Development or the requesting agency to execute the search warrant.

**Note:** An administrative search warrant should be served during the day.

#### **H. Seizure of Property**

1. Contraband, property, or weapons used by a person in custody to affect an escape or inflict injury or death, may be seized.
2. If there is probable cause to believe that a vehicle is forfeitable under federal or state law, no warrant is needed before seizing the vehicle from a public place. Once seized, vehicles must be inventoried in accordance with department policy.
3. Property inventoried and seized shall be processed in accordance with department policy.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 106.1**

Subject: Written Directive System	Effective Date: March 2, 2011	Revised Date: March 2, 2011
Title: Computer Equipment Seizure	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The policy of the Decatur Police Department is to provide guidelines for the proper seizure, care and storage of computer equipment evidence. Searching and seizing computer equipment raises unique legal and technical issues for law enforcement personnel. Computer equipment can be severely damaged or data lost due to improper handling.

**PROCEDURES****A. Search Warrants**

If at all possible, a search warrant should be obtained for the computer and all equipment to be seized. All computer equipment, disks, papers, computer manuals, printers, monitors, cables or any other computer-related items must be named in the search warrant. The person designated as the computer forensic analyst should be contacted and involved in the seizure.

**B. Privacy Protection Act**

The Privacy Protection Act of 1980 states that work product materials and documentary materials cannot ordinarily be seized. Government agents may search for or seize work product materials and documentary materials if:

1. The materials are contraband, fruits, or instrumentality of a crime,
2. Life and limb are at stake; or
3. The material is evidence of a crime the possessor committed.



4. If these materials are not to be seized, return product and documentary materials as soon as they are discovered. Stay away from e-mail and other private files on the computer that is not relevant to the investigation.

### **C. Guidelines for Seizure**

1. Secure the computer and surrounding area.
2. Photograph the computer monitor, cables and surrounding area.
3. Disconnect remote wires such as the modem cable, LAN/Ethernet, phone and WAN/broadband connections.
4. If the computer is off, leave it off. If the computer is on, remove the power source cable from its connection point closest to the device. In case of a laptop, remove the battery.
5. Unplug and label all cables from the computer, including any unused connection ports.
6. Make a detailed list of all items seized, including cables and document on the Property Receipt/Release Form.
7. If available, secure the computer and components in anti-static packaging. Avoid transporting computer or media near radio antennas or power supplies and keep them away from electromagnetic fields.
8. All seized items shall be handled as evidence in accordance with departmental policy.
9. Only personnel with training in computer data recovery shall examine the contents of a seized computer.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 107.0**

Subject: Written Directive System	Effective Date: August 7, 2013	Revised Date: September 25, 2017
Title: Unbiased Policing	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Maintaining public trust and confidence from the police department is critical. Public trust is achieved largely through fair and equitable treatment. This is a basic requirement of law enforcement and the right of all persons in our society. All persons having contact with members of this department shall be treated in a nonpartisan, fair, equitable, and objective manner, in accordance with all laws, and without consideration of their race, color, national origin, or other individual characteristics as distinctions or defined in this policy.

**DEFINITIONS**

**Biased Policing** - Discrimination in the performance of law enforcement duties or delivery of police services, based on personal prejudices or partiality by officers that interferes with their professional judgment, training, departmental policy, or adherence to law. Bias-based policing (also referred to in some instances as "profiling") includes but is not limited to prejudicial decisions affecting individuals in classes protected by federal and state law. It also includes, for example, persons with whom officers have such "personal involvement" that they cannot act impartially, as defined herein.

**Equal Treatment** - In the present context, equal treatment means that persons, irrespective of race or other distinction, shall be treated fairly under the same or similar circumstances. This *does not* mean that all persons in the same or similar circumstances can or must be treated *identically* in all cases. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.

**Police Service Functions** - Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law, but contribute to the overall well-being and safety of the public. Services include, but are not limited to such tasks as



assistance at fire scenes, traffic accidents, and medical emergencies, lifesaving services, crime prevention, proactive patrol, traffic control, public information, education, assistance, and similar activities.

## **PROCEDURES**

### **A. Fair and Equal Treatment**

1. Bias-based policing is prohibited both in enforcement of the law and the delivery of police services (CALEA 1.2.9a).
2. Officers may not use race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or provide police services.
3. Officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.
4. Officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.
5. Officers who cannot make objective judgments uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals that are unrelated to the situation at hand shall, as soon as reasonably possible, request that another officer assume responsibility for the matter.
6. Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, or relative such that the officer's objectivity may be, or may appear to be, compromised.
7. Nothing in this policy prohibits officers from using the traits and characteristics of persons, such as race, ethnicity, or national origin *in combination with* other facts to assist in establishing reasonable suspicion or probable cause in the same manner that officers would use hair color, height, weight, or gender for such purposes.

### **B. Complaints**

1. Officers who witness or who are aware of instances of bias-based policing shall report the incident to their supervisor.



2. The Department takes allegations of bias-based policing seriously. All such complaints shall be forwarded to the department's Office of Professional Standards for investigation.
3. The Office of Professional Standards shall maintain data relating specifically to complaints of bias-based policing. Information shall be provided to the Chief of Police or his designee in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions.

**C. Training (CALEA 1.2.9b)**

All officers will receive initial basic and in-service annual training and, where deemed necessary, remedial training on subjects related to police ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, related topics suitable for preventing incidents of biased policing, and biased issues including legal aspects.

**D. Annual Administrative Review (CALEA 1.2.9c)**

The supervisor of the Office of Professional Standards or designee will conduct a documented annual administrative review of agency practices to prevent racial or biased-based profiling and submit an overview, including public concerns, complaints and development of any corrective measures to the Chief of Police or designee.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 108.0**

Subject: Written Directive System	Effective Date: September 20, 2017	Revised Date: September 20, 2017
Title: Compliance w/Constitutional Req.	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 1.2.3	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide Department procedures to ensure that constitutional requirements are adhered to during criminal investigations. All sworn personnel must be cognizant of the fact that procedures used during criminal investigations will be scrutinized by the court for their validity.

**PURPOSE**

The purpose of this policy is to establish procedures to ensure compliance with all applicable constitutional requirements during investigations of criminal nature. This policy outlines procedures to be followed by all sworn personnel conducting interviews or interrogations of criminal activities.

**DEFINITIONS**

**Interview:** The process by which an Officer of the law seeks, obtains, and evaluates information given by persons having personal knowledge of events or circumstances of a crime.

**Interrogation:** Whenever a person in custody is subjected to either express questioning or its functional equivalent, with the purpose of obtaining information about the crime, eliminating innocent subjects from the investigation, identifying the guilty, and obtaining a confession.

**PROCEDURE**

The following procedures should be followed when conducting an interview or an interrogation of person(s) suspected of being engaged in criminal activities. All sworn officers are issued Miranda warning cards. See section B 2 for the full Miranda Warning (adult) and In Re Gault (Juvenile). In addition, note that Miranda Warnings do not apply when an officer is under an



administrative investigation by the Office of Professional Standards. In this case, the rules of *Garrity v. New Jersey* would apply.

#### **A. INTERVIEWS (CALEA 1.2.3a)**

Interviews can range from informal field interviews or crime scene inquiries to elaborate and lengthy office sessions.

1. Field interviews will be conducted under guidelines established in procedures governing field interviews.
2. During an investigative interview care must be taken not to violate interviewee's rights. A witness to a crime does not have to be advised of his/her Constitutional Rights.
3. Officers may question persons during general, on the scene investigations of the facts surrounding a crime.
4. Persons questioned during this time need not be advised of their Constitutional rights until the person is taken into custody, or otherwise deprived of, or may reasonably believe that they have been deprived of their freedom.
5. Information volunteered or spontaneous statements made by suspects are admissible as evidence and need not be preceded by Miranda warnings.
6. Any follow-up questioning initiated by an Officer shall be preceded by a Miranda warning.

#### **B. INTERROGATIONS (CALEA 1.2.3b)**

When the intent of the interview moves from being one of inquiry only, to guilt being suggested or likely, then it becomes an interrogation. Since the main purpose of an interrogation is evidence gathering, the interrogator must be aware of all the legal requirements to ensure admissibility.

1. When a suspect is in custody, regardless of the location, and is to be questioned about the aspects of the crime under investigation, he/she will be advised of their rights under "Miranda vs Arizona" or "In ReGault", whichever is applicable.
2. A sworn employee will read, either from a card or a prepared rights waiver form the following statement to the person to be interrogated:



- i. Miranda vs Arizona (Adult Warning):
  - a. Before we ask you any questions, you must understand your rights;
  - b. You have the right to remain silent;
  - c. Anything you say can be used against you in court;
  - d. You have the right to talk to a lawyer for advice before we ask you any questions and to have him with you during questioning;
  - e. If you cannot afford to hire a lawyer, one will be appointed for you before any questions if you wish;
  - f. If you decide to answer questions now without a lawyer present, you will still have the right to stop answering at any time.
  - g. You also have the right to stop answering at any time until you talk to a lawyer;
  - h. A lawyer will also be provided for you now, if you wish.
- ii. In Re Gault (Juvenile Warning):
  - a. You have the right to remain silent;
  - b. Anything you say can be used against you in court;
  - c. You have the right to talk to a lawyer and have one present with you while you are being questioned;
  - d. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish;
  - e. You can decide at any time to exercise these rights and not answer questions or make any statements;
  - f. If you are unable to pay for a lawyer and if your parents or guardian have not provided a lawyer, one can be provided at no charge;
  - g. If your counsel, parent, or guardian is not present, you have the right communicate with them, and if necessary, reasonable means will be provided for you to do so.



3. The prior section meets the requirements of the Fifth and Sixth Amendments to the Constitution as interpreted by the Supreme Court in the Miranda Case.
4. In addition, the Decatur Police Department requires that the following waiver of rights statement be read to the person to be interrogated:
  - a. I have read this statement of my rights and I understand what my rights are;
  - b. I am willing to make a statement and answer questions;
  - c. I do not want a lawyer at this time (adults), **or** I do not want to communicate or talk with counsel, parent or guardian (juveniles);
  - d. I understand and know what I am doing;
  - e. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.
  - f. If in a field situation, in addition to the above rights being read to a suspect from a card, the following questions should be asked prior to the suspect being interrogated:
    1. Do you understand each of the rights just stated to you?
    2. Do you understand that we are not threatening you, nor are we promising you anything, in order to obtain a statement from you?
    3. With these rights in mind, do you wish to talk to us?

**Note:** The refusal to answer by a suspect will not be considered a Miranda Rights waiver.

- g. If a form was used to advise the person of his/her rights, the interrogator should obtain a signature from the person confirming that he/she was advised of his/her rights. In a field situation, the officer should note the time the rights were given and record the time in the appropriate reports.
5. If the person to be interrogated requests an attorney, no further questions may be asked pertaining to the crime at hand. If the person is being arrested, identification questions may be asked (CALEA 1.2.3c).



6. If the person initially waives his/her rights and cooperates, then requests an attorney, all questioning ceases until he/she can either obtain a lawyer or have one appointed (CALEA 1.2.3c).
7. Statements made after a person invokes his/her rights are not admissible in court, unless:
  - a. The person reinitiates the conversation about the crime in question;
  - b. The person has been re-advised of his/her Miranda Rights; and
  - c. The person wishes to continue the conversation.
8. **COERCION AND COUNSEL.** No person will be illegally coerced into giving a confession and no person will be denied access to counsel.
9. **DURATION OF INTERVIEW.** There is no established time duration for interviewing adults. The time duration will be reasonable given the circumstances of the interview.

## **REFERENCES**

***Miranda v. Arizona*** – Inform the accused of his/her rights.

***In re: Gault*** – Rights of Juveniles.

***Escobedo v. Illinois*** – Continuous interrogations to cease after accused requests counsel.

***Bram v. United States*** – Confession must not be extracted by implied promises.

***Garrity v. New Jersey*** - statements which a law enforcement officer is compelled to make under threat of possible forfeiture of the officer's job cannot consequently be used against the officer in a criminal prosecution.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 200.1**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: January 10, 2020
Title: Organization	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapters 11, 15, 21	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department will be organized along functional lines designed to ensure unity of command, delineate responsibility and delegate authority.

**OVERVIEW**

The Department is organized along functional lines under the command of the Chief of Police. There are four main divisions, Administrative Division, Operations Division, Criminal Investigation Division and Management Services Division. Each division is under the command of a Captain who answers to the Chief of Police. Divisions are staffed by Lieutenants, Sergeants, sworn officers and civilian personnel as applicable.

**ORGANIZATION****A. Office of the Chief of Police**

1. Overall authority and responsibility for Departmental operations rests with the Chief of Police. A civilian administrative assistant is supervised by the Chief of Police.
  - a. Statutory Authority: The Chief of Police derives his or her power directly from the Code of Alabama, Title 11-43-81. This section describes the role of the mayor, giving him or her power for general supervision and control of all other officers and the affairs of the city or town to which they are appointed or elected.
  - b. Fiscal Authority: The Chief of Police carries overall authority and responsibility for the fiscal management of the agency.



- c. **Organizational Authority:** The Chief of Police may reorganize the Department as necessary to accomplish its goals and objectives.
2. **Office of Professional Standards (OPS):** OPS conducts internal investigations, pre-employment background investigations, and other internal matters as designated by the Chief of Police. The unit is staffed by a Police Lieutenant who reports to the Chief of Police.
3. **Public Information Specialist:** This function is responsible for the release of information for public assistance, knowledge, and community awareness. Staffing is by a civilian who reports to the Chief of Police.

## **B. Employees**

All employees will consist of sworn and non-sworn personnel as applicable.

## **C. Administrative Division**

This division consists of command and administrative work in acquisition and budgeting. The Administrative Division Commander compiles all information submitted by divisions, obtains projected prices, and totals all accounts and spreadsheets for the Departmental budget. This position supervises the operation of the accounting clerk & office supply, fleet management, animal services, evidence room, building services, accreditation, training and informational technology.

1. **Accounting Clerk & Office Supply:** This function is responsible for preparing invoices, purchase orders, and operates a storeroom which stocks and issues a variety of office supplies and limited uniforms.
2. **Fleet Management:** This unit is responsible for assigning vehicles, management of vehicle services (fuel and repair), and surplus equipment.
3. **Departmental Information Technology:** This unit is responsible for the maintenance of electronic equipment and software.
4. **Animal services:** This unit is responsible for providing care for lost or abandoned domesticated animals.
5. **Budget/Planning:** This unit is responsible for maintaining the budget based on current needs, and planning for the next year's budget.



6. Building services: This unit is responsible for building maintenance and repairs.
7. Records: This unit handles all the electronic and written reports for the Department.
8. Training: This unit conducts training for all employees.
9. Accreditation: This unit researches case law and develops policies and procedures in accordance with best practices and state law.

#### **D. Management Services Division**

This division is responsible for services that affect the entire department, as well as coordinating with the Emergency Management Agency (EMA). The Management Services Captain supervises the operations of homeland security, crime analysis, safety education, school resource officers, transport officers, City hall security, citizen volunteers/chaplains, front desk, honor guard and special complaints.

1. Homeland Security: This unit is a liaison with local emergency management organizations and federal terrorist watch groups.
2. School Resource: Their primary duties include assisting school personnel in maintaining order and interacting with students as positive role models and advisors.
3. Safety Education: This unit is designed to prevent crime by educating the citizens and by taking a proactive role in building community partnerships.
4. Crime Analysis. This unit conducts systematic analysis for identifying and analyzing patterns and trends in crime and disorder, as well as identifying potential police officer/public safety hazards.
5. Citizen Volunteers/Chaplains. This unit handles several clerical and general tasks assisting police support personnel in routine duties.
6. Honor guard: This unit handles the carrying and posting of the national, state and or/office flag at formal ceremonies.
7. Transport officers: This unit is responsible for the transport of individuals under arrests from the scene to the jail and other places as needed. It is also responsible for the transportation of inmate to/from Municipal court.



8. City hall security: This unit is responsible for all the security of the Decatur City hall and the Decatur Municipal Courtroom.
9. Front desk: This unit handles all departmental communications at the front desk, including the completion of reports for citizens.
10. Special complaints: Any complaints assigned by the Chief of Police.

#### **E. Operations Division**

This division provides operational police services through the operation of four shifts. The Operations Captain conducts analysis of staffing needs and allocates patrol resources to achieve desired results through workload assessments. The Operations Captain supervises the patrol shifts, traffic, canine handlers, school crossing guards and SWAT.

1. Canine Unit: This unit provides canine support.
2. Patrol Shifts: Currently there are four patrol shifts.
  - a. Uniformed Patrol Police Officers provide primary police services.
  - b. Officers are assigned to squads in each shift.
  - c. Officers provide general patrol services and specialized patrol services as assigned.
3. Traffic: This unit holds primary responsibility for the safe and efficient flow of traffic within the city through the use of various methods and equipment. Other functions include investigation of accidents, provide funeral escorts, develop strategies to reduce accidents, and maintain traffic control devices within the city limits to include signs, signals, and markings and the administration of school crossing guard.
4. Special Weapons and Tactics Team: This is a part-time unit of specialized, trained, sworn officers.

#### **F. Criminal Investigation Division (CID)**

This division provides follow-up investigative services for crimes reported to the Department. CID consists of the Violent Crimes Unit, Property Crimes Unit, Financial Crimes Unit, Repeat Offender Program, SORNA, Vice/Narcotics, Crisis Negotiations Team, Crime Scene Technicians and a civilian administrative assistant. The CID Captain manages personnel resources as assigned to achieve desired results.



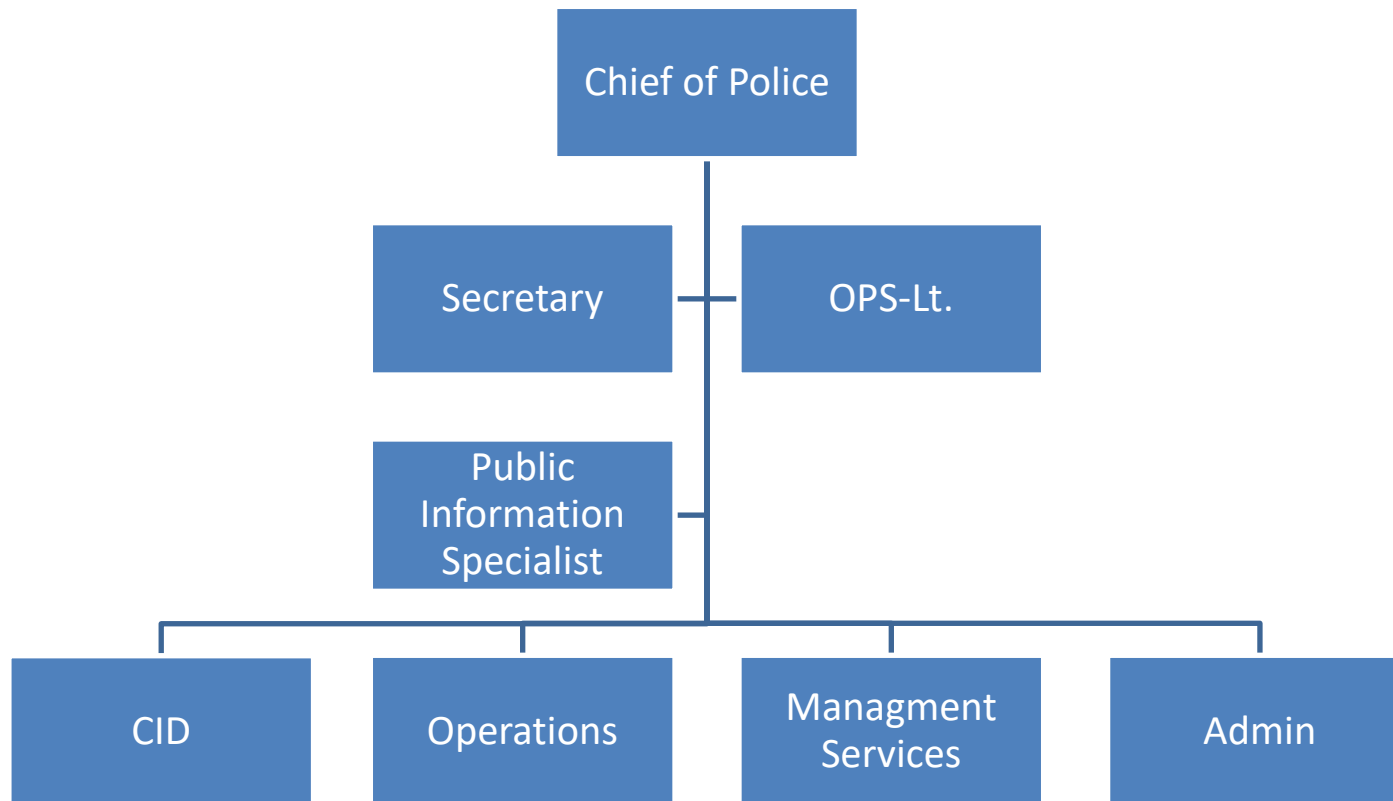
1. Violent Crimes Unit: This unit is responsible for follow-up investigations of rape, robbery, homicide, abuse, kidnappings, and domestic violence.
2. Property Crimes Unit, Financial Crimes Unit: This unit is responsible for follow-up investigations of burglaries, thefts, forgery, and financial crimes.
3. Special Investigations: This unit is responsible for the investigations of Internet Crimes against Children (ICAC), sex offender registration, repeat offender program and processing of crime scenes and collection of evidence.
4. Vice/Narcotics: This unit is responsible for drug investigations and crime suppression.
5. Crisis Negotiators: This is a part-time unit made up of sworn officers.

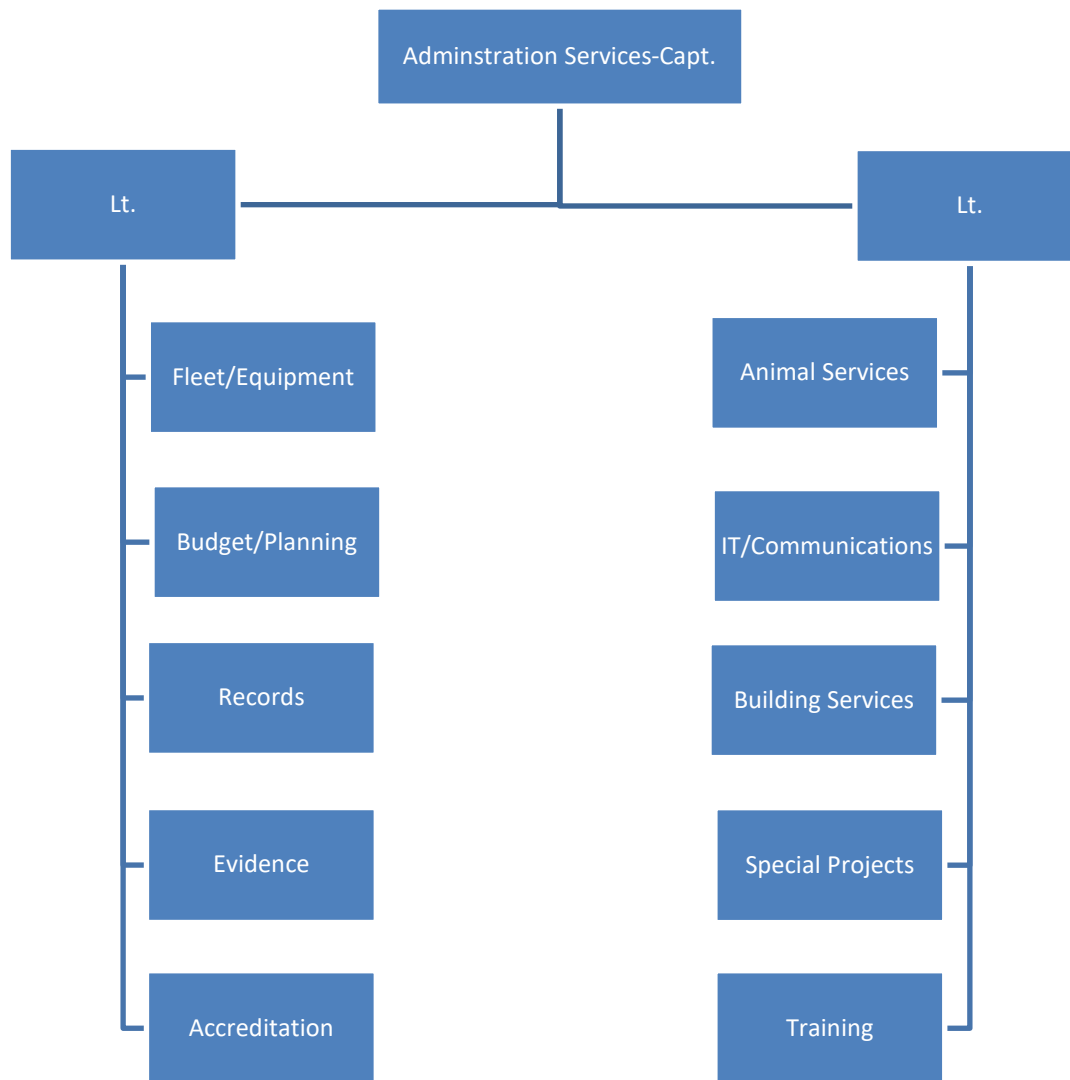
#### **G. Unity of Command**

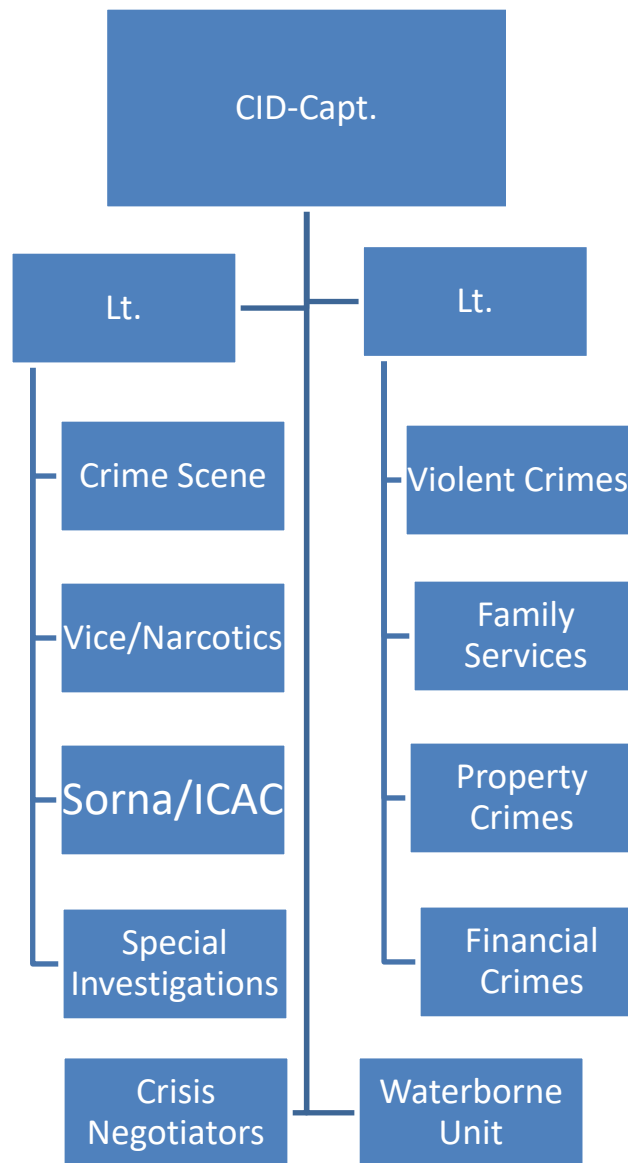
Unity of command is utilized to prevent conflict, confusion, and inefficiency in the operation of this agency. Each employee will be accountable to only one supervisor at any given time; however, members may be assigned to one unit and perform duties in another unit.

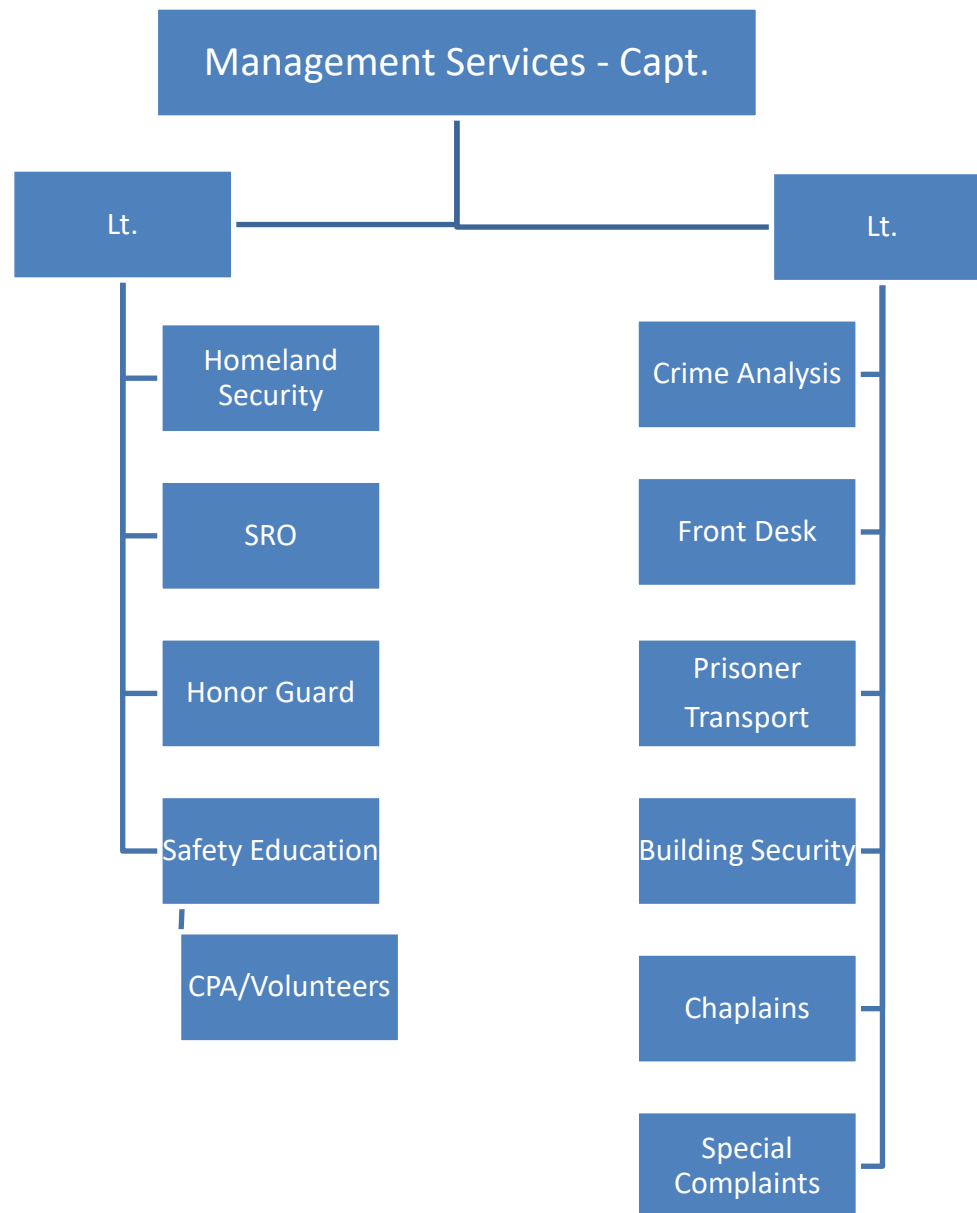
#### **H. Review**

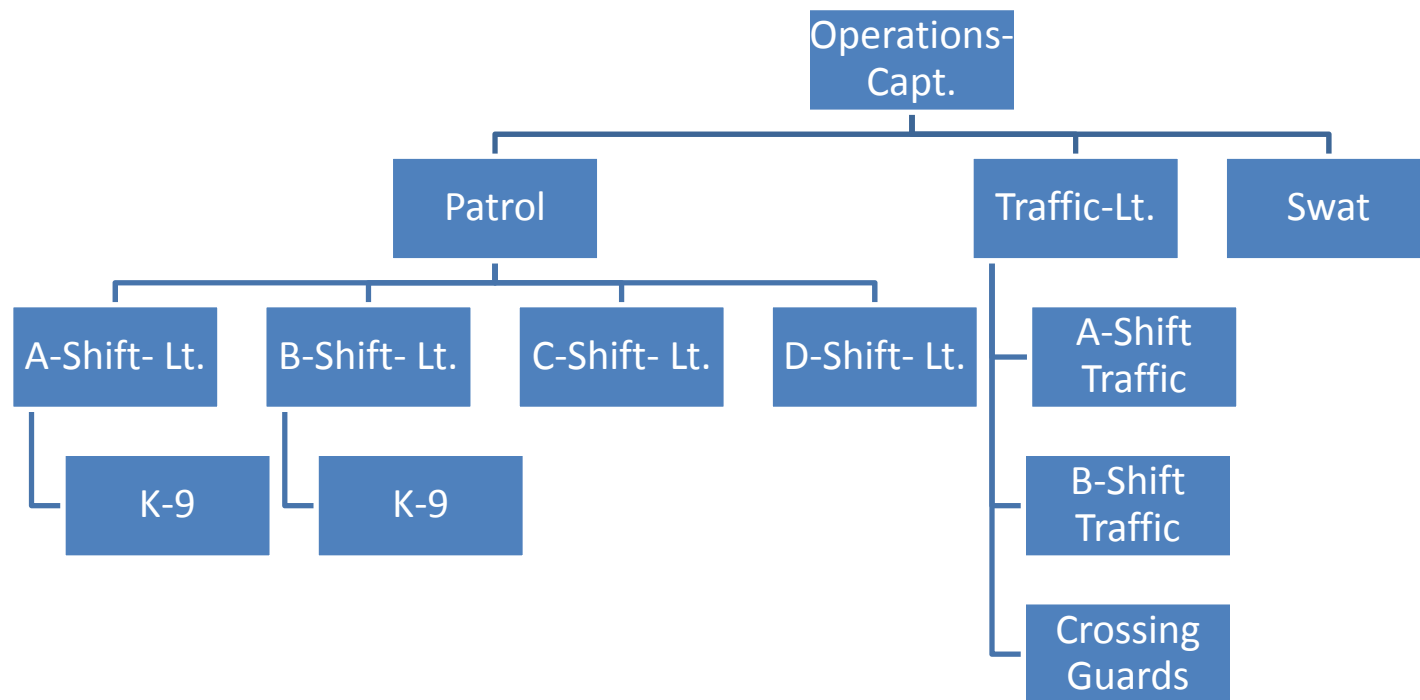
1. The Chief of Police and the Command Staff should conduct a documented review of all job descriptions of all employees every four years for the purpose of maintaining all job descriptions current and available to all personnel (CALEA 21.2.2).
2. The Chief of Police or designee should formulate and update the written goals and objectives for the agency and for each major division within the agency annually. Established goals and objectives will be available to all agency personnel (CALEA 15.2.1).
3. The organizational structure and functions should be updated as needed, and should be available to all personnel (CALEA 11.1.1).













**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 201.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: March 1, 2019
Title: Direction	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapters 11, 12	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that employees have a clear and adequate system of direction and supervision. The actions of all personnel will be directed through an application of clearly defined management principles.

**SCOPE**

This policy is applicable to all personnel.

**PROCEDURES****A. Authority and Accountability**

1. Responsibility: Employees at every level within the Department will be given appropriate authority to make decisions necessary for the effective execution of their responsibilities and will be held accountable for the use, misuse, or failure to use the authority delegated to them (CALEA 11.3.1b).
2. Authority: Officers assigned a particular task should be given commensurate authority to carry out such task (CALEA 11.3.1a).
3. Supervisory Accountability:
  - a. Sergeants are accountable for the overall job performance and actions of all officers and civilian employees under their immediate control as defined in the conduct policy - #302.2.



- b. Lieutenants are accountable for the overall job performance and actions of all sergeants, officers and civilian employees under their immediate control as defined in the conduct policy - #302.2.
- c. Captains are accountable for the overall job performance and actions of all lieutenants, sergeants, officers and civilian employees under their immediate control as defined in the conduct policy - #302.2.
- d. The Chief of Police has overall responsibility of all employees, both civilian and sworn.
- e. All departmental employees are answerable to those holding rank or a higher level of supervisory authority above theirs.

## **B. Command Authority**

The Chief of Police is designated as having the ultimate responsibility and authority for the entire Police Department (CALEA 12.1.1).

## **C. Command Protocol**

1. The order of precedence for command authority will normally be as listed below in normal day to day operations (CALEA 12.1.2d). The Chief of Police will designate, one of the following to serve as Acting Chief of Police. Command authority for extended absences will be designated in writing. Although the Chief can appoint, any person on this list, acting command authority will generally follow in the order listed. If the Chief is incapacitated or unable to appoint a designee, command authority will follow in the order listed:
  - a. Chief of Police;
  - b. Captains in order of seniority in rank;
2. All of which may serve as Acting Chief of Police during any of the following situations:
  - a. In the absence of the Chief of Police (CALEA 12.1.1a);
  - b. In exceptional situations as deemed necessary by the Chief of Police (CALEA 12.1.2b);
  - c. During critical incidents when the Chief of Police is not present or available.

## **D. Normal Field Operations**



Unless specific written directives or higher ranking authority dictates otherwise, Patrol Shift Lieutenants have command responsibility for all field operations which take place during their shift. When the command staff is off duty or otherwise unavailable, the Shift Lieutenant has command responsibility for both Operations and Support.

1. If the Patrol Shift Lieutenant is unavailable or absent, a Division Commander will designate command responsibility.
2. In situations involving personnel of different functions engaged in a single operation, the Patrol Shift Lieutenant has command responsibility (CALEA 12.1.2c).
3. All other Lieutenants will notify the Patrol Shift Lieutenant of operations or details scheduled to take place during their shift.

#### **E. Continuity of Supervision**

No employee will be without direction. If supervisors are incapacitated, off-duty, out of town, or otherwise unable to act in their classification, a Division Commander will designate a temporary replacement.

1. The designated replacement will have the full responsibility and authority commensurate with the position being filled.
2. Replacements will be selected from the ranks of employees of similar classification, when possible.

#### **F. Span of Control**

A reasonable limit will be placed on the number of employees who report directly to the Chief of Police and all other command and supervisory personnel. The nature of the job being performed, the complexity of the task, the size of the area to be supervised, and the experience level of the employee and supervisor will serve as criteria for determining the proper supervisor/subordinate ratio.

A Division Commander will be responsible for ensuring proper span of control under their command.

#### **G. Chain of Command**

Chain of Command will be defined as lines of communication going downward or upward within the organizational hierarchy.



1. All employees are expected to observe the established chain-of-command.
2. Each employee is assigned to a division, section, or unit within the Department and will be accountable to only one supervisor at any given time.
  - a. Under normal conditions, questions relating to policy, procedure, personnel matters or related considerations will be referred to the employee's immediate supervisor.
  - b. Supervisors will respond to all matters referred to them by a subordinate.
  - c. If a matter cannot be resolved at their level, employees will not be discouraged from exercising the chain-of-command by requesting a conference with the next level of authority.
3. Employees will not be unduly delayed or denied an opportunity to exercise the chain-of-command.
4. It will be the employee's duty to request permission to bypass rank when department related problems arise that cannot be satisfactorily resolved with the immediate supervisor. Employees may bypass rank when they wish to discuss private, personal, or confidential matters directly with the Chief of Police.
5. All employees will be encouraged to use the chain-of-command to make recommendations or suggestions for improvements in the administration, organization, management, or operations of the Department. Recommendations to any command level, via chain-of-command, will not be stopped by any preceding level of command. A commander may disagree with a recommendation from a subordinate orally or in writing; however, the original unaltered recommendation will be forwarded through the chain-of-command to the designated recipient in a timely manner.

#### **H. Lawful Orders (CALEA 12.1.3)**

Employees will obey all lawful orders from supervisors, including any order relayed from a supervisor by a member of the same or lesser rank once verified. Employees, regardless of rank or position, will obey lawful orders promptly.

1. The term "lawful order" will be construed as an order in keeping with the performance of any duty prescribed by law or rule of the Department, or for the preservation of order.



2. The willful neglect or deliberate refusal of an employee to obey any lawful order given by a supervisor will be considered insubordination and may result in immediate relief of duty by a Division Commander. The Division Commander will then schedule a meeting between the employee and the Chief of Police within three business days, in accordance with policy # 305.0 – Progressive Discipline.

## **I. Unlawful Orders**

No commanding or supervisory officer will knowingly and willfully issue any order which is in violation of any law, statute, ordinance, or department directive.

1. No employee is required to obey any order which is contrary to law, statute, ordinance, or department directive.
2. Any employee who is given an unlawful or improper order will respectfully bring the matter to the attention of the supervisor issuing the order.
3. If an employee refuses to obey a presumed unlawful order, it will be the employee's responsibility to be prepared to justify their action(s) in writing.
4. Obedience to an unlawful order is never a defense for an unlawful or improper action.
5. Employees who are given an unlawful order will, at the first opportunity, report in writing the full facts of the incident, including their action(s), to the Chief of Police via the chain-of-command.
6. Irresponsible or capricious reports will be considered serious misconduct.

## **J. Conflicting Orders**

Employees given an otherwise lawful and proper order which is in conflict with a previous order will respectfully inform the supervisor issuing the order of the conflict. If the supervisor does not alter or retract the conflicting order, it will stand. Under these circumstances, the responsibility for the conflict will be upon the supervisor, and the subordinate employee will not be responsible for neglecting to obey the previous order.

1. When any such conflicting order is received by radio communication, the subordinate employee will attempt to bring notice of the conflict to the issuing supervisor by radio, telephone or by personal contact.



2. Under no circumstances will any personnel engage in an argument in public or over the radio towards a supervisor.

**K. Written Directives**

Employees will observe and obey all written directives issued by the department.

1. It will be each employee's responsibility to become thoroughly familiar with all directives issued by this department.
2. In the event of a breach of discipline resulting from a violation of written directive(s), it will be presumed that the employee was familiar with the directive(s) in question.
3. If employees have questions about any written directive, it will be their responsibility to seek guidance from a supervisor.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 201.1**

Subject: Written Directive System	Effective Date: August 9, 2007	Revised Date: March 6, 2019
Title: Department Property	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 17	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

All employees shall be responsible for the proper care, use, and maintenance of all issued equipment. Issued equipment remains the property of the City of Decatur and its use and care are regulated by policy.

**PROCEDURES****A. OPERATIONAL READINESS (CALEA 17.5.2)**

1. All equipment issued to the employee for term of employment, shift, or assignment, shall not be handled or used in a careless or reckless manner.
2. City-owned/leased equipment is provided for performance of official duties only and shall not be used for personal business or pleasure, except as provided for in established departmental directives, or by authority of the Chief of Police.
3. Department property issued to an individual, with the exception of vehicles, weapons, and uniforms, shall not be altered or modified without written permission from the employee's commanding officer. Vehicle, weapons, and uniform modifications are covered under other department policies.
4. It shall be the responsibility of all personnel to maintain stored agency property in a state of operational readiness. This includes, but is not limited to: radios, handcuffs, batons, items of special equipment such as radars, cameras, and closed circuit TV surveillance devices. The state of "operational readiness" includes care and cleaning, preventive maintenance, repairs (only by authorized personnel), workability, and responsiveness.
5. The operational readiness of equipment shall be inspected quarterly.



6. Any Department property which is lost, stolen, damaged or misplaced shall be reported to a supervisor immediately and a written report sent to the Division Commander via chain of command.

## **B. INSPECTIONS**

1. All Department owned vehicles and all equipment will be inspected at least annually. Inspections will be documented on the Inspection Form DPD 201.1A.
2. If a deficiency is noted, supervisors will direct the officer to notify the Fleet Manager, IT or the Training Unit via email (while including the officer's supervisor in the email message):
  - a. If the deficiency involves the police vehicle and/or any equipment inside of the vehicle, the Fleet Manager will be notified via the chain of command.
  - b. If the deficiency involves any computers or computer software, IT will be notified through a trouble ticket, unless otherwise directed by a supervisor.
  - c. If the deficiency involves the Taser, OC Spray, ASP baton, firearms, magazines, ammunition, handcuffs, holsters, duty belt, and the uniform, the Training Unit will be notified via the chain of command.
3. The Fleet Manager, IT or the Training Unit will arrange for any equipment to be repaired or replaced and maintain repair records.
4. Officers will be assigned spare equipment during repairs.

**Note:** This does not exempt any employees from making a notification if they notice any deficiencies before an inspection is conducted.

## **C. EQUIPMENT RETURN**

Upon termination of employment, all departmental property shall be returned to the Administrative Division.

## **D. DISCONTINUED EQUIPMENT**

The Chief of Police will make a determination about any equipment that will no longer be used.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 201.2**

Subject: Written Directive System	Effective Date: August 9, 2007	Revised Date: March 8, 2019
Title: Vehicles-Department Owned	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41.3.2	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Department vehicles shall be operated in a safe and lawful manner at all times. It is the responsibility of the operator to make sure the vehicle which they operate is safe and free from any known safety defect. Vehicles shall be kept clean and maintained in accordance with policy. The following procedures apply.

**DEFINITIONS**

**Authorized personnel** – Personnel whose job assignment necessitate the operation of a City owned vehicle for the fulfillment of their duties or personnel authorized by the Chief of Police or his designee.

**Unattended** - Not being attended to, looked after, or watched.

**PROCEDURES****A. Authorization**

1. Only licensed authorized personnel shall operate a department owned vehicle.
2. All vehicle operators shall possess a valid Alabama driver's license.

**B. Inspection**

Employees shall inspect their assigned vehicle prior to the beginning of their shift for:



1. Damage;
2. Cleanliness;
3. Proper operation of emergency equipment;
4. Obvious mechanical defects;
5. Unsafe conditions and report any adverse findings to their supervisor immediately.

**C. Vehicle Maintenance/Care**

1. Officers are responsible for regularly checking and adjusting fluid levels on any department vehicle they may operate. Officers are prohibited from performing any repairs or adjustments other than adjusting fluid levels themselves.
2. Officers shall not alter the body, appearance, markings, mechanical or electrical systems including adding lights, radios, or accessories. No signs, stickers, labels or insignia shall be used unless authorized by the Chief of Police or his designee.
3. Vehicles will be kept clean and maintained at all times. All repairs and maintenance will be conducted at the City Garage or other City authorized repair facility.

**D. Operating**

1. Officers are prohibited from carrying passengers unless specifically authorized by departmental directives or as approved by a supervisor.
2. Vehicles shall be operated in a safe, lawful, and courteous manner.
3. City vehicles shall be operated in compliance with state traffic laws, city ordinances, and departmental directives.
4. Employees and authorized passengers shall use a seatbelt while riding in a city owned vehicle equipped with such. Child-safety restraints shall be used as applicable.
5. Upon exiting any city vehicle and leaving it unattended, the key shall be removed from the ignition and the doors locked, unless extreme exigent circumstances require immediate exit from the vehicle without taking these precautions against theft. (i.e. A vehicle that is used for traffic control at an crash scene is not considered unattended if the officer is within reasonable proximity to it).



6. Vehicles used in routine or general patrol, shall be equipped with the following (CALEA 41.3.2):
  - a. Operational emergency lights and siren;
  - b. A Mobile Data Computer (Patrol only);
  - c. A First Aid Kit;
  - d. Current Insurance and registration documents;
  - e. A radio;
  - f. In Car Camera Video System (Patrol only);
  - g. Partitions (Patrol Only);
  - h. Spikes strips (Patrol only).
  - i. A Fire Extinguisher;
  - j. A Hazmat Book.
  - k. GPS (Patrol only)
  - l. Bio
7. Replenishment of expendable supplies from the patrol vehicle will be handled by the fleet manager:
  - a. The officer needing replenishment will notify the fleet manager.
  - b. The fleet manager will ensure all supplies are replenished.
  - c. The fleet manager will also maintain all documentation on all replenishments for all department owned vehicles.
8. Department owned vehicles will be inspected and documented by a supervisor at least annually in accordance with policy # 201.1 – Department Property.

**E. Crash Scenes**



1. Unless incapacitated, personnel involved in a crash while operating a city vehicle, shall immediately notify a patrol supervisor who shall go to the scene, investigate the circumstances, and cause the proper reports to be prepared. The involved employee shall also notify their immediate supervisor, who if on duty, shall go to the scene to observe the circumstances.
2. Personnel involved in a crash while operating a City vehicle out of town shall notify their immediate supervisor as soon as possible. A police report shall be filed in all incidents of this nature, in the jurisdiction where the crash occurred.
3. The employee and their supervisor shall file all required City of Decatur crash reporting forms. If the employee's immediate supervisor is not available then the Patrol supervisor shall file the necessary paperwork.
  - a. Upon completion and submittal of the necessary initial reports and proper notifications, the completed package will be forwarded to the appropriate Division Commander for review.
  - b. The Division Commander will review the crash and all circumstances and reports. The Division Commander will conduct inquiries and interviews as necessary to determine the nature, circumstances, cause, and seriousness of the crash including the extent of injury and property damage.
  - c. If the Division Commander concludes that the crash involved no negligence, violation of rules or regulations, and no violation of the law then this should be made a part of the review.
  - d. If the Division Commander concludes otherwise then this should also be made a part of the report. A report should be made in either case.
  - e. For this purpose, incidents involving damage to a vehicle or other property whether city owned or privately owned will be considered a crash.
  - f. If the report indicates negligence, violation of rules or regulations, or violation of the law, the report should also contain a recommendation as to what action should be taken. The action should be consistent with prior actions and could include oral warnings, written warnings, training and/or referral for consideration of formal disciplinary action.



- g. The report shall be made to the Chief of Police and copied to City Attorney through the appropriate channels for review.
- h. Division Commanders shall maintain or cause to be maintained a record of crash reviews to be submitted with their yearly report.

## **F. Pool Vehicles**

1. Pool vehicles are to be assigned to officers by their supervisors.
  - a. The supervisor assigning the pool vehicle is responsible for ensuring that the assignment is noted on the pool car sign-out sheet at the time the officer is given the pool vehicle keys.
  - b. A supervisor is responsible for signing the vehicle back in and collecting the pool vehicle keys at the end of the officer's shift.
2. Supervisors should assign pool vehicles on a rotating basis to ensure that all pool vehicles are driven equally. Officers are not allowed to choose which pool vehicle they will be assigned.
3. If an officer is unable to drive his or her assigned pool vehicle for mechanical reasons, the officer shall be assigned another pool vehicle.
  - a. The supervisor assigning the replacement pool vehicle shall ensure that the officer submits a Vehicle Work Order for the downed vehicle prior to the end of the shift.
  - b. If the downed vehicle can be driven, the supervisor assigning the replacement vehicle shall ensure that it is moved to the city garage for repairs.
4. Officers shall ensure that the tire pressure and fluid levels of their assigned pool vehicles are within the manufacturer's specifications prior to beginning their tour of duty.
  - a. This information is located inside the yellow locker in the basement of the police department.
  - b. An air compressor and replacement fluids are located in the basement of the police department. If needed fluids are not available, the officer shall be assigned another pool vehicle and the supervisor issuing the replacement vehicle shall notify the supervisor by email.



- c. Officers using the last of any item in the yellow locker shall notify the fleet supervisor by email and along with their supervisor.
- 5. All pool vehicles not at city garage for repairs are to be parked in the designated spaces on the ramp with a full tank of gas at the end of the officer's shift.
- 6. Pool vehicles shall not be used as a take home vehicle unless approved by the fleet supervisor.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 201.3**

Subject: Written Directive System	Effective Date: June 11, 2008	Revised Date: June 11, 2008
Title: Automatic Vehicle Locator	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

This Department uses Automatic Vehicle Locators (AVL) in numerous vehicles for dispatching, vehicle management, and officer safety. Officers operating vehicles equipped with an AVL shall activate the AVL when on duty. Off duty officers shall activate the AVL anytime an equipped vehicle is operated.

**PROCEDURES****A. On Duty**

1. When operating a Police vehicle, Officers shall activate the vehicle's AVL at the beginning of their On Duty status.
2. AVLs shall remain ON at all times during On Duty status.
3. Officers shall confirm the ON condition of their AVL through their MDT. If there is a malfunction of the equipment they shall immediately notify their supervisor.

**B. Off Duty**

1. When operating a Police vehicle, Officers shall activate the vehicle's AVL anytime a department vehicle is driven.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 201.4**

Subject: Written Directive System	Effective Date: January 20, 2011	Revised Date: January 20, 2011
Title: Return of City Equipment	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Employees are required to surrender equipment issued by the Department when they separate from the City of Decatur Police Department. The Chief of Police or his designee may also require the surrender of certain equipment issued by the Department during any type leave, absence from duty or as a safety precaution. Completion of the listed procedures is a prerequisite for processing the employee's final settlement. This policy is not meant to supersede any other policies where the return of city equipment is mandated.

**PROCEDURES****A. Employee Transfers**

1. Any employee transferring to another assignment or division within the Police Department shall return to their current Supervisor all items/property received from their Supervisor that will not be utilized in the future assignment. The employee's assigned vehicle shall be returned to the Fleet Supervisor or his designee for reassignment.
2. Examples of items/property are: keys, cell phone or similar communication device, laptop computer, fingerprint kit, raid vest, etc

**B. Employee Retirement, Resignation or Termination**

All City of Decatur property shall be turned in to a Supervisor of the Training Unit during normal business hours. The employee's assigned vehicle shall be returned to the Fleet Supervisor or his designee for reassignment. Corrections Officers shall return City of Decatur property to the Jail Administrator.

- C.** A supervisor of the Training Unit or the Jail Administrator shall immediately forward a list of equipment returned by/for the employee to the Administrative Division Commander.



- D.** The Administrative Division Commander shall communicate the returned equipment list to the City of Decatur Human Resources Department for the employee's final settlement. The employee is liable for any equipment that is damaged or not returned.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 201.5**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Temporary Relief from Duty	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Whenever it is deemed necessary, a supervisor may temporarily relieve an employee from duty pending investigation of formal charges.

**PROCEDURES****A. Relief from duty**

1. Reasons for relief of an employee from duty are:
  - a. Any alleged violation of departmental rules and regulations that threatens the preservation of good order, efficiency and discipline, or
  - b. Because there is reason to believe the employee is temporarily impaired to the extent that there are reasonable grounds to believe that he/she may be temporarily incapable or unsuitable to perform the duties of his/her office.
2. In every case of relief from duty, the Supervisor ordering same shall, as soon as practicable, notify the Chief of Police or other appropriate superior in writing, stating the name of the employee, effective date of relief from duty and specific allegations against him/her, together with the names and addresses of all witnesses and/or participants.
3. Any employee suspended for any period of time shall immediately surrender their firearm, vehicle, badge of office and department identification card to the relieving Supervisor. Such property shall be kept in possession of the property custodian pending investigation of the case.



4. Employees shall not wear their uniforms during a period of suspension, but shall remain subject to departmental directives pending reinstatement, dismissal or official suspension from duty.
5. A temporarily suspended employee will not be restored to duty prior to investigation of allegations for which he/she was relieved except at the direction of the Chief of Police.

**B. Unexplained Absences**

An absence without leave, good cause, or just excuse of any employee for three days or more may be deemed and held as a resignation without proper notification and may be treated as such by the Chief of Police.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 202.0**

Subject: Written Directive System	Effective Date: December 17, 2014	Revised Date: August 24, 2018
Title: Employee Involved Motor Vehicle Crash Investigation	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapters N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to prevent crashes of any type involving Departmental vehicles and to reduce the injuries or damage to personnel, citizens, and city property. Therefore this policy is established to determine the cause of motor vehicle crashes involving employees and to institute corrective or preventive measures if possible.

**DEFINITIONS**

**Motor Vehicle Crash:** For purposes of this policy, a motor vehicle crash is any collision of a vehicle-with another vehicle, stationary object, or person- owned by or assigned to the Department that results in property damage or personal injury.

**PROCEDURES**

**A. Reporting of Motor Vehicle Crashes**

1. Unless incapacitated, officers are responsible for immediately notifying their on-duty supervisor of all vehicle crashes. If the officer's supervisor is not on-duty, a notification to a patrol supervisor shall be made. A notification to the on-duty patrol Lieutenant shall be made regardless of other notifications.
2. Notifications shall be made on departmental vehicles, vehicles rented by the Department being officially used for departmental purposes, privately owned vehicles being used for departmental purposes, or any other vehicle being used for departmental purposes.
3. Fatal Motor Vehicle Crashes are covered under Directive 100.4A Post Deadly Force.

**B. Supervisor's Responsibilities**



1. The supervisor receiving the crash notification, or their designee, shall respond to the crash site to ensure that an investigation is conducted by persons with appropriate traffic investigation training.
2. If the crash occurred outside of Decatur Police Department jurisdiction, the supervisor shall obtain the crash report from the agency with jurisdiction.
3. Review the crash report prepared by the investigating officer.
4. Prepare any necessary supplemental reports deemed necessary.
5. Prepare the City of Decatur Vehicle Collision forms and submit, if possible, prior to end of shift.
6. Prepare City of Decatur Injury forms and submit prior to the end of shift.
7. Prepare the City of Decatur Incident Reporting form and make notifications to listed subjects prior to end of shift.
8. Obtain photographs of vehicles involved as well as the crash scene.
9. Ensure that the employee is breath tested utilizing either the Draeger instrument in the Decatur City Jail or at Occupational Health Group if it is during their business hours.
10. Ensure that the employee has a urine drug screen either at Decatur Morgan Hospital-Decatur General Campus or at Occupational Health Group if it is during their business hours.
11. Ensure that all required paperwork is submitted to the Division Commander by the end of the current shift. If this is not possible, an e-mail explaining why shall be sent to the Division Commander.

### **C. Division Commander Responsibilities**

1. Review the crash, all circumstances, and reports so a Division Commander Report can be submitted to the Chief of Police.
2. Conduct inquiries and interviews as necessary to determine the nature, circumstances, causes, and seriousness of the crash including the extent of injuries and property damage.
3. Determine if any negligence, violation of rules and regulations, or violation of law occurred. If so, document these findings in the report. If no violations were discovered, then this should be indicated in the review.



4. If the review indicates negligence, violations of rules and regulations, or violation of law the Division Commander Report should contain a recommendation as to what action should be taken.
5. Upon submission, through the Chief of Police, make a copy for the city attorney's office as well as the Office of Professional Standards.
6. Retain copies of all Division Commander Crash Review Reports for yearly reports.
7. If, after conclusion of the review, it is determined that the employee was at fault in the crash the employee shall lose their assigned vehicle for a period of thirty days. During this time the employee shall make use of a pool vehicle for duty use and their personally assigned vehicle shall be left at the police department.
8. If, as a result of the crash, the employee's assigned vehicle was disabled or requires down time for repair, the thirty day vehicle loss will not begin until the assigned vehicle is ready for use.
9. Temporary loss of assigned vehicle use will be automatic for at fault crashes by employees. This does not prevent further discipline or other actions being taken against the employee due to the severity of the crash.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 202.1**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Agency Forms	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department will maintain a forms control system to insure that agency forms are current and useful, without unnecessary duplication.

**DEFINITIONS**

Agency Forms – All forms used for reporting information or events within the Decatur Police Department. This definition does not include personal forms not distributed from an office or forms supplied by another agency.

**PROCEDURES**

All agency forms will be created, modified, deleted, and approved according to these procedures.

**A. Forms Control**

The Administrative Commander or his designee will coordinate the creation, modification, retention, and approval of agency forms. Each agency form must be approved for use.

**B. New Forms**

Personnel who must develop a new agency form will submit a rough draft to the Administrative Commander, along with a brief statement of the form's purpose. The Administrative Commander will:

1. Ensure that the form is consistent with applicable policies and procedures;
2. Finalize and register the new form;



3. Establish the position or positions authorized to request its modification or deletion.

### **C. Modifications**

1. Personnel who must modify an existing agency form will submit a rough draft to the Administrative Commander along with a brief statement describing the reason for the modification. The Administrative Commander will ensure the modification is consistent with policies and procedures and then make the appropriate changes.
2. Personnel authorized to initiate modification or deletion of an existing agency form will ensure that the form is modified or deleted when necessary. The person initiating such an action will ensure the users of the form are notified of the change and supplies of old forms are destroyed.

### **D. Deletions**

Personnel who identify an agency form that is no longer needed shall notify the Administrative Commander in writing, describing the form and the reason it should be deleted. Before deleting the form, the Administrative Commander will ensure that doing so will be consistent with applicable policy and procedures.

### **E. Control Number**

All agency forms will contain a forms control number and an effective date. All personnel using agency forms will ensure that they are using the current version of the forms.

### **F. Index**

The Administrative Commander will maintain an index and copies of all current agency forms. The Administrative Commander will monitor the forms as needed to minimize or eliminate duplicate or unsuitable forms.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 202.2**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: Jan 31, 2018
Title: Non-Traffic Citation and Complaint	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To establish guidelines for the issuance of the Non-Traffic Citation and Complaint Form.

**PROCEDURES****A. Issuance**

Citation and complaint books will be issued consecutively by number and the issuance will be recorded in a chronological log, bearing the date, beginning and ending numbers, and the signature and employee number of the officer receiving the book. The person issuing the book will account for the presence of each form in the book, prior to issuance. Any book found to be deficient in content will be marked "Deficient" and destroyed according to current guidelines.

**B. Loss to be Reported**

Upon issuance, each officer will be responsible for the Non-Traffic Citation and Complaint Book issued to him/her. In the event that a citation and complaint book is lost, the responsible officer will immediately notify his supervisor and forward a written report, via the chain of command, to his Division Commander explaining the circumstances surrounding this loss.

**C. Voided Citations**

In the event it becomes necessary to void a Non-Traffic Citation and Complaint, the officer will clearly mark all copies "VOID" and record an explanation in the narrative section of the form. The officer will also forward a brief memorandum, via the Chain of Command, to the



Chief of Police explaining the reasons for voiding the citation, and will attach the voided form to the memorandum.

#### **D. Failure or Refusal to Sign Citation and Complaint**

If the defendant refuses to sign the form agreeing to appear in court as specified, the issuing officer will then write "Refused to Sign" on the signature line of the Citation and Complaint form and provide the defendant with the applicable copies.

#### **E. Distribution**

Under normal circumstances, where it is not necessary to arrest the defendant for refusal to sign the Citation and Complaint, the defendant will be given the appropriate copy of the citation. The original form shall be delivered to the warrant magistrate. Officers may retain the copy designed for their use.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 202.3**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Personnel Information Report	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that officers use only the response to resistance that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The response to resistance must be objectively reasonable. The officer must only use that response to resistance which a reasonably prudent officer would use under the same or similar circumstances (CALEA 4.1.1).

It is the policy of the Decatur Police Department to maintain current information on the status of all personnel.

**PROCEDURES**

All employee status information specified in this directive will be kept current and reported to the Administrative Division Commander via chain of command using an approved PERSONNEL INFORMATION report. Blank reports may be obtained through that division.

A. Changes Requiring Notification: The affected employee will be responsible for submitting a PERSONNEL INFORMATION report during the first tour of duty after any of the following information changes:

1. Employee's name;
2. Residential address;
3. Residential telephone number;
4. Emergency contact (during/after duty hours);
5. Office telephone number;
6. Departmental pager number;



7. Departmental mobile telephone number;
  8. Personal mobile telephone number;
  9. Driver's license number/type, regular or commercial;
  10. Shift and/or days off;
  11. Radio call designation;
  12. Badge number;
  13. Assigned vehicle equipment number;
  14. Division assignment;
  15. Section assignment;
  16. Unit/squad assignment;
  17. Education completed (degree/diploma awarded);
  18. Special skills and/or instructor certification;
  19. Languages spoken fluently;
  20. Additional information the employee may want on file.
- B. Other Changes: Changes in the employee's marital status, number of dependents or payroll deductions relating to insurance will be made by the employee in person at the City of Decatur Human Resources Department.
- C. Administrative Responsibilities: The administrative section of the employee's assigned division will ensure that all computer and other departmental records affected by the Decatur Police Department PERSONNEL INFORMATION report are changed upon receipt.
- D. If the change is of address, telephone number, or emergency contact information, that change will be forwarded to the City of Decatur Human Resources Department from the Administrative Division.
- E. The divisional level will enter all informational changes except those relating to education and disciplinary action. Those changes will be entered by the employee's division commander.



**Confidentiality:** Completed Decatur Police Department PERSONNEL INFORMATION reports will be filed in the employee's departmental file. Information of a personal nature (such as home address or phone number) will not be released outside the department without prior approval from the person concerned by the Chief of Police. Employee access to computerized personnel information is controlled by several levels of security and on a "need to know" basis.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 202.4**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: 1/27/2020
Title: Infectious Disease	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department shall provide the following procedures to protect departmental employees from unnecessary exposure to blood borne pathogens or bodily fluids.

**PROCEDURES****A. Infectious Disease Precautions**

1. All personnel are required to carry or have quick access to and use issued protective disposable gloves and bacterial cleaner while on duty.
2. Officers shall not eat, drink, or smoke at a scene where body fluids are present or contagious factors exist.
3. Officers shall cover all abrasions or otherwise damaged skin with adhesive dressings, provided by the department. If an officer has extensive skin lesions or severe dermatitis on hands, head, face, or neck, they shall attempt not to engage directly with suspected infectious sources.
4. All supervisors are responsible for ensuring compliance with this policy and guidelines.

**B. Actions Upon Exposure to a Possible Communicable Disease**

1. The employee shall:
  - a. Immediately notify their immediate supervisor who will then assure all safety measures and precautions are utilized as outlined in this policy.
  - b. Encourage the wound to bleed by applying slight pressure to the edges, cleanse all exposed areas with waterless alcohol gel provided. If possible, thoroughly wash for 10 seconds with antibacterial soap followed by thorough rinsing under running water.



- c. Complete a detailed written injury report concerning facts surrounding the exposure and submit this report to the Division Commander no later than the next working day. The report will be forwarded to the Chief of Police and the city's Safety Coordinator.
  - d. Seek immediate medical attention at the appropriate treatment facility, as soon as practical, but before the end of the officer's shift. It must be understood that the advice of a licensed physician in these circumstances is required and not requested.
2. The supervisor shall:
- a. Ensure the employee is seen by a physician for evaluation, blood testing, and follow-up treatment if necessary as described in the section regarding exposure management.
  - b. Notify the detention facility that the arrestee is suspected of harboring a contagious disease and should be isolated alone in a cell.
  - c. Arrange through the courts for any person that has caused an exposure to any department employee to be tested for communicable diseases.
  - d. Notify the Chief of Police, via the chain of command, of facts concerning the exposure.
  - e. Ensure that proper reports are completed and submitted, i.e. Incident offense Reports, Injury Reports, Infectious Exposure Form (Attachment B), and Infection Control/Supervisor's Report Form (Attachment C).
  - f. After cleaning, inspect the police vehicle as well as any and all equipment, clothing or other points of exposure.
  - g. Ensure all test result information must be sent to the designated medical facility for follow-up with the exposed employee (at no expense to the employee).
  - h. Follow the exposure protocol with the city's Safety Coordinator.

### **C. Supplies**

1. Shift supervisors shall ensure that adequate supplies are available for infectious disease control within their respective areas of responsibility.
2. Supplies include but are not limited to:
  - a. Non-sterile gloves;
  - b. Germicidal cleaner;



- c. Plastic bags.
- 3. Police Officers are responsible for maintaining and having available the following supplies while on duty:
  - a. Gloves in their vehicle or on their person,
  - b. Germicidal cleaner,
  - c. Personal Protection Kits containing at a minimum:
    - i. Impervious suit;
    - ii. Biohazard bags;
    - iii. Face Mask;
    - iv. Non Latex Gloves;
    - v. Towelette;
    - vi. Shoe covers;
    - vii. Bouffant Gap.

#### **D. Custody Procedures**

- 1. If gloves were utilized during a suspected exposure, they should be removed with caution and disposed of properly.
- 2. All sharp objects not of evidentiary value should be disposed of in a proper "sharps container." Needles should be disposed of in these containers in a manner they were received.
- 3. Officers shall inform other personnel (jail personnel, EMT's, firefighters, etc.) whenever a change or transfer of custody occurs and they become aware the individual has a contagious disease.
- 4. Officers shall indicate on the appropriate report if they have reason to believe the subject has a contagious disease (verbatim narrative should be used).

#### **E. Vehicle Cleaning/Disinfecting**

- 1. A cleaning solution made up of three parts water and one part chlorine bleach shall be



used for a cleanup of body fluids or blood. The solution will be located in the yellow chemical cabinet in the Decatur Police Department's basement. No vehicle will be placed back in service until it has been properly disinfected.

2. Individuals using cleaning solution shall wear protective disposable gloves, use paper towels, and germicidal spray. Disposable material shall be disposed of in a biohazard container. Hand and exposed skin areas should be washed with germicidal soap upon completion of the cleanup.



## ATTACHMENT A

CONFIDENTIAL ACKNOWLEDGEMENT

I, \_\_\_\_\_, an employee of the City of Decatur, Alabama Police Department (hereinafter "the City") who has been selected or who has volunteered to provide emergency medical assistance to other employees of the City and to protect the public safety and interest when such is needed during the course of my employment, hereby acknowledge that it may be necessary for the City to provide me with confidential medical information about other City employees on a need-to-know basis in order for me to effectively perform these duties. I understand this information is to be maintained as confidential by me and agree to do so as a term and condition of my employment by the City. I further understand that I cannot discuss or reveal this confidential information to others unless I am given specific permission to do so by the Chief of Police and the City's Personnel Department.

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Witness Signature\_\_\_\_\_  
Date

**ATTACHMENT B****DECATUR POLICE DEPARTMENT  
INFECTIOUS EXPOSURE FORM**

Exposed Employee's Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Shift: \_\_\_\_\_ Division: \_\_\_\_\_

Name of Person/Victim: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Suspected or Confirmed Disease: \_\_\_\_\_

Transported to: \_\_\_\_\_ By: \_\_\_\_\_

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

What was the employee exposed to?

Blood \_\_\_\_\_ Tears \_\_\_\_\_ Feces \_\_\_\_\_ Urine \_\_\_\_\_ Saliva \_\_\_\_\_ Vomitus \_\_\_\_\_ Sputum \_\_\_\_\_  
Sweat \_\_\_\_\_ Other: \_\_\_\_\_What specified part(s) of the employee's body was exposed? \_\_\_\_\_  
\_\_\_\_\_Did the employee have any abrasions or otherwise damaged skin that was exposed? \_\_\_\_\_  
\_\_\_\_\_Describe the location of the exposed abrasions or damaged skin: \_\_\_\_\_  
\_\_\_\_\_How did the exposure occur? Be specific: \_\_\_\_\_  
\_\_\_\_\_

Did the employee seek medical attention? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ATTACHMENT C

### DECATUR POLICE DEPARTMENT INFECTION CONTROL/SUPERVISOR'S REPORT

Medical Facility Notified: Yes \_\_\_\_ No \_\_\_\_ If Yes – Then:

Name of Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Name of Facility Contact: \_\_\_\_\_

Confirmed Exposure: \_\_\_\_\_

Employee Notified: Yes \_\_\_\_ No \_\_\_\_ Physician Contact: \_\_\_\_\_

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Medical follow-up actions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counseling/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Shift Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 202.5**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Safety Belt Restraining System	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It shall be the policy of the Decatur Police Department to ensure that all employees, except where specifically exempted, shall use the safety belt restraining system while operating or riding as a passenger in a departmental vehicle while the vehicle is in motion.

**PROCEDURES**

- A. This policy shall not apply to persons occupying a seating position that is not equipped with a safety belt assembly.
- B. Unless a replacement vehicle is unavailable, no employee shall operate a departmental vehicle in which a driver's seat belt is inoperable. Vehicles with inoperable safety belt systems shall be taken out of service for repair as soon as practical.
- C. All non-employees, while operating or riding as a passenger in a departmental vehicle shall be required to use the safety belt restraining system.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 202.6**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Removal of Keys from Locked Veh.	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Coat hangers, slim-jims, etc., will not be used to gain entry to a locked City vehicle where keys have been inadvertently locked in the vehicle. Locking mechanisms and moldings are easily damaged as a result of efforts to gain entry into a vehicle in this manner.

**PROCEDURES**

- A. Due to liability factors, should a citizen request an officer to unlock a privately owned vehicle, said Officer shall first notify their immediate supervisor and secure approval prior to performing this service.
- B. In the event an officer locks the keys in their unit, a supervisor must be notified immediately. The supervisor shall obtain the units duplicate key to gain entry into the vehicle.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 203.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Breaks/M meal Break	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Department regulates all breaks to ensure adequate police coverage. Length of meal breaks are determined by the number of shift hours worked. Officers are subject to recall at anytime during their breaks or meal break, which is part of their regular scheduled duty hours. The following procedures apply.

**PROCEDURES****A. Length of Meal Break**

1. 8 hr employees receive a 30 minute meal break.
2. 12hr employees receive two 30 minute meal breaks.

**B. The time of the meal break is assigned by the supervisor and may be adjusted as necessary to provide adequate police coverage.****C. Meal breaks shall not be taken outside of the three mile area beyond the City Limits that encompasses the police jurisdiction unless the officer's assignment is outside of the police jurisdiction.****D. Uniformed Officers will radio to communications at the beginning of their break and provide a physical location of the break. At the end of the break, officers will radio communications advising that they are in service. Administration, Detectives, Training, and SRO will refer to their unit policy regarding meal break notification.****E. Officers are subject to recall at anytime during their break.**



- F. The number of units taking a break at the same location shall be restricted as follows:
1. No more than three units shall take a break at the same location and time. Of these three units, no more than two shall be marked. Supervisors may authorize additional units as needed.
  2. No more than one unit shall take a break at a convenience store at anytime.
- G. Supervisors will monitor and may adjust meal breaks and locations to ensure adequate police coverage exist.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 204.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: April 24, 2012
Title: Phonetic Alphabet	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**PROCEDURES**

To provide members of the Decatur Police Department an approved list of the phonetic alphabet to be used.

**General Communications Phonetics**

A = Alpha	H = Hotel	O = Oscar	V = Victor
B = Bravo	I = India	P = Papa	W = Whiskey
C = Charlie	J = Juliet	Q = Quebec	X = X-ray
D = Delta	K = Kilo	R = Romeo	Y = Yankee
E = Echo	L = Lima	S = Sierra	Z = Zulu
F = Foxtrot	M = Mike	T = Tango	
G = Golf	N = November	U = Uniform	

**Unit Identification Phonetics**

Alpha=	Administration
Bravo=	Patrol
Charlie=	Community Resource Unit
Delta=	Criminal Investigation Division
Kilo=	Canine Unit
Nova=	Narcotics
Sierra=	School Resource Unit
Tango=	Traffic
Victor=	Anti-Crime Unit



**Non DPD Unit Identification Phonetics**

Baker 184= On-Call Public Works Personnel  
Sign Shop= Traffic Sign Shop Personnel

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 205.0**

Subject: Written Directive System	Effective Date: April 4, 2007	Revised Date: April 4, 2007
Title: Assignments	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of this Department to establish requirements, conditions, and processes for handling assignments and transfers of all sworn personnel.

**DEFINITIONS**

**Assignment** – The posting of an officer to a position or duty, which can be created, changed, vacated or filled at the discretion of the Chief of Police. An assignment to a position or duty requires no posting of vacancy prior to being carried out and can be done with or without the request of the officer being assigned.

**Seniority** – For the purpose of this policy, seniority is based upon the current employment date as a police officer. If necessary, the City of Decatur Human Resources Department rules of seniority will be used if more than one officer was hired on the same date.

**Shift** – Time of duty hours, not crew or team assignment.

**Transfer** – Moving of an officer from one position or duty to another at the request of the officer.

**Vacancies/Openings** – A position or duty which has been created, vacated, or expanded, at the discretion of the Chief of Police.

**Rank** – Any police officer above the class title of Police Officer as described by the City of Decatur Human Resources Department.

**PROCEDURES****Ranking Officers**

Ranking Officers may be assigned as needed at the discretion of the Chief of Police, without a selection process or the posting of a vacancy. The department may notify ranking officers of 10



vacancy and allow the same submission of request as those granted to non-ranking officers. Seniority shall be considered in all transfers and assignments of this nature but it shall not be the sole determining factor.

Once a ranking officer has been assigned to a particular entity, their assignment to a shift and duty days will be at the discretion of their Commander. Seniority shall be a consideration in the assignment process.

### **Non Ranking Officers**

1. New employees will be assigned at the discretion of the Chief of Police.
2. After the probationary period, Officers assigned to Patrol or Traffic are eligible to participate in the shift preference process.

#### **A. Shift Preference Process**

The shift preference process is an opportunity for Police Officers to select which shift hours they prefer to work. Patrol and Traffic officers must submit a Shift Preference Form each November to the Captain of Operations via chain of command. Grouped by seniority, the lowest 20% of officers and those with less than 2 years of service will be assigned a shift at the discretion of the Captain of Operations without regard to seniority. The remaining officers with more than 2 years of service will be assigned a shift based upon seniority, shift request and shift availability.

- B. The Captain of Operations will assign all Patrol and Traffic Officers to a shift. Shift preference assignments will begin January 1st of each year. All transfers and assignments are made to benefit the department as noted within the special consideration section which follows.
3. Officers assigned to Detectives are assigned a shift at the discretion of their Commander. Seniority shall be considered in the assignment process.

### **Transfer**

1. An announcement of availability will be posted for a period of 7 days when there is a transferable opening in a non-ranking position. Officers interested in the posted transfer must submit a letter of interest stating their qualifications prior to the end of the 7th day. All letters should be submitted through the chain of command. The Captain of the affected area of the vacancy will review all information available and may make a selection from the submitted request. If however, it is in the best interest of the Department the posting period may be extended or the position may be filled as an assignment.
2. When there is a transferable opening in a ranking position, an announcement of availability will be sent to eligible officers by email. The notice will contain the last day for request to be submitted. Seniority shall be a consideration.<sup>68</sup>



## **Assignment**

Assignments are made at the sole discretion of the Chief of Police. Any position or duty is subject to being filled in this manner. Assignments are made for the benefit of the Department.

## **Temporary Hardship Request**

1. Hardship requests for transfers or reassignments are classified as:
  - A. Personal Hardship – A condition or circumstances of the officer which necessitates temporary assignment to a specific shift or duty hours. This could be medical, educational, or otherwise. If medical, a letter of recommendation from a physician will be required but will not be the sole determining factor in the request.
  - B. Immediate Family Medical Hardship – A medical condition of a family member of the officer which necessitates assignment to a specific shift or duty hours.
  - C. Family Crisis Hardship - A family hardship includes marital difficulties, immediate childcare issues, etc.
2. Officers requesting a hardship transfer or reassignment must submit it in writing to the Chief of Police through the chain of command. All hardship transfers or assignments are temporary and if granted are good for only 90 days. An extension request must be filed 14 days prior to expiration.
3. An officer on a hardship assignment will immediately notify their supervisor in writing of any change in the status of the hardship situation. Should a hardship situation no longer exist or the extension of a hardship is denied, the officers shall be reassigned back to the appropriate position, shift or duty.

## **Special Consideration**

All transfer and assignments are made to benefit the department. Therefore, because of special circumstances including an officer's abilities, skills and special training, an officer may be transferred or assigned without regard to the shift preference process. The department must also comply with any policy regarding interdepartmental relationships as defined or regulated by Department Policy and/or City Policy.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 207.0**

Subject: Written Directive System	Effective Date: September 14, 2018	Revised Date: October 2, 2019
Title: Cash Funds	Pages: 8	Distribution: All Members
Cross Reference: CALEA Reference Chapter 17	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

This directive governs the maintenance of all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash. It applies to cash received in records, investigative funds, and all other instances where cash funds are maintained or cash is received or disbursed. The department will maintain accountability for fiscal matters through application of generally accepted principles of accounting and asset management principles.

**PURPOSE**

To identify the authority and responsibility for fiscal management, establish provisions for obtaining input from command personnel and provide guidelines for safeguarding cash, property and other assets entrusted to the Department.

**OBJECTIVES**

To establish guidelines for the disbursement and monitoring of departmental cash funds, and it shall apply to all personnel.

**RESPONSIBILITY**

The Chief of Police will have authority and responsibility for fiscal management of the department. While the Chief of police retains the mandated responsibilities, the management related duties are delegated to the Administrative Division Commander (Policy # 409.0, CALEA 17.4.2c).



## **A. APPLICABLE LAWS AND REGULATIONS**

All fiscal management activities will be performed in accordance with the principles of purchasing, State of Alabama competitive bid law and the City of Decatur Purchasing Protocol. Applicable code references are Section 41-16-50 through 41-16-63, Code of Alabama 1975.

## **B. CASH MANAGEMENT**

Due to the diverse activities within the department whereby cash may be received by a number of people for a variety of reasons, the following policy will be applied:

1. Any disbursements of funds not directly authorized and regulated by existing directives must be approved by the Chief of police (CALEA 17.4.2c).
2. Funds will be kept secure at all times.
3. The supervisor of police records and animal services units or other persons authorized by the Chief of Police, will be responsible for making deposits to the City Clerk's Office.
4. Quarterly, financial Statements and audits will be prepared by the City of Decatur Auditor (CALEA 17.4.2f).

## **C. BALANCES (CALEA 17.4.2a)**

1. Money received by the Department will be handled by a computer cash management system of all transactions, which identifies initial balances, credits, debits and balance on hand.
2. The Administrative Division Commander or a designee will review all documentation of all cash transactions and will inform the Chief of Police of any discrepancies.

## **D. IMPREST FUND**

1. Each month the City of Decatur's Finance Department replenishes the Imprest Funds cash account by a way of a check to the Lieutenant over the Vice/Narcotics Unit.
2. These funds are used to purchase narcotics, intelligence, information, undercover purchasing of drugs.



3. The Lieutenant cashes the check at the designated bank and deposits the cash into a safe under his control. Only the Vice/Narcotics Lieutenant and the CID Division Commander will have the combination to the safe.
4. The money is then distributed to the Vice/Narcotics investigator as needed.
5. The Lieutenant and the Narcotics investigators will maintain documentation of all cash expenditures. Additionally, any time there is a transfer of money from anyone within the unit, the transfer is documented on a currency voucher and sent to the CID Division Commander for review and approval
6. A report, along with copies of any receipts and currency vouchers will be turned over to the Chief of Police by the CID Division Commander monthly.
7. The Chief of Police will review the report for approval. If the documentation is approved, it will be forwarded to the City's Finance Department for their review.
8. The Narcotics Investigators may be audited at any time without warning. Additionally, the OPS Investigator will audit the amount of cash each investigator and the supervisor have on hand at least every 90 days.
9. The Vice/Narcotics Unit will be audited by the City's Finance Department annually.

#### **E. RECEIPTS/DOCUMENTATION FOR CASH RECEIVED (CALEA 17.4.2b)**

##### **1. RECORDS UNIT**

The Records Unit receives money from sex offender registration, copies of reports, alarm activation and impounded vehicles release fees.

- a. Each morning, the Records Unit supervisor or designee generates a report of the previous day's transactions.
- b. The report is turned into the City Clerk's office along with the previous day's cash.
- c. The unit supervisor will maintain copies of monetary transactions for the previous work day (CALEA 17.4.2a).



## **2. FRONT DESK**

The Decatur Police Department's front desk handles money orders from impounded vehicle releases after business hours and during weekends.

- a. Money orders received by the front desk officer for vehicle releases will be placed in a locked drop box.
- b. Full time records employees will collect the money orders and the vehicle impoundment release documentation at the beginning of each business day (CALEA 1784.2a).
- c. Once records personnel process the vehicle release form, from the money order is turned over to the clerk's office along with money received by the Records Unit in accordance with section E.1 of this written directive.

## **3. DECATUR ANIMAL SERVICES (DAS)**

The Decatur Animal Services handles money from adoption and reclaim fees.

- a. Money received by DAS will be placed into a cash drawer.
- b. DAS personnel will count the money at the end of the day and will enter the information into the dedicated computer system.
- c. DAS personnel will place the money into a bag that will be locked inside the vault, located at DAS.
- d. The following business day, a DAS supervisor will deposit the money in the bank.
- e. Documentation for all transactions will be maintained by several computer system servers (CALEA 17.4.2a).

## **4. OPERATIONS DIVISION COMMANDER**

- a. When an at fault traffic collision results in damages to traffic signals, the Operations Division Commander or the Traffic Lieutenant will send documentation to the insurance company of the person involved in an at fault accident, which caused damage to a traffic signal.



- b. Once funds are received by the Operations Division Commander for damage to city property, the funds are turned over to the City Clerk's office.
- c. The Operations Division Commander or the Traffic Unit Lieutenant will maintain all documentation from the funds received (CALEA 17.4.2a).
- d. Additionally, when receiving a reimbursement check from the North Central Alabama Highway Safety Office (N.A.H.S.O.), it is turned over to the City of Decatur clerk's office and it is placed in the general funds account.
- e. The Operations Division Commander or the Traffic Unit Lieutenant will maintain all documentation from all reimbursements (CALEA 17.4.2a).

## **5. ADMINISTRATIVE DIVISION COMMANDER**

### **A. Donations**

- i. The Administrative Division Commander handles funds received by individuals wishing to make donations to the Decatur Police Department. Funds are received in the form of a check.
- ii. If the check is made payable to the department, it will be turned over to the City Clerks' office and the funds will be available to the department based upon the City of Decatur regulations.
- iii. If the check is made payable to the Decatur Citizen's Policy Academy Alumni Association (D.C.P.A.A.A.), funds will be available to the Decatur Police Department through D.C.P.A.A.A. 501.c.3 organization.
- iv. The D.C.P.A.A.A will provide the Administrative Division Commander a monthly financial report for the expenditures.
- v. The Administrative Division Commander will forward a copy of the financial report to the Chief of Police for review (CALEA 17.4.2a).

### **B. Found Property**

Found property entering the Decatur Police Department where an owner has not been identified will be handled as follows:

- i. The property item(s) will be held by the Department for 90 days.



- ii. After the 90 days have passed and the property has not been claimed by its owner, the item(s) will be available for sale online by a third party website after a public notice has been posted.
- iii. Once the items are sold, a check will be sent to the Decatur Police Department.
- iv. The Administrative Division Commander will turn the check over to the City Clerk's office, and it will be deposited into the General Funds account.
- v. The Administrative Division Commander or a designee will maintain documentation of all checks received.

## **6. ADMINISTRATIVE ASSISTANT to the CHIEF OF POLICE**

### **A. Money Received from Adjudicated Cases**

Money seized as the result of adjudicated case will be handled as follows:

- i. Once the case is adjudicated and a Judge awards the money to the department, a check will be issued to the Decatur Police Department and received by the Chief's administrative assistant.
- ii. Then the check will be turned over to the City Clerk's office, where it will be deposited.
- iii. Documentation for money received will be maintained by the Chief of Police's administrative assistant (CALEA 17.4.2a)

**Note:** Found money will handled in accordance with policy # 800.1 – Evidence, section D.3.

### **B. Sex Offender Registration**

- i. The Chief's administrative assistant receives sex offender registration money from the Courts in the form of a check throughout the year.
- ii. The checks are turned over to the City of Decatur clerk's office and it is deposited into the sex offender fund.
- iii. The Chief's administrative assistant will maintain a copy of all receipts as well as check stubs from all checks.

**F. RECORDS, DOCUMENTATION, or INVOICE REQUIREMENTS FOR CASH EXPENDITURES (CALEA 17.4.2d)**

1. All purchases are processed through the dedicated computer software system.
2. All vendor invoices are paid through a purchase order (preferred method), quick invoice, or credit card.
3. Regardless of the method of payment, an invoice will be submitted at the time of the purchase and submitted to the Chief of Police or designee for approval. The invoice will be sent to the City of Decatur's Finance Department for a payment.
4. All invoices are entered into the dedicated software, which shall serve as a permanent record (CALEA 17.4.2a).

**G. AUTHORIZED POSITIONS (CALEA 17.4.2e)**

Generally, all employees will be authorized and have the responsibility for collecting, safeguarding and disbursing cash when relevant to their assigned position. Positions applicable to this directive include:

1. Full time Police Records personnel;
2. Decatur Animal Services;
  - a. Animal Services Supervisors;
  - b. Kennel Supervisor;
  - c. Kennel Technician.
3. Vice/Narcotics Investigators;
4. Accounting Tech II;
5. Administrative Assistant;
6. Operations Captain;
7. Administrative Division Commander;



8. Administrative Division Sergeant;
9. Administrative Assistant III.

#### **H. DOCUMENTATION (CALEA 17.4.2b)**

The Administrative Division Commander will maintain complete records of all transactions within the records management system through a dedicated computer software system.

#### **I. DISCREPANCIES**

1. The Chief of Police and the Administrative Division Commander review the budget monthly.
2. Any discrepancies in the budget will be resolved between the Administrative Division Commander and the City of Decatur Finance Department.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 207.0A**

Subject: Written Directive System	Effective Date: June 3, 2019	Revised Date: June 3, 2019
Title: Cash Funds Addendum	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter 17	Chief of Police Approval: <b>Nathaniel Allen</b>	

**List of Accounts (CALEA 17.4.2)**

The Decatur Police Department currently operates under three accounts.

1. Main account;
2. Court account;
3. Drug account.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 300.1**

Subject: Written Directive System	Effective Date: May 27, 1997	Revised Date: July 24, 2012
Title: Request for Leave	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Provide guidelines for the use of Annual Leave, Holiday leave, and Compensatory leave.

**PROCEDURES****A. Leave Accrual**

Annual leave, holiday leave and compensatory leave are earned by employees as specified in the Decatur Personnel board Merit System Rules and Regulations.

**B. Request for Leave**

Request for annual leave, holiday leave or compensatory leave time off shall be made by the employee and shall be turned over to the employee's immediate supervisor. Except in the event of emergency or unforeseen circumstances, requests for leave time off should be made at least twenty-four (24) hours in advance of the proposed beginning date of the leave according to shift policy.

**C. Immediate Supervisor Action**

The immediate supervisor of the employee requesting leave time off shall tentatively approve or disapprove the request based upon the operation of the employee's assigned unit. Approval shall not be made if it would cause unwarranted disruption, or interfere with the efficient and/or effective operation of the department. In the event that the leave request is disapproved, the supervisor shall record the reason. The supervisor shall inform the requesting employee of his/her decision and refer that decision to the appropriate shift lieutenant for the final approval or disapproval.

**D. Supervisor's Action**

The shift supervisor shall consider the records of time balances, court date schedule, immediate supervisor's recommendation, and any other pertinent information to approve or disapprove the requested leave. Employee's requesting leave during scheduled court shall appear in court or make prior arrangements with the court to be excused.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 301.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 11, 2018
Title: Chaplain Program	Pages: 11	Distribution: All Members
Cross Reference: CALEA Reference Chapter 45	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Police Chaplain Corps is intended to support the mission of the Police Department in providing a source of strength to law enforcement officers and their families, other department members, and community. The Police Chaplain provides support to officers in handling crisis incidents, along with counseling and other ministerial functions that may be needed. Police Chaplains are not sworn officers and cannot carry firearms or offensive weapons (CALEA 45.3.1a).

**PURPOSE**

The purpose of this directive is to establish operating procedures, guidelines, duties and responsibilities of the Chaplain Corps of the Decatur Police Department.

**DEFINITIONS**

1. **Chief of Police:** Manages, directs and coordinates the activities of all police services and departmental operations including civilian affiliations including the Chaplain Corps.
2. **Liaison Officer:** The chain of command is to include a Liaison Officer. This individual should be a sworn officer that is selected through existing department procedures. It is not required that the Liaison Officer be present at all Corps meetings, but is encouraged, as they are to be kept informed of the content of the meetings. The Liaison Officer will act as conduit and advisor between the Corps and the Decatur Police Department.



## **PROCEDURES**

### **A. ORGANIZATION**

The Police Chaplain program is made up of members from different spiritual organizations who have had specialized training in ministries related to public safety personnel. The Chaplain Program will be under the direction of the Chief of Police or designee.

### **B. CONFIDENTIALITY**

Conversations with chaplains are strictly confidential unless:

1. The chaplain is receiving information from a conversation about a suicidal person or;
2. If the chaplain is receiving information regarding the abuse or neglect of a child.

**Note:** Chaplains must honor all confidential matters and are protected as described in Alabama Code Title 12-21-166 and Alabama Code Title 12-21-180. A chaplain will never give information to the news media.

### **C. DUTIES & RESPONSABILITIES (CALEA 45.3.1b)**

The Chaplains shall be on call under a rotation system developed and maintained by the Liaison Officer. Duties of the chaplain include, but are not limited to:

1. Respond to assignments made by a Supervisor.
2. Assist in the following situations:
  - a. Making death or serious injury notifications;
  - b. Domestic disturbances;
  - c. Interacting with the mentally disturbed;
  - d. Juvenile problems;
  - e. Neighborhood problems and issues;
  - f. Natural disasters;



- g. Suicides or suicidal subjects;
  - h. Transient and homeless persons;
  - i. Veteran assistance issues;
  - j. Hostage or barricaded subjects (not the role of negotiator);
  - k. Be available to DPD employees and their families in times of personal stress, crisis, or to counsel them in matters of religion or ethics;
  - l. Provide ceremonial functions;
  - m. Provide general guidance concerning spiritual questions; and other situations when the need for a Chaplain is apparent.
- 3. Assist at scenes of trauma in counseling and assisting victims, family members and/or friends as requested by officers.
  - 4. Assist in any way as requested by law enforcement or civilian departmental personnel.
  - 5. Officiate or assist in memorial services.
  - 6. May visit Decatur Police Department personnel and families if hospitalized.
  - 7. Assist in training personnel as requested, including both the in-house academy and in-service sessions.
  - 8. Provide guidance to Police Department personnel experiencing marital problems.
  - 9. A chaplain may be part of any critical debriefing team.
  - 10. Develop relationships and maintain contact with all personnel through weekly worksite visits to the facilities.
  - 11. Perform funerals, planning the funeral service, including assistance with grief management and support the family members after the funeral.
  - 12. Report any equipment problems to the Liaison Officer as soon as possible.
  - 13. Make proper referrals in unique cases which need specialized attentions.



14. Be familiar with department radio procedures. Any non-emergency or non-authorized use of the radio is strictly forbidden.
15. In cases of attempted suicide, chaplains should respond only at the request of a shift supervisor.
16. Chaplains will not respond to any calls as the initial responder. Chaplains shall only respond at the request of a supervisor.
17. A chaplain will not release any information pertaining to an ongoing investigation. Inquiries regarding such, or any case in which a chaplain is involved, should be referred to the Public Information Liaison.
18. Each chaplain will spend at least eight (8) hours per month with members of the Decatur Police Department while on duty. Failure to meet monthly obligations will subject chaplains to review and possible discipline. Chaplains must contact the liaison officer or shift supervisor to sign up to ride.

#### **D. RESPONSE TO INCIDENTS**

A current/active roster of Chaplains will be provided to Central Dispatch. Chaplains will be expected to respond when requested. The roster order of the chaplains provided are determined by experience, activity level, and duration of time spent with the corps.

#### **E. UNIFORM & CREDENTIALS (CALEA 45.3.3)**

1. Chaplains' uniform will be clearly distinguishable from sworn personnel uniform (CALEA 45.3.3). Chaplains will be issued:
  - a. For the protection of the chaplain and for liability reasons, bullet-resistant vests have been provided and may be worn by the chaplain on duty and at all times for the duration of their rides with officers. However, Chaplains who prefer to not wear body armor must sign and submit, to the Liaison Officer, a body armor vest waiver form. The waiver must be resubmitted annually.
  - b. A department identification card establishing their position as Chaplain. The chaplain identification card shall be carried while in the Police Department or in the performance of their duties.
  - c. A Chaplain belt badge and coat badge that will be worn while on duty. The badge is not to be worn when a chaplain is not on duty nor used for any purpose other than to



signify authority from the Chief of Police to accompany a police officer while on duty or at an authorized function of the Decatur Police Department.

- d. A key card to allow access to the City Hall and the Police Department, after the completion of forty hours of service.
2. Each chaplain will be expected to dress in attire appropriate to their position in the church, including a suit jacket or blazer while on duty except when dispatched while in street clothing and circumstances of the incident would not allow time to change. A necktie is not required. While on duty in street clothing, the chaplain identification card should be worn and be plainly visible.
3. At the termination of a chaplain's service to the corps, badges and access card must be turned in to the Liaison Officer.

#### **F. CHAPLAIN RIDE-ALONGS**

Ride-alongs with officers are an important opportunity for chaplains to develop rapport and be available for informal counseling and support.

1. Chaplains must sign a waiver releasing the City of Decatur from liability while performing chaplain duties prior to each scheduled tour of duty.
2. All Chaplains who wish to participate in the Ride-Along program must attend an orientation conducted by the Chaplain Liaison Officer.
3. While riding in a patrol unit, chaplains will be under the direct supervision of the officer with whom they are riding and shall comply with all instructions given to them by the officer. Chaplains shall not interfere with the performance of any officers' duties and shall never function as a Decatur Police Officer.
4. No civilian chaplain will be permitted to operate an emergency vehicle, or to handle or possess firearms or weapons. Use of any other law enforcement equipment must be with permission. Members will use the communication equipment only in the event of an emergency in which the officers are unable to gain access to their radio. In the event of a life threatening emergency, the use of the police equipment by a chaplain will be governed by a standard of reasonableness.
5. It is possible that situations might arise that would expose the chaplain to unusually dangerous conditions. In such cases, the officer will have the option of temporarily leaving the chaplain at a suitable, safe location while responding to the situation.



## **G. GRIEVANCE & COMPLAINTS**

1. A Chaplain shall not publicly criticize the actions of the Decatur Police Department, any of its members, or other chaplains.
2. A chaplain having a grievance about the performance of a law enforcement officer or another chaplain shall report the matter to the Liaison Officer, and if requested, will submit the same in writing.
3. No chaplain shall refuse to respond to a call-out without a justifiable reason. Failure to respond will be considered cause for discipline up to and including dismissal from the program.
4. All complaints concerning the performance of a chaplain shall be made in writing, signed by the person initiating the complaint and given to the Liaison Officer.
5. All complaints that involve a police chaplain will be reviewed by the Liaison Officer, who will determine if the complaint warrants further action, such as being submitted to the Chief of Police, who shall meet with the chaplain named in the complaint.
6. A copy of the complaint shall be given to the named Chaplain. Every effort will be made to resolve the complaint in a private and fair manner.
7. A final determination of action will be submitted to the Chaplain by the Liaison Officer within thirty (30) days, after any meetings have taken place, on what actions have been determined as a result of the initial complaint.

## **H. TRAINING (CALEA 45.3.2)**

Chaplain training will be conducted as follows:

1. Monthly meetings are considered training and Chaplains are required to attend each month. Chaplains who do not attend at least half of the scheduled meetings per calendar year will be subject to dismissal from the program.
2. Chaplains will receive applicable training in policies and procedures, rules and regulations.
3. Additionally, chaplains will receive training on a variety of topics including:
  - a. The role of police chaplain;



- b. Victim assistance;
- c. Death notification;
- d. Confidentiality;
- e. Communications;
- f. Police procedures.



## DECATUR POLICE DEPARTMENT CHAPLAIN PROGRAM

The Chaplain Program is designed to provide the Decatur Police Department with four basic areas of service. The first is to assist in providing Death Notifications. The second is to provide spiritual based counseling during stressful situations. The third is to provide spiritual based counseling to any officer, family member, or employee of the Decatur Police Department. The fourth is to assist the department in any way as directed by the Chief of Police:

1. Chaplains will indicate what date/time they wish to ride in the Chaplain Ride Along Book.
2. The approved Chaplain Uniform will be worn during the "ride along". When chaplains are called out, they must present a clean and neat appearance.
3. Chaplains shall arrive at shift change.
4. While every effort will be made to ensure your safety, the Police Officer's first responsibility will be to carry out assigned duties.
5. Chaplains will report any questions to the assigned officer and will do or stay wherever the officer directs them. If, however some emergency should arise, you must immediately and without question comply with any orders or directions given to you by any officer, as it is for your own safety.
6. The duration of the ride will be in accordance with the Chaplain policies and procedures. Supervisors have the discretion to shorten or lengthen the ride due to situations beyond their control.
7. No photos or recordings are permitted to be taken by the chaplain while riding due to possible conflicts with evidence collection.
8. Chaplains are not to leave the patrol car at the scene of police activity without obtaining permission of the officer.
9. Confidentiality is a cornerstone of the chaplain program. The chaplains will not discuss what they see or hear with anyone outside of the police department. They will not give their opinions or thoughts to any bystander at any scene. Chaplains are there in a support role for the Police Department and one should not become a hindrance for the officer.
10. Chaplains shall **NOT** be armed, regardless of whether or not they possess a pistol permit.

NAME: \_\_\_\_\_  
First Middle Last

DATE OF BIRTH: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PERSON TO NOTIFY IN CASE OF EMERGENCY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_



## FOR DEPARTMENT USE ONLY

Records Check Status: Negative \_\_\_\_\_ History on File \_\_\_\_\_ Initials \_\_\_\_\_

Computer Status : Negative \_\_\_\_\_ History on File \_\_\_\_\_ Initials \_\_\_\_\_

Chaplain Program: Approved ☐ Denied ☐

Chaplain Ride-A-Long Program Participation: Approved ☐ Denied ☐

By: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Chief of Police



STATE OF ALABAMA   )  
                                  )  
COUNTY OF MORGAN )

**DECATUR POLICE DEPARTMENT  
CHAPLAIN PROGRAM  
RELEASE AND HOLD HARMLESS AGREEMENT  
\* ADULT \***

KNOW ALL MEN BY THESE PRESENTS that the undersigned,  
\_\_\_\_\_, being over twenty-one  
(21) years of age, for and in consideration of the City of Decatur Alabama, a municipal  
corporation in the State of Alabama, permitting the undersigned to accompany any  
assigned officer in a city-owned vehicle on a trip to perform chaplain duties, while  
being assigned as a Decatur Police Chaplain, does hereby and  
for \_\_\_\_\_ (his/her) heirs, executors, administrators, and assigns, release,  
remise and forever discharge and hold harmless of and from any and all claims, actions,  
causes of action, demands, rights, damages, costs expenses unknown, foreseen and  
unforeseen, bodily and personal injuries and property damage and the consequences  
thereof which the undersigned may hereafter accrue on account of or in any way growing  
out of accompanying any assigned officer of the Decatur Police Department in a city  
vehicle on the herein above said trip.

The undersigned hereby declares and represents that the terms of this **Release and Hold Harmless Agreement** have been completely read and are fully understood and voluntarily accepted for the purpose of protecting the City of Decatur, its officers, agents, employees, successors and assigns, from any and all claims arising out of accompanying any assigned officer on any date . The undersigned further declares and represents that no promise or agreement no herein expressed has been made to them and that **the Release and Hold Harmless Agreement** contains the entire agreement between the parties hereto. It is understood and agreed that the terms hereof are contractual and not a mere recital.



"Dedication, Duty and Honor"



THE UNDERSIGNED HAS READ THE FOREGOING **RELEASE AND HOLD HARMLESS AGREEMENT** AND FULLY UNDERSTANDS IT.

\_\_\_\_\_  
Chaplain's Signature

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

STATE OF ALABAMA    )  
                                      )  
COUNTY OF MORGAN    )

I, \_\_\_\_\_, A Notary Public in and for said County and State, do hereby certify that

\_\_\_\_\_, whose name is signed to the foregoing **Release and Hold Harmless Agreement**, and who is known to me, acknowledged before me on this day that, being fully informed of the contents of said conveyance, did execute the same voluntarily on the day the same bears date.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 301.1**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: September 4, 2018
Title: Military Leave	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Department shall make every reasonable effort to accommodate military leave requirements of employees called to serve their country. Service as a military guardsman or reservist is federally protected and is not considered by the Department to be secondary employment.

**DEFINITION**

**Designee:** For the purpose of this policy, a designee shall mean a person selected by the employee.

**PROCEDURES**

Persons going on military leave shall adhere to the merit system rules of the Personnel Board of the City of Decatur.

**A. Annual Military leave**

Members of the Decatur Police Department are allocated one hundred sixty eight (168) hours of Military Leave per calendar year (January – December).

**B. Utilization of Military Leave**

Allocated Military Leave may be used by employees of the guard and Reserve for weekend drills, annual summer camp training and additional active duty training or activation. The allocated 168 hours of Military leave shall be utilized until such leave runs out.



### **C. Additional Active Duty Training**

The Decatur Police Department recognizes that additional training may be required during the career progression of a Guardsman or Reservist.

1. If additional active duty training or activation above the 168 hours is required, the employee may elect to use Annual leave, Holiday leave or Leave of Absence without Pay Excused for the duration of active duty.
2. In the event that active duty training or activation requires the employee to take more than two weeks of leave (Accrued Leave or leave Without pay), a memorandum requesting Leave of Absence should be directed to the Chief of Police via the chain of command, stating the reason for the extra military time needed. Employees should submit the leave of Absence request ninety days prior to accepting orders for military training or upon receipt of orders to allow the Department sufficient time to make necessary adjustments in manpower, etc.

### **Deployment & Reintegration**

#### **A. Pre-Deployment (CALEA 22.1.9c)**

Members of the armed forces present unique circumstances surrounding their deployment. It is recognized that members returning from military deployment, particularly those involved in combat operations, may have specialized needs. The following guidelines shall apply when an employee has military activations including pre-deployment, deployment and post-deployment. The following provisions are intended to help any employee when dealing with a long-term military deployment. The following provisions are to support the employee and family, during the deployment and subsequent reintegration.

1. Employees shall inform their supervisor as soon as they have been officially notified of the impending military deployment. Employees must also provide their supervisor with a copy of the military orders as soon as possible.
2. The supervisor shall notify their Division Commander of the employee's impending military deployment via the chain of command and will provide a copy of the military orders.
3. A Division Commander or designee will serve as the point of contact (POC) between the deployed employee and the Decatur Police Department (CALEA 22.1.9a, CALEA 22.1.9b).



4. The Division Commander will ensure that Human Resources is notified via the Chief of Police of the employee's upcoming deployment. A copy of the employee's military orders will be forwarded to Human Resources Department (CALEA 22.1.9b).
5. The POC will be responsible for ensuring that the Command Staff, and Training Division are made aware of the deployment and all documentation is delivered and distributed appropriately.
6. The POC will coordinate and document a Military Exit Interview with the Chief of Police or designee (CALEA 22.1.9c).
7. The Chief of Police or designee will meet with the employee prior to the deployment to ascertain any relevant information which may aid in later reintegration including (CALEA 22.1.9c):
  - a. The estimated length of time of deployment, if known;
  - b. A family point of contact (if desired by the employee);
  - c. Any requests, special concerns, considerations, or needs of the family during deployment;
  - d. The assigned military POC for the member;
  - e. Email address, mailing address, or contact phone number for the employee, if possible
  - f. An explanation of what to expect from the department when they return from deployment (i.e. training requirements, employee assistance program, return interview, etc.).
8. Prior to a long-term deployment, all issued equipment will be inventoried by the Training staff. The equipment will be stored in a secure location at the training center during the employee's deployment (CALEA 22.1.9d).

**B. During Deployment (CALEA 22.1.9g)**

During the deployment period, the POC will be responsible for:



1. Maintaining periodic emails and/or phone contact with the employee's family, if desired by the employee. This contact may serve as a welfare check and determine if the family has any needs. The POC may make referrals and provide resources, if necessary.
2. Informing the employee that they are to notify the designee, if possible about fifteen (15) days prior to the estimated return date, to verify the return date and provide the employee with information on where to report upon return.
3. The employee is responsible for providing the department with a return date as soon as available. The specific time frame is dependent upon the length of deployment and shall follow the USERRA (Uniformed Services Employment and Reemployment Rights Act).

#### **C. Post Deployment (CALEA 22.1.9e)**

1. Upon completion of military service obligations, employees will contact the department POC as previously outline in this policy.

**Note:** Failure to notify the POC after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on military leave can result in termination of the leave of absence and /or discipline, up to and including termination of employment.

2. The department POC will:
  - a. Coordinate a meeting with the Chief of Police or designee for a reintegration interview (CALEA 22.1.9e).
  - b. Notify the training coordinator to determine specific training that was missed during deployment (CALEA 22.1.9f).
3. The training coordinator will be responsible for (CALEA 22.1.9f):
  - a. Evaluating the needs and for providing the employee any training missed during the deployment including, but not limited to:
    - i. Department legal updates;
    - ii. Critical updates and/or revisions of department policies and procedures;
    - iii. Firearms qualifications;



- b. Providing employees with their assigned equipment.
- 4. If employees returned from a long-term deployment, they may complete a refresher course. The course is designed to re-acclimate the employee.
- 5. After completing the refresher course, the employee may be assigned to a Field Training Officer (FTO) where applicable:
  - a. The FTO will provide documented training as outlined by the training staff.
  - b. At the end of the FTO phase, the FTO will submit a written review, which will include all training efforts and indicate if the employee is ready or not to resume official duties. Any concerns will be addressed in the review.
  - c. The review will be submitted to a Division Commander via the chain of command, and a copy of will be sent to the training unit.
  - d. If employees are not ready to resume their official duties, the initial FTO session may be extended.
  - e. The training staff will review the submitted documents for completeness and update the employee's training record.

**D. Federal Protections:**

Title 38, Chapter 43, Section 4312 of the United States Code regarding Reemployment Rights of Persons Who Serviced in the Uniformed Services shall be followed.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 301.2**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 24, 2012
Title: Seniority	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Length of employment in a job classification shall be recognized whenever practical and in the department's best interest. Employees with greater seniority shall be given preference in such matters over employees with lesser seniority.

**DEFINITIONS**

Seniority: The length of continuous, full-time service in the employee's current classification.

**PROCEDURES**

There shall be no seniority other than as provided for in this directive.

- A. **Reclassification to Lower Classification:** In accordance with the City of Decatur Personnel Policies and Procedures Manual, a demotion is not necessarily a disciplinary action.
1. In the event an employee is promoted to a higher position and later demoted, the time served in the higher position will apply to seniority in the position to which he/she is returned.
  2. The only exception will be if a reduction in seniority is stipulated as part of a disciplinary action.
- B. **Identical seniority:** In the event two or more employees have identical seniority within the same classification, each action based on seniority will be decided by the length of continuous employment, beginning with initial date of hire/entry in classification on the same career path as the employee's current classification. (Example: Two Sergeants promoted on



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the same day would have each officers seniority determined by who had been employed longest in previous sworn classification).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 301.3**

Subject: Written Directive System	Effective Date: November 2, 2000	Revised Date: March 5, 2019
Title: Secondary Employment	Pages: 9	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.2.5	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department supports and permits employees to engage in secondary employment provided they comply with the guidelines established in this directive.

**DEFINITIONS**

**Primary Employment:** The Decatur Police Department will be considered the primary employer and no other employment may be scheduled concurrent to the employee's normal duty hours UNLESS it occurs during periods of authorized leave or during the employee's normal off days.

**Secondary Employment:** Any employment other than that of primary employment, including volunteer work.

**Off-Duty Employment:** Any employment that is conditioned on the actual or potential use of law enforcement powers by the sworn employee.

**Volunteer Work:** Any employment involving the use of law enforcement powers or otherwise for which there is not compensation.

**Outside Employment:** Any employment, including self-employment that will not depend on the use or potential use of law enforcement powers by the off-duty employee.

**PROCEDURES**

All employees must successfully meet their primary employment obligations before seeking any secondary employment or off duty employment. The Department's concern with employment outside the agency is that it is lawful and poses no conflict with Departmental regulations. However, it must be understood that if an employee begins to show a decrease in the primary



employer's job performance, permission to engage in secondary or off-duty employment may be denied, or revoked under the following circumstances:

1. If the decrease in job performance is due to the employee's secondary or off-duty employment, the employee may be asked to lessen the time spent working at the secondary job until the employee is able to perform satisfactorily at his/her primary work.
2. If the Departmental request fails, then the Department may instruct the employee to terminate the secondary employment. If the employee fails to comply, then the employee may be subject to disciplinary action and possible dismissal due to poor job performance.

#### **A. Requests for approval (CALEA 22.2.5c)**

Request for approval of secondary or off-duty employment will be made on the approved form. The supervisor will verify that the officer is maintaining a satisfactory performance and uniform/appearance requirements and approval or disapproval with his signature. The form must indicate current certificate of insurance is on file or the employer is exempt from the insurance requirements.

1. The employee must submit a request for approval. The request form will include all information required to ensure compliance with the guidelines set forth in this directive. The request will be submitted to the Operations Division Commander through the Chain of Command for approval.
2. The Operations Division Commander will serve as a point of coordination and/or administration and will review the request to ensure compliance with this policy, processes and other matters deemed appropriate by the agency prior to approval (CALEA 22.2.5d).
3. Request for re-approval will be necessary under the following conditions:
  - a. When the insurance policy renewal occurs:
  - b. Any significant change in duties or employer, or any substantial change in the conditions as originally approved for the job.
  - c. Regardless of initial approval date, a renewal request must be submitted and approved through channels on January 1<sup>st</sup> of each year.

#### **B. Approval Guidelines**

Permission must be given by the Department for an employee to work any secondary or off-duty employment with the exception of volunteer work of the off-duty nature. The following guidelines will be used by the Department when considering the employee to participate in secondary or off-duty employment (CALEA 22.2.5a).



1. Police Officers may engage in this type of employment when:
  - a. A government, profit-making or non-for-profit entity has an approved agreement with the Police Department for Police officers in uniform who are able to exercise police duties;
  - b. The appropriate liability insurance has been initiated by the off-duty employer or officer; and
  - c. Approval has been received for the employee to work the off-duty employment.
2. Types of Service: Types of off-duty services which may be considered for approval include, but are not limited to (CALEA 22.2.5b):
  - a. Traffic control and pedestrian safety;
  - b. Wide trailer escorts;
  - c. General security functions;
  - d. Routine law enforcement of life and property; and
  - e. Plain clothes assignments.
3. Conflicts of Interest: Such employment must present no actual or potential conflict of interest between the employee's duties and his duties for his secondary employer. Some examples of employment representing a conflict of interest include, but are not limited to:
  - a. As a process server, reposessor or bill collector, bounty hunter for bondsmen, in towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes;
  - b. Personnel investigations for the private sector of any employment which might require the employee to have access to police information files, records or services as a condition of employment;
  - c. In police uniform, in the performance of tasks other than those of a police nature;
  - d. Which assists, in any manner, the case preparation for the defense in any criminal or civil action or proceeding;
  - e. For a business or labor group that is on strike;
  - f. In occupations that are regulated by, or that must be licensed through, the Department.



4. Threats to Professionalism: Such employment must not constitute a threat to the status or dignity of the police or the police department as a professional occupation. Examples include, but are not limited to:
  - a. Establishments which sell or rent pornographic materials in violation of existing obscenity laws and ordinances;
  - b. Any employment for a business whose primary source of income is from the sale of alcoholic beverages unless the employment is preapproved by the Chief of Police;
  - c. Any employment involving an establishment whose management, business, members or operation is deemed questionable by the Chief of Police based on justifiable and reasonable cause.

### **C. Approval Contingencies**

Approvals for off duty employment will be contingent upon the following:

1. A Police Department Employee engaged in any off duty employment is subject to call out in case of emergency and must be able to leave his or her off duty employment in such situations (CALEA 22.2.5b).
2. No employee will be required by a prospective off duty employer to sign any "hold harmless" or indemnification clause, in which the employee agrees to relieve the private employer of liability for actions or injuries that may occur as a result of the performance of the employee's duty, either police related or otherwise.
3. Off-duty employment information will be kept on file with the Department. It is the officer's responsibility to ensure the policy remains in force and a copy of the proof form is provided to the Department, if needed.

### **D. Qualifying Criteria**

Employees must meet the following criteria in order to qualify for off-duty employment:

1. The police employee must be in good standing with the Department; continued Departmental approval is contingent on such good standing. A less than satisfactory performance evaluation may result in the suspension of an employee's eligibility to perform off-duty employment until his/her performance returns to a satisfactory level.
2. No employee may perform off-duty employment while on Suspension With or Without Pay or Leave Without Pay/Unexcused status.
3. Employees on probation will not be permitted to work off-duty employment outside the Department. Permission may be granted to work off duty employment and



Departmentally sponsored off-duty assignments (e.g. football games, basketball games, etc.) that are supervised by a sworn supervisor.

4. Employees on military leave, sick leave, light duty, industrial injury or Workman's Compensation or who are on leave due to a hazardous duty injury will not be eligible to engage in off-duty employment. Exceptions may be granted to employees on leave due to injury or illness; such exceptions will be determined on a case-by-case basis by the Chief of Police or his designee.

#### **E. Loss of Eligibility (CALEA 22.2.5c)**

In addition, eligibility for off-duty employment may be withdrawn for the following reasons:

1. Failure to qualify with duty firearm.
2. Failure to comply with this directive.
3. Overall less than satisfactory job performance with the primary employer.
4. When Departmental procedure has determined through justification and cause, concerns that such employment is not in the best interest of the Department.
5. Any employee whose eligibility for off-duty employment is withdrawn will be promptly notified in writing, of the reason(s) for the action and the conditions under which he/she may reapply for eligibility.

#### **F. Guidelines During Secondary/Off-Duty Employment (CALEA 22.2.5b)**

1. Prior to performing off-duty employment, police employees will comply with the Departmental procedures for granting approval of such employment. This employment must meet the criteria set forth in this Written Directive, and be approved via a properly submitted request.
2. Personnel may not perform any secondary or off-duty job while on duty with the primary employer.
3. Personnel that have taken sick leave on a normal duty shift must be granted approval from their shift lieutenant or his/her designee before performing secondary or off duty employment within a 24 hour period of the beginning of that duty shift.
4. Personnel on workman's compensation leave will not perform any outside employment that would violate workman's compensation laws.
5. Personnel will comply with all Departmental rules and regulations of the Decatur Police



Department and uphold the integrity of their sworn profession at all times.

6. While performing off-duty employment, officers will perform all normal duties arising from the exercise of their police power including incident/offense reports, accident reports, and arrest reports. Officers will not request duty units to perform these duties unnecessarily. Reasonable assistance of on-duty units (i.e., transporting prisoners, booking prisoners, etc.) should be provided when work load of on-duty units permits. Necessary assistance may be requested and should be provided.
7. Uniformed officers will comply with all Uniform and appearance Regulations. If working in plain clothes, officers will dress appropriately and according to reasonable standards of dress, appearance, and cleanliness.
8. Officers performing off-duty assignments will notify communications of the location, the nature and the duration of their assignment upon arriving at the job site.
9. Officers performing off-duty assignments will be considered under the direction of the supervisor on duty, or their designee, in the area of the job site; Officers will be held responsible for notifying an on-duty supervisor of significant events, major crimes, serious injuries and uses of force that may occur during or as a result of their assignment.
10. Officers may participate in charity activities, with the following restrictions: Charity activities involving the wearing of police uniform must be approved in advance by the Chief of Police or his designee. Officers may not solicit funds while in uniform unless given permission by the Chief of Police. When soliciting funds in plain clothes, no Departmental identification is to be used or shown unless an unrelated police action becomes necessary.
11. All employees are required to submit the total of secondary or off-duty employment hours being worked on a weekly basis to their supervisors. Employees will not receive overtime pay for writing arrest report, etc. if the secondary or off-duty employer is paying the employee for the time spent writing the report.
11. Supervisors are required to monitor on a weekly basis the amount of secondary or off-duty employment hours being worked by officers under their supervision.

## **G. Emergency Requests**

Shift lieutenants or their designee may grant approval for requests received on extremely short notice for jobs lasting no longer than two days. Shift lieutenants will ensure that the job they are approving complies with the provisions of this directive, and may fill these requests with any eligible employee.

## **H. Insurance**



Officers employed with secondary or off-duty employment or volunteer work that may employ potential or actual use of police powers must comply with the Code of Alabama, 1975, Title 6-5-338 that requires employers of secondary or off-duty peace officers or the officer to have at least \$100,000 liability in force to indemnify any acts of such off duty peace officer; and to provide that failure to have such insurance in force shall make individual owners or general partners or corporate officers of the employer liable for all acts taken by such peace officer in the line and scope of such private employment.

1. The secondary or off-duty employer or employee will agree to accept all legal and financial responsibility for injuries caused by, or to, the officer while engaging in off-duty, with the exception of a hazardous duty injury.
2. Off-duty employment and volunteer work that are not conditioned on the actual or potential use of law enforcement powers are not required to possess the above policy.
3. If individual employees are providing an insurance carrier themselves to cover the insurance requirement, documentation of that insurance, (copy of the policy with limits of coverage) should be provided to the office of the Chief of Police for documentation.
4. Off-duty employment information will be kept on file with the Department. It is the officer's responsibility to ensure the policy remains in force and a copy of the proof form is provided to the Department, if needed.

#### **I. Benefits**

Departmental employees may enjoy all benefits and compensations granted by secondary employment as long as they do not violate any laws or conflict with the guidelines established in this directive. Benefits, if offered, such as social security, retirement, deductions, etc., are between the employee and the secondary employer.

#### **J. Jurisdiction**

Off-duty employment is not to be performed outside the City Limits of Decatur unless approved by the Chief of Police or his/her designee.

#### **K. Off Duty Job Information & Advertising**

Off duty job information and openings shall be forwarded to the respective Division Captain. Only the Division Captain is authorized to advertise off duty employment opportunities via emails or postings.

#### **L. Outside Employment**

Guidelines governing other employment are less restrictive than those for secondary or off-



duty employment. Employees will not be approved to work any off-duty employment that would violate any Departmental directives, federal law, state law, or local ordinance.

**M. Documentation (CALEA 22.2.5e)**

1. Significant aspects of off-duty employment, including but not limited to date(s), time(s), number of officers assigned, and duties to be performed will be recorded in the written agreement.
2. Incidents occurring during the officer's off-duty employment, including but not limited to uses of force, complaints received, incidents occurred and injuries sustained, shall be documented upon notifying the on duty supervisor, following department procedures and forms.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 301.4**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 24, 2012
Title: Family Medical Leave Act	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The City of Decatur shall grant family and medical leave to eligible employees, in accordance with the Family and Medical leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in the Family and Medical leave Act Policy published by the City of Decatur Human Resources Department.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 302.0**

Subject: Written Directive System	Effective Date: October 1, 1997	Revised Date: November 15, 2012
Title: Career Development and Higher Ed.	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The City of Decatur recognizes the importance of continued education and as a result has established a tuition refund program to encourage employees to pursue course(s) which will benefit them and the City as well. The City of Decatur has established a training and development tuition refund policy that supersedes this policy.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 302.1**

Subject: Written Directive System	Effective Date: July 5, 2007	Revised Date: March 20, 2019
Title: Responsibilities	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Officers shall at all times and to the best of their ability support and enforce the Constitution of the United States, all applicable federal laws, laws of the State of Alabama as well as the ordinances, resolutions, rules and regulations of the City of Decatur.

Police officers act as official representatives of government and are required and trusted to work within the law. Officers' powers and duties are conferred by statute. Fundamental duties of police officers include: serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality and justice. As such the following procedures apply to police officers, transport officers, and employees as noted.

**PROCEDURES**

**A. ACCOUNTABILITY**

Officers are directly accountable for their actions through the chain of command to the Chief of Police. As such Officers shall:

1. Use the Chain of Command for reporting and accountability.
2. Cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
3. Be accurate, complete, and truthful in all matters.

**B. KNOWLEDGE OF THE LAWS**

All officers shall familiarize themselves with the statutes, laws, and ordinances of the City of Decatur, State of Alabama and other applicable Federal laws. Failure to take action as related to such violations which come to their attention will be deemed a neglect of duty.

**C. WRITTEN DIRECTIVES**

All personnel shall thoroughly familiarize themselves with all written directives, rules, and regulations as issued by this Department.

**D. RESPONDING/REPORTING (CALEA 82.2.1d)**

1. Police officers will respond to:
  - a. Calls for assistance from citizens;
  - b. Sounding alarms;
  - c. Dispatches or assignments by radio, phone or in person;
  - d. Calls for assistance by other officers;
  - e. Reports or observations of a crime or an attempt to commit a crime;
  - f. Disturbances or a need to keep the peace;
  - g. Any situation where there is a need to protect life, or property.
2. Personnel assigned to specialized units or special details are not relieved of the responsibility for initiating action outside the scope of their assignment when necessary.
3. Employees shall promptly and accurately communicate to the department all crimes or attempts to commit crimes, suicides and attempts, disturbances, fires, accidents, important happenings, complaints and information concerning police matters that may come to their attention, on or off duty.
  - a. A police officer who is called to or happens upon the scene or report of a crime, or an attempt to commit a crime, shall at once investigate and note all particulars.



- b. Police officers investigating a crime or suspicious death shall exercise every precaution to avoid destroying or lessening any possible evidence.
  - c. The initial responding officer (primary officer who is assigned or designated by dispatch) shall submit a written report prior to the end of their tour of duty unless otherwise authorized by supervisor or policy.
  - d. When multiple officers are involved, each officer is responsible for the reporting of their actions either by a separate report or the inclusion of actions in the primary report. The primary officer may change depending on circumstances; however the communications center should always be advised of any such change.
4. Written Reports shall be completed on the following actions (CALEA 82.2.1a):
- a. Reports of a crime or attempts to commit a crime;
  - b. Arrests;
  - c. Domestic and civil disturbances;
  - d. Injury or death of any person including officers;
  - e. Destruction of an animal;
  - f. Response to Resistance as defined by policy;
  - g. Ready gun;
  - h. The discharge of a firearm or Taser;
  - i. Use of O.C. spray;
  - j. Recovery of lost or stolen property;
  - k. Damage to property;
  - l. Missing persons;
  - m. Missing children;
  - n. Runaway juveniles;



- o. Mentally Ill;
  - p. Violent felonies;
  - q. Crimes of violence;
  - r. Vehicles crashes where the vehicle has to have assistance to be removed from the scene;
  - s. Vehicle crashes where one or more individuals are injured or killed;
  - t. Vehicle crashes that result in property damage in excess of \$250.00 or more on a highway or roadway;
  - u. When police authority is exercised outside the agency's jurisdiction pursuant to a mutual agreement.
5. Written reports will be legible, complete and submitted on the appropriate police department forms in a timely manner. All reports, forms or documents shall be completed in black ink unless otherwise required by policy or directive (CALEA 82.2.1d).
6. All incident/offense, supplements, and arrest reports will be approved by a supervisor, who will ensure the overall quality of such reports (CALEA 82.2.1e).
7. Reports shall be kept and disseminated only as provided for by law, Department Policy or City Policy.

## **E. COURTESY**

Employees shall be courteous to the public and fellow workers. Personnel shall be professional in the execution and performance of their duties and shall control their tempers, exercising the utmost patience and discretion. Employees shall not engage in argumentative discussions in public places or with citizens, even in the face of extreme provocation. In the performance of their duties, personnel shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice regarding race, religion, politics, national origin, sexual orientation, lifestyle or similar personal characteristics.

## **F. DEMEANOR**



1. Whether on duty or not, employees shall be governed by ordinary and reasonable rules of good conduct and behavior and shall not commit any act which brings reproach or discredit upon the department or themselves.
2. Conduct unbecoming an employee shall include any such conduct or personal association that brings the Department into disrepute, has an adverse impact on the employees job performance or which could destroy public respect for the police employees and confidence in the operation of police services.
3. Ranking officers shall demonstrate proper deportment and desirable attitudes in dealing with the public and their subordinates. Authority shall be exercised to ensure that justice and fairness are accomplished. Supervisors shall not injure or discredit those under their authority by tyrannical conduct or by abusive language.

#### **G. IDENTIFICATION**

1. Personnel will be issued identification cards which will contain the employee's photograph, rank, badge number, and the electronic signature of the Chief of Police (CALEA 22.1.8b).
2. Upon issuance of a new card, the old card will become invalid.
3. If an issued card is damaged, lost, or stolen, the employee will notify his/her immediate supervisor explaining the circumstances.
4. Employees that leave employment with the department will relinquish any identification cards in their possession. Identification cards are the property of the Decatur Police Department, and must be relinquished by the cardholder upon demand.
5. A copy of the employee's identification card will be placed in their personnel file and the originals shredded.
6. When on duty, or off duty acting in an official capacity, officers shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation.
7. Officers shall furnish their name and I.D. number to any person requesting that information when on duty or off duty acting in the capacity of a police officer except when the withholding of such information is necessary for the performance of police duties or as authorized by proper authority (CALEA 22.1.8a).



8. Personnel will properly identify themselves when answering a Department phone and shall furnish their I.D. number upon request (CALEA 22.1.8c).

## **H. PUBLIC STATEMENTS AND APPEARANCE**

1. Personnel shall not publicly criticize the Department, its policies or personnel by speech, writing or other expression, when such action is defamatory, obscene, unlawful or where such may reasonably tend to undermine the effectiveness of the Department, interfere with the maintenance of discipline, or is made with reckless disregard for the truth.
2. Personnel representing the Department or having an appearance of representing the Department, shall not address public gatherings, appear on radio, television, or address print or electronic media without the authority to do so.

## **I. POLITICAL, RELIGIOUS, OR DISCRIMINATORY DISCUSSIONS**

While on duty, employees shall not:

1. Engage in political or religious discussions or actions;
2. Use police related equipment/uniforms, etc. to engage in political or religious discussions or actions; and
3. Use remarks or participate in any action that degrades national origin, sex, color, creed, sexual orientation, political or religious beliefs.

## **J. CITY OWNED PROPERTY**

Employees shall immediately report to their supervisor any lost or damaged city property which has been issued to them, or left in their care. Other Decatur City policies may apply.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 302.2**

Subject: Written Directive System	Effective Date: November 22, 2006	Revised Date: November 21, 2019
Title: Conduct	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 26	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Law enforcement effectiveness depends upon community respect and confidence. Conduct which detracts from this respect and confidence is detrimental to the public interest and is prohibited. This Department will investigate circumstances suggesting an employee has engaged in unbecoming or prohibited conduct, and will take appropriate action. This policy applies to all officers and personnel of this department whether on duty or off, whether within or outside of the jurisdiction of this agency and it is readily available to all agency personnel (CALEA 26.1.1).

Conduct which is not mentioned under this policy but which violates the general principal of the policy is prohibited. A violation of any department policy may result in disciplinary action up to and including termination. The following shall apply:

**DEFINITIONS**

**Conduct unbecoming** – Any conduct by an employee, either on or off duty that brings the Department into disrepute, or has an adverse relationship on the employee's job performance, or which has a tendency to destroy the public trust or respect of police employees and confidence in the operation of police services.

**Neglect of duty** – Omits, disregard, ignore, overlook, slight, forget, give little attention or respect to, leave undone or unattended any lawful work related obligation, or to act in a careless or reckless manner.

**Exculpatory evidence** - evidence favorable to the defendant.

**Gratuity** – Something of value given free or at a reduced cost to an officer because of their official position, or for an act performed or to be performed by such officer.



## PROCEDURES

### A. General Conduct

1. Officers shall carry out their duties with integrity, fairness and impartiality.
2. Officers and employees shall not use their official position, identification cards or badges for:
  - a. Personal or financial gain, for themselves or another person;
  - b. Obtaining privileges not otherwise available to them except in the performance of duty; and
  - c. Avoiding consequences of unlawful or prohibited actions.
3. Officers shall not directly or indirectly demand, seek, receive, accept or agree to receive or accept anything of value for an official act performed or to be performed that would in any way influence their lawful functions or duties. This includes, but is not limited to, reduced or free: meals, drinks, admittance to shows, services, product or other gifts.
  - a. The Chief of Police may authorize the participation of all officers in an appreciation event which is sponsored by a business or individual.
  - b. Items brought to the police department by the public or a business as a token of appreciation for all officers is not considered gratuitous under this policy.
  - c. When faced with a gratuitous offer of \$25 of value or higher, either verbal or implied, officers should politely decline.

***Note:** The intent of this rule is to prohibit non-corrupt conduct that nonetheless gives the appearance of impropriety, i.e., rewards for official conduct and should be applied accordingly.*

4. Officers shall not use the authority of their position as officers, or information available to them due to their status as officers, for any purpose of personal gain including, furtherance of a personal relationship.
5. Officers shall not engage in any off duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.
6. Officers shall avoid regular personal associations with persons who are known to engage in criminal activity when such associations will undermine the public trust and



confidence in the officer or Department. This rule does not prohibit those associations that are necessary to the performance of official duties, or when such associations are unavoidable because of the officer's personal or family relationships.

7. Employees and volunteers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the Chief of Police.
8. Employees shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger victims, witnesses or complainants.
9. Employees shall not knowingly violate any legal restriction for the release or dissemination of information.
10. Employees shall not disclose information pertaining to a pending investigation or criminal manner.
11. Employees learning of conduct or observing conduct of another employee which is in violation of any law or policy of this Department shall take necessary action and report the incident to the officer's immediate supervisor, who shall forward the information to the Chief of Police. If the misconduct is committed by the officer's immediate supervisor, the officer shall report the incident to the next in command supervisor.
12. Officers shall truthfully, completely and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
13. Employees shall not use language or engage in acts that demean, harass, or intimidate another person. Members should refer to the City's policy on Harassment for further information. Employees while on duty, or in uniform or while acting in an official capacity shall not solicit or accept contributions for this agency or for any other agency, organization, event or cause without the express consent of the Chief of Police or designee.
14. Employees which are unable to report for duty due to illness or other reason, shall report the fact to their immediate supervisor or other appropriate supervisor prior to the beginning of their scheduled shift, and may state the nature and reason of the absence.
15. Employees shall immediately report in writing to the Chief of Police all information concerning any arrest, citation, dispute, or court action instituted against them in any criminal or civil action.
16. Employees that become involved in a domestic dispute where law enforcement has been called, shall notify a member of their supervisory chain of command immediately after the situation has ended.



17. Employees that become involved in a domestic violence incident shall immediately:
  - a. File a report with the proper law enforcement agency;
  - b. Notify a member of their supervisory chain of command once the situation has ended;
  - c. Obtain a copy of such report and deliver to the Chief of Police the following business day.
18. Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, or relative such that the officer's objectivity may be, or may appear to be, compromised. When becoming aware of a situation in which the officer may be personally connected, on duty, the officer will notify their immediate supervisor.

## **B. Specifically Prohibited Conduct**

1. Any conduct which is unbecoming of an employee of the police department.
2. Neglect of duty.
3. Commission of an act which would constitute a felony or misdemeanor under the State or Local law where the act took place.
4. The use of narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of their duties. The officer shall immediately notify their supervisor if a prescribed medication is likely to impair the officer's performance.
  - a. When a controlled substance, narcotic, or hallucinogen is prescribed for use on duty, personnel shall notify their immediate supervisor.
  - b. Personnel shall not be permitted to work if such medication will result in impairment of the employee.
  - c. Use of prescription medication on duty is permitted if such use would normally not result in impairment of the employee.
  - d. If while on duty an employee is unexpectedly impaired by a prescription medication, a supervisor shall be notified immediately. The employee's immediate supervisor should determine fitness for duty, unless immediate relief from duty is warranted.
5. The consumption or purchasing of intoxicating beverages while in uniform, on active



duty or in a police vehicle.

**Exception:** In the performance of duty and while acting under proper and specific orders from a superior officer.

6. Personnel shall not appear for duty, be on duty, or operate a police vehicle while under the influence of intoxicants to any degree or with an odor of intoxicants upon their breath, except as provided for herein.
7. Unauthorized absences from duty.
8. Tardiness;
9. Sleeping on-duty.
10. Cowardice in the performance of duty such as shrinking away from danger or responsibility.
11. Insubordination to include but not limited to:
  - a. The willful neglect or disobedience of standing orders, established rules, written or oral directives and memo's, or verbal orders from a superior officer which are legal and reasonable.
  - b. The neglect or disobedience of any lawful order of a superior that is reasonable, and related to the duties of the employee.
  - c. The delay or failure to carry out assigned work.
  - d. Disrespect, insolence and like behavior toward a supervisor.
12. Discrimination, which is considered a form of harassment as defined by policy # 302.2A – Harassment and as governed by City policy.
13. Sexual harassment as defined by policy # 302.2B – Sexual Harassment/Misconduct and as governed by City policy.
14. Oppressive or tyrannical conduct in the discharge of duties.
15. Incompetence, malfeasance or misfeasance in the performance of duties.
16. Communicating information relative to criminal investigations without permission, to unauthorized persons.



17. Conduct evidencing moral turpitude.
18. Untruthfulness.
19. Un-cleanliness in dress or person.
20. Accepting or soliciting a bribe.
21. Feigning sickness or injury.
22. Willful mistreatment of a prisoner.
23. Neglect or carelessness resulting in damage to, or loss of, public or private property.
24. Appropriating any lost, found, stolen, departmental or evidence property to the employee's own use or the unauthorized use of another.
25. Attempting to induce any employee of the city to commit an illegal act or to violate any lawful and reasonable department rule or regulation.
26. Threatening, intimidating, coercing or otherwise interfering with another employee in the performance of their duties.
27. Revealing the contents of any official police record, report, or document except as authorized by the Chief of Police or departmental procedures or divulging the contents of a criminal history or arrest record except as authorized by the Chief of Police or as provided for by departmental procedures.
28. Altering, forging or tampering with any police record, report, citation or other department document.



**Decatur Police Department**  
**Decatur, Alabama**

**General Order No. 302.2A**

Subject: Written Directive System	Effective Date: April 10, 2018	Revised Date: November 11, 2019
Title: Harassment	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 26.1.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

All City of Decatur employees have the right to work in an environment free from all discrimination and conduct which may be considered harassing, coercive, threatening, or disruptive.

**DEFINITION**

**Harassment:** Harassment may be defined under Alabama Criminal Code, title 13A-11-8, but for the purpose of the directive, harassment may also include but is not limited to the following conduct towards any person:

1. Actions that are inappropriate;
2. Language or acts that demean, harass, intimidate, or coerce;
3. Abusive or insulting words;
4. Conduct that is disturbing, pestering or troubling repeatedly;
5. Disrespect, humiliation, discrimination;
6. Unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability or genetic information.



## **PROCEDURES**

All forms of harassments, whether sexual or otherwise, including discrimination, of a City of Decatur employee will not be tolerated, regardless of whether the harassment is from a fellow employee, supervisor or subordinate.

1. Personnel found to have engaged in any form of harassment or retaliation will be subject to disciplinary action, up to and including termination.
2. A prompt and thorough investigation will be conducted and corrective actions will be taken if warranted when supervisors observe or are made aware of conduct that may be interpreted as discriminatory or any form of harassment, including sexual harassment, regardless of an informal or formal complaint. To the extent possible, any complaints of harassment will be treated as confidential.

## **RETALIATION**

1. Neither employees raising a complaint about harassment nor any employee providing information in response to an investigation about harassment may be retaliated against.
2. Anyone who believes that retaliation may have occurred shall bring the matter to the attention of a supervisor or to Human Resources for an investigation conducted by the Office of Professional Standards.

## **REPORTING**

Employees who are aware that any form of harassment has occurred, even if that harassment is directed toward other employees, they shall immediately notify their supervisor, the next person in the chain of command or the Department Director or the City of Decatur Human Resources Department.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 302.2B**

Subject: Written Directive System	Effective Date: April 12, 2018	Revised Date: November 11, 2019
Title: Sexual Misconduct/Harassment	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter 26	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking and sexual harassment. This policy applies regardless of the sex or gender of any individuals involved.

**PURPOSE**

The Decatur Police Department is committed to fostering an environment in which all members are safe, secure and free from any form of sexual misconduct and/or sexual harassment.

**JURISDICTION**

All allegations of violations of this policy involving personnel currently employed by the Decatur Police Department will be investigated whether the incident occurred on or off duty.

**DEFINITIONS**

All allegations of violations of this policy involving personnel currently employed by the Decatur Police Department will be investigated whether the incident occurred on or off duty.

**A. Sexual Misconduct:** Sexual misconduct as defined by AL Criminal Code 13A-6-65.

**B. Sexual Harassment:** Sexually harassing conduct or behavior that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

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



3. Such conduct has the purpose or effect of unreasonably interfering with the individuals work performance or creating an intimidating, hostile, or offensive working environment.
4. Examples of Sexual Harassment toward any person include, but are not limited to:
  - a. Unwanted sexual advances or propositions;
  - b. Unwelcome letters, phone calls, or materials of a sexual nature;
  - c. Unwelcome pressure for dates;
  - d. Demands for sexual favors in exchange for favorable treatment or continued employment;
  - e. Repeated sexual jokes or humor with sexual overtones;
  - f. Unwanted flirtations;
  - g. Verbal abuse of a sexual nature;
  - h. Graphic or verbal commentary about an individual's body, sexual prowess or sexual deficiencies;
  - i. Leering, whistling, pinching, or other inappropriate touching, noises or gestures;
  - j. Unnecessary touching or brushing against another's body or clothing;
  - k. Implied sexual threats;
  - l. Insulting, suggestive, obscene, or demeaning comments of gestures of a sexual nature; or
  - m. Display of sexually suggestive objects or pictures.

**Note:** For the purpose of this directive, unwanted or unwelcome shall mean any sexual advances of any kind that continue after the person was made aware that such conduct was unwanted or unwelcome.

**C. Sexual harassment can usually be further categorized as Quid Pro Quo or Hostile Work Environment.**

1. Quid Pro Quo usually occurs when someone of authority or perceived authority engages in sexually harassing behavior or conduct toward an employee in a subordinate position with a desire to exchange favorable work conditions for sexual favors.



2. A Hostile Work Environment is created when unwelcome behavior or conduct of a sexual nature is so severe or pervasive that it unreasonably interferes with the employees' ability to perform their job functions.
3. Sexual harassment can involve inappropriate conduct from male to female, female to male, female to female or male to male. Sexual harassment can occur from supervisor to subordinate, subordinate to supervisor, coworker to coworker, employee to non-employee or vice versa.
4. Sexual harassment is unacceptable whether it occurs in the workplace itself or in other work-related settings such as business trips, training seminars and other related events.

## **PROCEDURES**

### **A. CONSENTING ROMANTIC/SEXUAL RELATIONS**

1. Consenting romantic/sexual relationships between employees are strongly discouraged as they may lead to unforeseen complications, tension and violence in the workplace.
2. Consenting romantic/sexual relationships between a supervisor and their subordinate are strictly prohibited.

### **B. PROHIBITED CONDUCT**

1. Sexual misconduct and/or harassment violates the values and principles of the department and disrupts the working environment for all members.
2. The Decatur Police Department prohibits all forms of illegal sexual activity as defined by Federal, State or Local Law.
3. An attempt or conspiracy to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy.
4. An act may violate one or more parts of this policy. Department members may also be held responsible for the sexual misconduct of their visitors and guests.
5. Any intimate contact with individuals during police contacts.
6. Any intimate contact with individuals who are in police custody.
7. Any sexual relationships or sexual activities while on duty.
8. Any act towards another person that would constitute illegal sexual activity that violates Federal, State or Local law.



### **C. RETALIATION**

1. The Decatur Police Department strictly prohibits retaliation against any member for reporting an incident of sexual misconduct and/or sexual harassment, or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct and/or sexual harassment. The Department considers such actions to be protected activities in which all members of the department may freely engage.
2. Personnel are prohibited from engaging in actions, directly or through others, that are aimed to dissuade a reasonable party or a witness from reporting sexual misconduct, sexual harassment or participating in an investigation or hearing.
3. Members are required to report any alleged incidents of retaliation to their supervisors, or the next person in the chain of command, if the incident involves a supervisor.

### **D. SUPERVISOR RESPONSIBILITIES**

1. Any supervisor witnessing or otherwise being made aware of a situation of sexual misconduct and/or sexual harassment must immediately seek to end the prohibited or offensive activity and report it immediately to the Division Commander via the chain of command.
2. The supervisor must obtain or prepare a written record of the conduct. The supervisor should make an effort to have the complaint signed by the complainant; however, a signature is not required. In the event the complainant should not wish to sign the complaint, the refusal to sign should be documented.
3. All allegations of sexual misconduct and/or sexual harassment will be investigated by the Office of Professional Standards and may be referred to the appropriate authority to include the Criminal Investigation Division and Human Resources.
4. Personnel found to have engaged in any form of sexual misconduct and/or sexual harassment will be subject to disciplinary action, up to and including termination.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 302.2C**

Subject: Written Directive System	Effective Date: June 22, 2011	Revised Date: October 3, 2018
Title: Social Networking	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

To establish the Department's position of the utility, management, administration, and oversight of social media. This policy is not meant to address one particular form of social media, rather social media in general, to allow for new tools and future technologies.

**PROCEDURES****A. On the Job Use****1. Department Sanctioned Presence**

- a. All Department related social media sites or pages shall be approved by the Chief of Police, or a designee and shall be administered by the Public Information Specialist or as otherwise designated.
- b. When possible, social media pages shall clearly indicate they are maintained by the Department and have Department contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology, records management, Department, and City policies.
- d. Social media pages should display or link to the City Social Media Website Comments Policy, official page of Decatur Police Department. Contact 911 in the event of an emergency.



## **2. Department Sanctioned Use**

Department personnel representing the Department via social media outlets shall:

- a. Conduct themselves at all times as representatives of the Department and adhere to all Department standards of conduct.
- b. Identify themselves as a member of the Department.
- c. Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information.
- d. Not conduct political activities or private business.
- e. Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

## **3. Social Media Can be Used for Some of the Following:**

- a. Missing persons;
- b. Wanted persons;
- c. Gang participation;
- d. Crimes perpetrated online;
- e. Photos or videos of a crime posted by a participant or observer;
- f. Providing crime prevention tips;
- g. Offering online-reporting opportunities;
- h. Sharing crime maps and data;
- i. Soliciting tips about unsolved crimes;
- j. Road closures;
- k. Special events;



- l. Weather emergencies;
- m. Missing or endangered persons;
- n. Recruiting;
- o. Advertising employment opportunities;
- p. Publicizing volunteer positions; and
- q. Offering training opportunities.

## **B. Personal Use**

Barring state law or binding employee contracts to the contrary, Department personnel shall abide by the following when using social media:

Precautions and Prohibitions:

1. **With prior approval from the Chief of Police**, personnel may display logos, uniforms, or other Department identifying items including department owned property, on personal web pages to the degree the items and their speech does not impair working relationships of the Department for which loyalty and confidentiality are important, impede the performance of duties, or negatively impact the public perception of the Department.
2. As public employees, Department personnel are cautioned that speech, on or off-duty, made pursuant to their official duties is not protected under the First Amendment and may form the basis for discipline if deemed detrimental to the Department. (*Department personnel should assume their speech and related activity on social media sites reflects upon their office and this Department*).
3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief or a designee.
4. When using social media, Department personnel should be mindful that their speech becomes part of the worldwide electronic domain indefinitely. Adherence to the Department's Code of Conduct, Ethics and Sexual Harassment Policy are required in the personal use of social media.



5. Department personnel should be aware that speech containing obscene or sexually explicit language, images, or acts and statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, sexual orientation, or protected class of individuals may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
6. Department personnel may not divulge information gained because of their authority; make any statements, speeches, endorsements, or publish materials that could reasonably be considered to represent the views of the Department without express authorization.
7. Department personnel should expect any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 302.3**

Subject: Written Directive System	Effective Date: August 9, 2007	Revised Date: August 9, 2007
Title: On Duty	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To ensure proper operations and staffing, the Department regulates the reporting to duty and conduct while on duty. The following procedures apply to all personnel:

**PROCEDURES****A. Reporting for Duty**

1. Personnel shall report for active duty at the time and place required by assignment of orders and shall be mentally and physically fit to perform their duties. Personnel shall be properly equipped, dressed and cognizant of information required for the proper performance of duty, so that they may immediately assume their duties.
2. Employees which are unable to report for duty due to illness or other reason, shall report the fact to their immediate supervisor or other appropriate supervisor prior to the beginning of their scheduled shift, and shall state the nature and reason of the absence. Feigning sickness or injury is prohibited (Ref.302.2 general conduct #14 and prohibited conduct #20).
3. Personnel shall not appear for duty, be on duty, or operate a police vehicle while under the influence of intoxicants to any degree or with an odor of intoxicants upon their breath, except as provided for by policy. (Ref. 302.2 prohibited conduct #6).
4. Employees shall review information that pertains to them or their assignments daily when reporting for duty to include, but not limited to: Bolo's, new directives, training bulletins, department memorandums, court dockets, and subpoenas. Employees shall also review their department email and regular mailbox daily when working. All mailboxes shall be kept neat and orderly.

**B. On Duty**

1. Any employee who becomes injured or ill while working shall immediately notify their immediate supervisor and shall not abandon their post until properly relieved.
2. Employees shall maintain a professional bearing which represents the Department well at all times. Employees shall be polite and courteous to the general public.
3. Personnel shall be directly available via an approved method of communication when they are on duty or officially on call. All personnel shall keep their office, dispatch, or supervisor informed of how they may be reached when on duty but not immediately available.
4. Officers shall not use tobacco products while they are investigating a crime or incident, at a crime scene, directing traffic, or while in direct contact with the public (i.e. speaking to or with a person).
5. Personnel shall not store or bring into any police facility or vehicle alcoholic beverages or controlled substances, except when such are being held for evidence or training in accordance with departmental procedures. Substances possessed by virtue of a valid prescription are exempt from this section but other regulations may apply.
6. Employees shall not congregate in public places except for the purpose of transacting police business or to take regular breaks as provided for by policy.
7. Business cards used for the purpose of Police business shall conform to Department guidelines. Department letterhead, stationary or envelopes shall not be used for personal business and may only be used by employees authorized to send correspondence in the name of the department.
8. Personnel who receive an official communication directed to another shall forward such communication without delay. A supervisor, who receives a written communication from a subordinate addressed through the chain of command, shall indicate *approval*, *disapproval* or *received* and shall sign and date the item before forwarding it to the next person concerned.
9. No employee of this Department shall make or submit false official reports or communications, nor shall they knowingly enter or cause to be entered in any department record, false or inaccurate information.



10. Employees shall work the full time assigned and shall not leave work until they are properly relieved.
  - a. An employee assigned to duties not normally requiring continuity of assignment into the next shift shall be considered properly relieved at the end of their scheduled hours.
  - b. Continuity of assignment employees shall be considered properly relieved when a supervisor has dismissed them.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 303.0**

Subject: Written Directive System	Effective Date: April 2, 2001	Revised Date: November 15, 2012
Title: Employee Grievances, Suggestions..	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department shall provide review mechanisms to employees who have employment-related problems or concerns. The City of Decatur has established a policy concerning processing employee grievances, suggestions, and proposals which shall supersede this policy.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 304.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: November 15, 2012
Title: Employee Recognition, Commend...	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Employee recognition, commendation and discipline is adopted from policy and procedure produced and approved by the City of Decatur Personnel Board. It relates to recognition, commendation, oral and written warnings and is not intended to create a property interest or contractual right in the employees of the City of Decatur. The City of Decatur further reserves the right to amend this section at any time when the best interest of the City of Decatur requires such amendment.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 305.0**

Subject: Written Directive System	Effective Date: November 22, 2016	Revised Date: August 21, 2019
Title: Progressive Discipline	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 26	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to foster a program of discipline where the discipline is viewed as training, counseling, or development through correction and/or training. This policy has been instituted in order to provide a basic guideline for fair and consistent application of discipline.

**PROCEDURES****A. TRAINING AS A FUNCTION TO IMPROVE EMPLOYEE PERFORMANCE  
(CALEA 26.1.4a)**

1. Training, note to file and counseling are not disciplinary actions. However, it may be effective in combination with, or in place of disciplinary action to correct misconduct attributable to a training deficiency.
2. If a supervisor believes that training is necessary to assist personnel in performing at an acceptable level, or training is more appropriate than punitive discipline, a request in writing must be submitted to the Division Captain via the chain of command.
3. If the request is approved, the following criteria must be considered:
  - i. Specific training classes/programs to be successfully completed;
  - ii. Time line for expected improvements in performance;
  - iii. Consequences for failure to improve;
  - iv. A documented review will be submitted to the Division Commander and upon completion of the required training, and a copy of the review will be placed in the Division Commander's file and Training Division's file.

**B. COUNSELING AS A FUNCTION TO IMPROVE EMPLOYEE PERFORMANCE**  
(CALEA 26.1.4b)

1. Supervisors have the authority to counsel personnel under their command to correct minor acts of misconduct.
2. Counseling should result in improved work performance, work habits, attitude, and behavior by defining the area(s) of performance needing improvement.
3. A note to file is an option a supervisor can use when initiating employee development.
4. A counseling statement will be completed when conducting counseling sessions of recurring previously addressed issues in formal counseling sessions. The statement will be signed by the employee and the supervisor acknowledging that counseling was provided. A copy of the statement will be placed in the Division Commander's file and Office of Professional Standards' file.

**C. DISCIPLINARY PROCESS (CALEA 26.1.4c)**

1. Support of the Progressive Discipline procedures is a responsibility shared by all members of the Department.
2. Supervisors are responsible to motivate, counsel, coach and train individual officers so that they achieve self-discipline.
3. Supervisors are given the responsibility to initiate corrective action on employees when violations occur.
4. Failure of a supervisor to take corrective action on an employee for failing to follow established policies may constitute dereliction on the part of that supervisor.
5. The disciplinary process is designed to improve employee's performance.
6. Progressive Discipline Steps (CALEA 26.1.4c)
  - i. Oral Reprimand
  - ii. Written Reprimand
  - iii. Recommend Suspension
  - iv. Recommend Demotion
  - v. Recommend Termination



7. Each progressive step will outline, on the approved form, what infraction or violation that has occurred and what corrected behavior is expected out of the employee. The supervisor will also outline what steps the employee can take to accomplish the desired behavior.
8. Steps of progression could range in time from 3-18 months with an extension approved by the Chief of Police, unless specified by the appointing authority.
9. When another step in the progression progress is exacted, the time period will start over.
10. The usual progression of discipline will start from step one and move through step five. Due to the nature or severity of the incident the Chief of Police has the authority to start the discipline progression at any one of the steps.
11. Discipline need not be progressive for offenses that the Chief of Police has determined to be serious.



## Note to File

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Issuing Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Supervisor: Please initial to confirm that the employee was informed that:**

\_\_\_\_\_ the meeting was conducted for the purpose of issuing a note to file

\_\_\_\_\_ a note to file is the first step in improving employee performance.

This form is to document a note to file to the employee's department file. **The reason for the note to file is (include date, time and policy name/number violation):** \_\_\_\_\_

**The employee was told that the following is necessary to correct the problem:** \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sergeant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lieutenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Captain Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Provide a copy to the employee



## Counseling Statement

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Issuing Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Supervisor: Please initial to confirm that the employee was informed that:**

\_\_\_\_\_ the meeting was conducted for the purpose of issuing a counseling statement

\_\_\_\_\_ a counseling statement is designed to document steps toward improving employee performance.

\_\_\_\_\_ any further incidents could result in discipline

This form is to document a counseling statement to the employee's department file. **The reason for the counseling statement is (include date, time and policy name/number violation):**

\_\_\_\_\_

**The employee was told that the following is necessary to correct the problem:** \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sergeant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lieutenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Captain Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Provide a copy to the employee



## Oral Reprimand

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Issuing Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Supervisor: Please initial to confirm that the employee was informed that:**

\_\_\_\_\_ the meeting was conducted for the purpose of issuing an oral reprimand

\_\_\_\_\_ an oral reprimand is the first step in the progressive discipline process

\_\_\_\_\_ any further incidents could result in additional discipline

This form is to document an oral reprimand to the employee's department file. **The reason for the oral reprimand is (include date, time and policy name/number violation):** \_\_\_\_\_

**The employee was told that the following is necessary to correct the problem:** \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sergeant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lieutenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Captain Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Provide a copy to the employee

**Written Reprimand**

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Issuing Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Supervisor: Please initial to confirm that the employee was informed that:**

\_\_\_\_\_ the meeting was conducted for the purpose of issuing a written reprimand

\_\_\_\_\_ a written reprimand is the second step in the progressive discipline process

\_\_\_\_\_ any further incidents could result in additional discipline

This form is to document a written reprimand to the employee's department file. **The reason for the written reprimand is (include date, time and policy name/number violation):** \_\_\_\_\_

**The employee was told that the following is necessary to correct the problem:** \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sergeant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lieutenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Captain Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Provide a copy to the employee

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 305.1**

Subject: Written Directive System	Effective Date: August 13, 2018	Revised Date: March 8, 2019
Title: Personnel Early Intervention System	Pages: 8	Distribution: All Members
Cross Reference: CALEA Reference Chapter 35	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide an early intervention system to identify employees who may be experiencing difficulty in the performance of their duties.

**PURPOSE**

A comprehensive Personnel Early Intervention System (PEIS) is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.

**DEFINITIONS (CALEA 35.1.9a)**

**Performance Factors:** Measurable work related factors as follows: complaints, response to resistance reports, traffic accidents, job related injuries, and use of excessive personal leave.

**Standardized Criteria Threshold:** Standardized number of occurrences for each performance factor used to establish a warning flag by identifying patterns of stress-induced or performance problems.

**A. SUPERVISORS' RESPONSIBILITIES (CALEA 35.1.9f)**

Maintaining and reinforcing employee conformance with the standards of conduct and behavior of the department shall be the responsibility of the supervisors (Sergeant, and Lieutenants, or respective immediate supervisors). In order to ensure that patterns of misconduct are properly abated, supervisors:



1. Shall familiarize themselves with the employees under their supervision, and closely observe their general conduct and appearance on a daily basis;
2. Should remain alert for indicators of behavioral problems or changes that may affect an employee's normal job performance;
3. Should assess situations where an employee is perceived to be having or causing problems and determine the most appropriate action;
4. Have the responsibility to continually monitor the behavior indicative of the need for a performance review.
5. Should determine if there is a need to activate the PEIS following the guidelines established in this written directive, based on (CALEA 35.1.9a):
  - a. Note to file documentation and/or any disciplinary actions;
  - b. At fault traffic collisions;
  - c. Domestic Disputes;
  - d. Indications of alcohol and/or substance abuse;
  - e. Accuracy and quality of work;
  - f. Neatness, appearance and habits;
  - g. Care of city equipment;
  - h. Employee relations;
  - i. Adaptability;
  - j. Safety Consciousness;
  - k. Knowledge of the job;
  - l. Ability to work with others;
  - m. Ability to supervise;



- n. Ability to organize work;
  - o. Public relations including citizen complaints;
  - p. Delegating Authority;
  - q. Time management;
  - r. Judgment;
  - s. Abrupt changes with regard to tardiness, absenteeism, erratic mood swings; and unreasonable irritability or aggressiveness, or repeated instances of failure to act or overreaction in the line of duty (Documented by a Note to File);
  - t. Indications of work being performed below the average or adequate range required and that improvement is needed;
  - u. Indications of work being performed is unacceptable and that immediate improvement is required.
6. Document employees' actions in accordance with this directive and other department directives.

## **B. OFFICE OF PROFESSIONAL STANDARDS' RESPONSIBILITIES (OPS)**

OPS will regularly monitor the designated computer program continuously for trigger factors of an employee's performance when such employee has incidents in the following categories and timeframes, whether sustained or not (CALEA 35.1.9c).

### **1. Trigger Factors – Nine (9) Months (CALEA 35.1.9a, CALEA 35.1.9b)**

Three (3) Response to Resistance reports;

### **2. Administrative – Twelve (12) months (CALEA 35.1.9a, CALEA 35.1.9b)**

- a. Two (2) Employee Complaints;
- b. Two (2) Vehicle accidents;
- c. Three (3) reports of forced entries into a building or a residence;



- d. Three (3) Vehicle Flight Reports;
- e. Four (4) Citizen Complaints; and
- f. Five (5) Ready Gun Incidents.

**3. Overall Trigger Factors – Eight (8) incidents in twelve (12) months (CALEA 35.1.9a, CALEA 35.1.9b)**

- a. Citizen complaints;
- b. Accidents;
- c. Vehicle pursuits;
- d. Employee Complaints; and
- e. Response to Resistance Reports.

**4. Other Trigger Factors – Two (2) incidents in twelve (12) months (CALEA 35.1.9A, CALEA 35.1.9b)**

At fault traffic collisions

## **C. PROCEDURES**

The agency's PEIS should be initiated when certain types of incidents occur and there should be an evaluation of collected material (**CALEA 35.1.9c**).

1. Supervisors will review any alerts to determine if the actions of the employee are reasonable with no need for further action, or if further investigation is necessary to determine the potential need for intervention for the employee. The supervisor will review alerts with the employees. Supervisors will report their findings and recommendations, reporting the reasons for their conclusions.
2. The report of the supervisor's findings will then be forwarded to the employee's unit lieutenant for review. If no problems are noted, the employee's supervisor will send the results of the review to the respective Division Commander via the chain of command. The Division Commander will then forward a copy of the review to OPS, who shall serve as the record keeper.



3. If a problem is noted with an employee which generated an alert then a PEIS report must be completed and submitted to the Chief of Police via the chain of command by the employee's supervisor or OPS, which ever applies. The report will document what corrective action was taken and/or any recommendations, following the guidelines established in the Progressive Discipline written directive.
4. Affected employees shall be notified in writing that they have been identified by PEIS and of the actions for which they were identified.
5. OPS will track all data relating to the PEIS and will generate reports as needed for employees being identified as showing symptoms of job related stress and/or job related performance problems. The reports shall be submitted to the Chief of Police.
6. All generated reports shall be filed in a secure area.

#### **D. REMEDIAL ACTION (CALEA 35.1.9g)**

After identifying an employee in need of intervention, the Chief of Police or designee may:

1. Require corrective action up to disciplinary action in accordance with department written directive # 305.0 "Progressive Discipline";
2. Offer the employee assistance through the City of Decatur's formal Employee Assistance Program when deemed appropriate (CALEA 35.1.9h); or
3. Take any other action deemed necessary and appropriate by the Chief of Police.

#### **E. REPORTING**

All reports of formal complaints will be used by supervisors as a resource in helping to determine if job stress or performance problems exist with an employee (CALEA 35.1.9f).

1. Officers are required to report violations and/or incidents of misconduct by other employees. Additionally, officers will report any circumstance, situation, conduct or behavior that indicates other employees may be experiencing a problem that could affect their performance and/or safety of those employees or others (CALEA 35.1.9d).
2. If an employee is concerned that they present a safety issue to themselves or to others, they are required to report the concerns to their immediate supervisors.



3. The supervisor receiving such a report will make a determination if the circumstances warrant immediate action (CALEA 35.1.9f).
4. Any concerns will be reported as soon as possible to any supervisor. The supervisor is responsible for bringing the concern to the Officer of Professional Standards through the chain of command.
5. Supervisors will complete a PEIS report form anytime the PEIS is initiated.

**F. SYSTEM EVALUATIONS (CALEA 35.1.9e)**

The Chief of Police or designee will conduct a documented annual evaluation of the Personnel Early Intervention System for any training needs or possible modifications to the system.

**NOTE:** This policy does not supersede written directive 305.0 "Progressive Discipline."



## Personnel Early Intervention System report – **DPD 305.1**

Date of Report: \_\_\_\_\_

Employee: \_\_\_\_\_ ID # \_\_\_\_\_

Division: \_\_\_\_\_ Unit/Shift: \_\_\_\_\_ Supervisor: \_\_\_\_\_

The PEIS has detected that you have been involved in \_\_\_\_\_, which resulted in identification of one or more performance factors pursuant to 305.1 – Personnel Early Intervention System policy.

The incidents and/or factors that have been identified are as follows:

Incident #1      Date:              Summary:

Resulting Performance Factor:

Incident #2      Date:              Summary:

Resulting Performance Factor:

Additional comments or notes:



Supervisor conducting the review:

Supervisor response:

Does the employee wish to submit a written response? ☐ YES ☐ NO

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action Recommended:

Sergeant: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lieutenant: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Captain: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OPS: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 306.1**

Subject: Written Directive System	Effective Date: August 14, 1997	Revised Date: January 22, 2020
Title: Awards and Commendations	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

To recognize employee's and citizen's dedication, bravery, faithfulness and loyal service in the accomplishment of the Department's goals and objectives.

**PURPOSE**

To establish a recognition program to ensure proper acknowledgement of employees who demonstrate that they have dedicated themselves mentally, physically and materially to the Department's goals and objectives.

**PROCEDURES**

An original completed evaluation form that has been presented to the employee shall be forwarded to the office of the Chief of Police to be filed in the employees personnel file.

**A. Nominations**

1. Exceptional acts performed on or off duty by members of the Department and citizens shall be formally recognized by the presentation of one of these awards. Nominations will be evaluated based on criteria set forth in this directive, subject to review by the current Awards Committee and/or the Chief of Police.
  - a. Medal of Valor;
  - b. Purple Heart;
  - c. Medal of Merit;
  - d. Medal of Commendation;



- e. Unit Citation;
- f. Chief's Commendation;
- g. Citizen Service Medal.

## **B. Award Criteria**

1. ***Medal of Valor:*** This award is presented to any Police Department Employee. The employee must consciously and willingly place their life or safety at **extreme** risk in order to save a life or accomplish their mission.
2. ***Purple Heart:*** This award is presented to Law Enforcement Officers only. The officer, while in the Line of Duty, became a victim of serious physical injury or became a victim of significant injury as the result of a felonious assault.
3. ***Medal of Merit:*** This award is presented to a Law Enforcement Officer only. The officer must consciously and willingly place their life at risk in order to save a life or accomplish their mission.
4. ***Medal of Commendation:*** This award is presented to any Police Department Employee. This award shall include lifesaving efforts, special projects and/or performance of the police mission which demonstrates exceptional effort and ability.
5. ***Unit Citation:*** This award is presented to Law Enforcement squads or units only. The squad or unit must have distinguished themselves through exceptional or meritorious service to the police department or the public.
6. ***Chief's Commendation:*** This award is presented to a Police Department Employee at the complete discretion of the Chief of Police.
7. ***Citizen Service Medal:*** This award is presented to Non-Law Enforcement Personnel only. The citizen must, without regard for personal safety and well- being, assist law enforcement in apprehending a law violator or engage in life- saving efforts.

## **C. Submission**

1. An officer or citizen must be nominated by a member of the Decatur Police Department. The awards are for conduct above and beyond the call of duty. The nomination, utilizing approved forms, must be forwarded through the chain of command to the Chief of Police for dissemination to the Awards Committee.
2. The exception to this is the Chief's Commendation which is approved/denied solely by the



Chief of Police.

#### **D. Awards Committee**

1. The Awards Committee will consist of three Patrol Officers, one Sergeant, one Lieutenant and one Captain. The Chief of Police or his designee will appoint all members.
2. The Awards Committee will meet at least once a year to consider nominations concerning actions which took place during the preceding year and submit its findings to the Chief of Police.

#### **E. Wearing of Ribbons on the Uniform**

1. If only one ribbon is worn, the ribbon shall be worn centered one-quarter inch above the nameplate.
2. If more than one ribbon is worn, a ribbon bar shall be utilized. The ribbon bar shall be worn centered one-quarter inch above the nameplate. The exception to this is the Medal of Valor. The Medal of Valor ribbon may be worn by itself or it may be worn with other ribbons independently of the ribbon bar. If worn independently of other ribbons or by itself, the Medal of Valor will be worn centered one-quarter inch above the nameplate or the ribbon bar, whichever applies.
3. Ribbons will be worn in order of least significant to most significant as follows: *Fit-Check, Professional Image, Top Ten Shooter (Marksmanship Award), Chief's Commendation, Unit Citation, Medal of Commendation, medal of Merit, Purple Heart and Medal of Valor.*
4. While facing the uniform, the ribbons will start with the least significant at the left side of the ribbon bar and advance toward the right. The same applies if using multiple ribbon bars.
5. If a ribbon has more than one color, the ribbon shall be displayed with the darkest color displayed towards the heart.
6. Subsequent ribbons awarded of any category will be signified by a service star attached to the ribbon. Upon being awarded five or more of the same ribbon, the stars shall be removed and a cluster shall be attached to the ribbon.





**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 306.2**

Subject: Written Directive System	Effective Date: July 20, 2017	Revised Date: July 20, 2017
Title: Employee of the Month	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to recognize distinguished public service and outstanding achievement of all personnel.

**SCOPE**

This policy is applicable to all personnel.

**PURPOSE**

The Decatur Police Department recognizes employees who show exemplary individual achievement, contribution, and performance in their jobs and other related duties of the Decatur Police Department.

The Employee of the Month program recognizes employees whose efforts have inspired and supported the performance and achievement of others, and provides these acknowledgements to the employees by a process that is fair, with equal consideration of employees regardless of duties.

**PROCEDURES**

The Officer of the Month Selection Board, which will be headed by a Division Commander, has the responsibility for managing the nomination, selection and award process.

1. The Chief of Police (or designee) will select personnel to serve on the selection board. The board will be made up of personnel from various police department divisions to help ensure diversity;



2. The Division Commander will send out an email requesting nominations at the beginning of each month;
3. All proposed nominations should be submitted to the Division Commander in writing by the 10<sup>th</sup> day of each month.
4. The board will review all nominations and make their selection by the 20<sup>th</sup> day of each month.

### **NOMINATION GUIDELINES**

When proposing nominations, the following criteria should be considered:

1. A positive attitude toward work responsibilities, co-workers, and the public;
2. Commitment to quality in carrying out job responsibilities, and is an asset to the Decatur Police Department and the greater Decatur Community;
3. A willingness to exercise public service, including but not limited to:
  - a. Leadership;
  - b. Taking initiative;
  - c. Carrying out additional responsibilities beyond regular job assignments for the greater good of the citizens of Decatur.
4. A candidate for the award should:
  - a. Be consistently dependable and punctual in reporting for duty;
  - b. Be consistently dependable completing assignments and work direction in a timely manner;
  - c. Have a strong work ethic/work attendance;
  - d. Show respect for the public that we serve;
  - e. Should not have active or pending disciplinary actions;



Note: Unless approved by the Chief of Police, candidates may not be selected more than once a year;

### **Employee of the Year**

This award provides acknowledgement on a yearly basis.

1. The nominations must be submitted before the tenth (10<sup>th</sup>) day of December of each year.
2. The Employee of the Year Award will be announced in January.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 21, 2019
Title: Training Unit	Pages: 9	Distribution: All Members
Cross Reference: CALEA Reference Chapter 33	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department Training Unit shall develop, schedule, and implement all in house training meeting the standards set forth by the Alabama Peace Officers Standards and Training Commission (A.P.O.S.T.C.).

**PROCEDURES****A. Training Unit**

The responsibilities of the Training Unit include, but are not limited to:

1. Organize and host the orientation academy;
2. Planning, developing, and instructing in-service training classes;
3. Planning required re-certification classes for designated topics;
4. Scheduling seminars in specialized topics;
5. Maintaining training records as required;
6. Notifying personnel of required and available training;
7. Selecting instructors;
8. Implementing, evaluating, and coordinating training programs;



9. Other duties as assigned.

#### **B. Recruit Training (CALEA 33.4.1)**

1. All newly hired officers will successfully complete an eight week orientation training period before attending the state academy.
2. Newly hired officers will also complete the basic recruit training in accordance with the rules and regulations of APOSTC. The training shall be completed prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of the field-training program. The recruit training program shall include the following:
  - a. A curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training (CALEA 33.4.2a);
  - b. Use of evaluation techniques designed to measure competency in the required knowledge, skills, and abilities (CALEA 33.4.2b); and
  - c. A new employee handbook, which shall be issued to all new recruit personnel at the time academy training begins (CALEA 33.4.2c).
3. After completing the basic recruit training, newly hired officers must successfully complete a 12 week Field Training Officer Program in accordance with directive # 307.5.

#### **C. Accreditation Training**

All newly hired employees will, within thirty days after employment begins, or within thirty days after completing the recruit academy, become familiarized with the accreditation process. The training coordinator will schedule new employee orientation for all new department employees (CALEA 33.5.3a).

All department personnel will receive information in the accreditation process during the self-assessment phase associated with achieving initial accreditation, and before an on-site assessment associated with reaccreditation (CALEA 33.5.3b).

#### **D. Annual Evaluation of Training Programs**

The Training Staff will evaluate all training programs annually and update or revise them as necessary.



## **E. Lesson Plans**

Lesson plans will be required for all training courses and classes that are taught by Decatur Police personnel and are the responsibility of the instructor teaching the topic. Lesson plans shall be approved by the Training Unit Commander and the Chief of Police prior to training and will include, but is not limited to the following:

1. A statement of required performance and job-related objectives;
2. The content of the training and specification of the appropriate instructional techniques; and
3. Identification of any tests used in the training process.

## **F. Attendance Requirements**

All rules for reporting for duty shall apply to scheduled training. Scheduled employees are considered temporarily assigned to the Training Staff for the duration of their training and will contact the Training Staff or their supervisor to report absence due to illness or late reporting for duty.

## **G. Training Records**

The Decatur Police Department Training Unit will maintain a record of all training conducted for this Department or attended by members of this Department. This record shall include the course content, the attendees, and the employee performance, if measured. Records for specialized or advanced training not instructed by Decatur personnel will be maintained in each employee's training file. Employees shall forward certificates of training to the Training Unit.

## **H. Annual Retraining (CALEA 33.5.1)**

The Training Staff will develop annual in-service training programs, including legal updates, which shall be mandatory for all sworn personnel. All sworn personnel must obtain the required number of in-service/training hours mandated by APOSTC and/or the Chief of Police.

1. Annual retraining shall include but is not limited to firearms proficiency training and re-qualification.
2. Additionally, annual retraining may include some of the following subjects:
  - a. Supervision;



- b. Specialized units training;
  - c. Legal updates;
  - d. Supervisory promotional training;
  - e. Training upon reassignment to a special unit;
  - f. Executive development training for higher ranking managers;
  - g. Department policies, procedures, rules and regulations;
  - h. Basic first aid;
  - i. Fire suppression techniques;
  - j. New or innovative investigative techniques or methods;
  - k. Hazardous material incidents training;
  - l. Contingency planning related to special operations and critical incidents;
  - m. Crime prevention;
  - n. Report writing, records management systems; and
  - o. Collection and preservation of evidence.
3. Biennially (every two years) retraining shall include but is not limited to weaponless control techniques and less lethal weapons (CALEA 4.3.3).

**I. Remedial Training (CALEA 33.1.5)**

Remedial training applies to employees who have completed regular basic training and/or FTO programs and have assumed the regular responsibilities of their position. Remedial training is defined as individualized training to correct a specific deficiency. It is not a form of disciplinary action.

- 1. Criteria used to determine the need for remedial training from a supervisor include:
  - a. Observations;



- b. Inspections;
  - c. Evaluations;
  - d. As specified in a disciplinary action;
  - e. At the employee's request;
  - f. By any other means which would allow a deficiency in ability or knowledge to become known.
2. Types of remedial training include:
- a. Personalized instruction by the employee's supervisor;
  - b. Assignment to a Field Training Officer for instruction in a deficient area.
  - c. Assignment to a Police Academy training program, or
  - d. Assignment to an instructor qualified in the area of the employee's deficiency.
  - e. Firearms qualifications in accordance to written directive 101.1.
3. Employee performance evaluations for the deficient area will be completed weekly, unless otherwise specified, until the employees' performance is acceptable or it is shown they are not improving. The performance evaluation will be conducted by the person(s) responsible for the remedial training using an appropriate form.
4. If employees are showing reasonable improvement, training will continue until acceptable performance is achieved.
5. If employees are not improving, the Division Commander will be notified for administrative action.
6. Remedial training will be documented by the Training Unit (CALEA 33.1.5a).
- a. The Training Unit will document all remedial training sessions on form # 307.0B – Remedial Training.



- b. All documentation will maintained in the Training Unit folder located in the M: drive, under each officer's name.
- 7. Additionally, remedial training will be conducted in a reasonable amount of time at the direction of the Chief of Police or designee (CALEA 33.1.5b).

## **J. Specialized Training for All Personnel**

Specialized training is designed to develop or enhance the skills, knowledge, and abilities of an employee in a specialized function or assignment.

- 1. Specialized training shall include:
  - a. Policies and procedures and rules and regulations which apply to the specialized assignment;
  - b. Relationship of the position to other components of the department;
  - c. Legal and policy issues which pertain to the position;
  - d. Performance standards of the position;
  - e. Management, administration, supervision, personnel policies, and support services of the position, and
  - f. Supervised on-the-job training.
- 2. Specialized training is required for the following positions as soon as practical:
  - a. Motorcycle Traffic Officer;
  - b. Special Response Team member;
  - c. K-9 Officer;
  - d. Hostage Negotiator;
  - e. Supervisor;
  - f. Field Training Officer;
  - g. Firearms Instructor;



- h. Pursuit Driving Instructor;
- i. Media Relations staff;
- j. Armorer;
- k. Departmental instructor;
- l. Investigator;
- m. School Resource Officer;
- n. Polygraph Examiner;
- o. Any other assignment designated by the Chief of Police.

**K. Skill Development Training Upon Promotion (CALEA 33.8.2)**

1. As personnel are promoted, the skills necessary to perform at a given level may change and may require supervisory, management, and administrative skills and knowledge. The Decatur Police Department will provide either in-service training or outside training for newly promoted personnel at the earliest possible date following promotion.
  - a. Captain training will include but it is not limited to a senior management training course.
  - b. Lieutenant's training will include but it is not limited to a middle management training course either within or outside of the Department.
  - c. Sergeants will be required to attend an in house First Line Supervisor course consisting of a two week school and a minimum of two weeks of Field Training Sergeant program.
2. Newly promoted personnel will be placed on a six months probationary period for an evaluation.
3. At the end of the six months, the Chief of Police will decide to end the probationary period with satisfactory results, extend the probationary period or demote the newly promoted officer based on a performance evaluation.

**L. Training Requests**



All requests for any training other than department scheduled in-service training shall be submitted to the Chief of Police, via the chain of command, using the Training Request/Cost/Approval form no. 307.0A. A copy of the approved form will be forwarded to the Training Unit for filing.

1. The form must include the following information:
  - a. The name of the training course;
  - b. Brief description of the training course;
  - c. Date(s) of training;
  - d. Location of training; and
  - e. A copy of the training course brochure attached to the Training Request/Cost/Approval Form.
2. Personnel requesting training shall ensure that no subpoenas from the City of Decatur Municipal Court, Morgan County District Attorney's Office, and/or any other Court were received for the affected dates.
3. All personnel requesting training must have met the court requirements by completing a tentative e-mail of Request Court Exception for the City of Decatur Municipal Court, Morgan County District Attorney's Office, and/or any other Court, covering the affected dates should the training be approved.
4. It shall be the responsibility of the person requesting training to ensure there are no conflicts between training and court dates.
5. The attendees will be utilizing their assigned departmental vehicle for transportation, if approval is granted.

#### **M. Training Record Maintenance (CALEA 33.1.6)**

1. The training unit will maintain officers' records following their participation in any training programs.
2. As personnel complete training programs, a department approved continued education reporting (CEU) form must be completed.



3. The CEU form along with all certificates received and any tests, if available, shall be forwarded to the Training Unit.
4. The Training Unit will maintain hard copies of certificates by the officers or the specific schools attended. In addition, electronic copies received by the officer detailing their training completion.



## Training Request/Cost/Approval No. 307.0A

### Training Summary

On \_\_\_\_\_, \_\_\_\_\_ is/are requesting training expenditure approval to attend the following formal training:  
 in \_\_\_\_\_ from (or on) \_\_\_\_\_ to \_\_\_\_\_. (Attach Course Curriculum)

### Notice to Court

\_\_\_\_\_ has/have met the court requirements by completing a tentative e-mail of Requested Court Exemption to the City of Decatur Courts and Morgan County District Attorney's Office covering the aforementioned dates should his/her training be approved. Note: \_\_\_\_\_ has/have not received any subpoenas for the aforementioned date(s).

### Budget Deductions

See attached for detailed listing of projected costs. Note: The attendee will be utilizing his/her assigned departmental vehicle for transportation if approval is granted.

School registration: \$  
 Rental car: \$  
 Airline ticket: \$  
 Hotel stay: \$  
 Per diem: \$  
 Miscellaneous: \$

\$ \_\_\_\_\_ Total Deduction from the FY 20 \_\_\_\_\_ training budget.

### Chain of Command Approval/Denial

_____ Date: _____	_____ Date: _____ Officer
_____ Date: _____	_____ Date: _____
_____ Lieutenant	_____ Captain
_____ Date: _____	_____ Date: _____
_____ Chief of Police	_____ Disapproved By

Nathaniel Allen  
 Chief of Police

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 Phone (256) 341-4623 • Fax (256) 341-4605  
 www.DecaturAlabamaUSA.com



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.1**

Subject: Written Directive System	Effective Date: January 1, 1998	Revised Date: March 6, 2019
Title: Recruitment Plan	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 31	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will maintain an active recruitment program structured to attract applicants for actual or forecasted department vacancies, while maintaining the highest possible level of professionalism.

**PURPOSE**

To establish guidelines for a recruitment program for sworn personnel.

**OBJECTIVE**

The objective of this program is to attract as many qualified candidates that represent the ethnic make up of our community as possible, not merely to eliminate the least qualified. The benefits of an effective and fair recruitment program should be manifested in a lower rate of personnel turnovers, fewer disciplinary problems, higher morale, better community relations and more efficient and effective services (CALEA 31.2.1a).

**SCOPE**

This written directive is applicable to all personnel of the Decatur Police Department and personnel from outside involved in the recruitment program.

**RESPONSIBILITY**

All Department personnel and outside agencies involved in the recruitment program will adhere to this policy.



## **EQUAL EMPLOYMENT**

The Decatur Police Department is an equal opportunity employer. All employees of the City of Decatur have the right to be treated on the basis of their own skills, abilities, and merits. To that end, the City will implement its employment policies without regard to race, color, sex, national or ethnic origin, creed, religion, age, citizenship, veteran status, or disability. This policy applies to all aspects of the employment relationship, including all terms, conditions, and privileges of employment.

## **RECRUITMENT COORDINATOR**

The position of Recruitment Coordinator shall be designated by the Chief of Police (CALEA 31.2.1c).

1. The Recruitment Coordinator may have the authority to manage the department's role in the operation and direction of recruitment activities.
2. The Recruitment Coordinator may pursue methods designed to involve all department personnel in the recruitment effort, including but not limited to providing incentives for participation.
3. The Recruitment Coordinator may conduct training of qualified personnel as recruitment officers. Recruitment officers must be knowledgeable in personnel matters, especially equal employment opportunity and minority recruitment as it affects the management and operation of the department.
4. The Recruitment Coordinator may ensure that the recruitment officer training program provides knowledge and skills in the following areas:
  - a. The agency's recruitment needs and commitments;
  - b. Agency career opportunities, salaries, benefits and training;
  - c. Federal and state compliance guidelines;
  - d. The community needs;
  - e. Cultural awareness, or an understanding of different ethnic groups and subcultures;
  - f. Techniques of informal record keeping system for candidate tracking;



- g. Recruitment programs of other jurisdictions;
- h. Characteristics that disqualify candidates; and
- i. Medical requirements.

**RECRUITMENT PLAN (CALEA 31.2.1b)**

The use of all personnel trained as recruitment officers, especially those with diverse background in the recruitment process, enhances the department's potential to select the best qualified candidates, particularly during very competitive job market periods.

1. Minority personnel fluent in the community's languages and aware of the cultural environment, especially those of rank, should be actively included in the recruitment process to:
  - a. Demonstrate the agency's commitment to the minority community;
  - b. Demonstrate promotability by virtue of their rank;
  - c. Enhance the receptivity of the minority community to the recruiter; and
  - d. Increase the potential for recruiting qualified minority personnel.
2. Opportunities to serve as Recruitment Officers will be open to personnel throughout the department.
  - a. When openings for new or additional Recruitment Officers are announced, persons interested in serving on the Recruitment Team must submit a written request, in memo to the Division Commander form via chain of command. Candidates must obtain a written recommendation from their immediate supervisor. After approval has been obtained through the chain of command, all memos will be forwarded to the Chief of Police.
  - b. Members of the Recruitment Team will serve for a period of one year. They may serve for more than one term at the discretion of the Chief of Police.

**COOPERATIVE AGREEMENTS & COMMUNITY OUTREACH (CALEA 31.2.1b):**

1. The department may use county and/or local governments to aid in recruiting applicants.



2. The department seeks recruitment assistance, referrals, and advice from community organizations and key leaders. Considerations of advice and suggestions from community organizations and key leaders increases and broadens the department's exposure within our service area. The Recruitment Coordinator shall work with community leaders and service organizations to post job announcements and assist in distribution of recruitment literature.
3. The Recruitment Coordinator may maintain a current list of area civic organizations and clubs requesting to be notified of upcoming events and activities in which recruiting displays may be set up. Whenever possible, presentations for recruitment shall be made at regular meetings of the above type community groups. The Recruitment Coordinator shall seek permission to post job announcements with these community service and civic organizations.
4. The Recruitment Coordinator may develop, implement and maintain a recruitment program presentation at area high schools, colleges and universities. Whenever possible, Recruitment Officers may attend "Career Days" on high school, college and university campuses. Through these events, displays, distribution of recruitment materials and speaking engagements, career paths may be opened and re-opened, not just for students, but for the career counselors. Career counselors and placement coordinators may be utilized to assist in the recruiting process. Job announcements may be made available to persons in these positions.
5. The Decatur Police Department may maintain a student intern program.

#### **AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY (CALEA 31.2.1b)**

The Decatur Police Department will engage in positive efforts to employ qualified minority personnel by seeking to achieve a ratio in approximate proportion to the workforce and the population of this service area. Recruitment in this regard will be directed toward approximating the minority composition of the community.

To facilitate achievement of these objectives, the Decatur Police Department Recruit Coordinator may implement an Affirmative Action Plan.

#### **PROGRAM REVIEW**

1. The Command Staff and the Recruitment Coordinator will review and discuss the demographics of police applicants on an annual basis and evaluate the progress being made towards the objective of recruiting qualified minority candidates.



*"Dedication, Duty and Honor"*



2. Adjustments to department recruitment efforts will be made, as needed, based on findings of the program review.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.2**

Subject: Written Directive System	Effective Date: January 1, 1998	Revised Date: March 6, 2019
Title: Officer Selection	Pages: 8	Distribution: All Members
Cross Reference: CALEA Reference Chapters 31	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will select the most qualified candidates for the position of Police Officer, without regard to race, sex, color, religion, national origin, age, disability or political affiliation. The Decatur Police Department is an Equal Opportunity Employer.

**PURPOSE**

To establish guidelines for selecting qualified personnel for the position of Police Officer.

**SCOPE**

This written directive applies to all department personnel and outside agency personnel involved in the administration of the selection process.

**RESPONSIBILITY**

The Office of Professional Standards (OPS) should serve as the Process Coordinator for the selection process. The Coordinator will have authority to manage and coordinate the selection process as a whole, as well as each component of the process. The Chief of Police will retain authority to amend the selection process or any of its components. The Chief of Police shall approve all recommendations for hire.

**A. VALIDITY, UNIFORMITY AND JOB RELATEDNESS**

1. The selection of sworn personnel shall be in compliance with Alabama Peace Officer Standards and Training Commission (A.P.O.S.T.C.) requirements and current laws.



2. Each candidate for a vacant position will be subject to a series of job related tasks to help identify the most qualified candidate for the position. Each candidate will be subject to the same tasks and scoring system as all other candidates applying for the position.

## **B. APPLICANT/SELECTION PROCESS (CALEA 31.4.1)**

### **1. APPLICATIONS**

Applications are accepted all year round through the City of Decatur Department of Human Resources.

### **2. APPLICATION DEADLINES**

Based on vacancies, an official application filing deadline shall be printed on all employment announcements and recruitment advertisements.

### **3. INITIAL APPLICATION SCREENING**

Applications will be secured by OPS to ensure they meet hiring qualifications.

### **4. APPLICATION TRACKING**

OPS will maintain contact with applicants from initial application to final employment disposition.

### **5. DEFICIENT APPLICATIONS**

The Decatur Police Department should not reject applications solely because of omissions and/or deficiencies. These applications should be processed routinely if the deficiency can be rectified prior to the written test. If for some reason the omission or deficiency makes it impossible to process the application, the individual seeking employment will be notified in writing as soon as possible in order to correct and/or complete the application process.

## **C. REQUIREMENTS**

Minimum requirements: basic Police Officer applicants must meet the minimum requirements as set forth by the (A.P.O.S.T.C.), additionally, applicants must be:

1. Must be at least 20 years of age on or prior to the date applying and 21 upon completion of the academy;



2. Must possess or be able to obtain a valid Alabama Driver's license;
3. Must be a U.S. citizen or able to provide evidence of being legally qualified for employment in the United States;
4. No Felony convictions;
5. A conviction of a misdemeanor may disqualify an applicant from obtaining an A.P.O.S.T.C. certification.
6. Each applicant must successfully complete each component of the selection process. Failure to appear for any scheduled component will be considered to be voluntary withdrawal and the applicant will be removed from the process without further notification.

#### **D. BASIC APTITUDE TEST (BAT)**

Prior to employment and enrollment in an A.P.O.S.T.C. training academy, candidates for employment, who do not have an Associate's Degree or higher, must complete a Basic Aptitude Test.

### **APPLICATION PROCESS**

#### **A. PHYSICAL AGILITY TEST**

A physical agility and fitness test must be administered to each applicant.

1. The tests will be administered by training unit staff and shall take place at the Decatur Police Department Training Center.
2. Applicants that fail any part of the Physical Agility/Physical Fitness examination may be provided a SECOND OPPORTUNITY to take the tests in their entirety again.

#### **B. WRITTEN TEST**

1. The test used in this component must meet the established requirements of validity and job relatedness.
2. The written test will be administered by the City of Decatur Human Resources Department.

**C. BACKGROUND INVESTIGATION (CALEA 31.5.1)**

1. OPS will conduct a background investigation on each applicant. The investigation will encompass, but it is not limited to: (CALEA 31.5.1a):
  - a. The verification of each applicant's qualification credentials and verification of at least three-person references;
  - b. Criminal history check and a review of any criminal record. Only sworn personnel who have been trained in collecting the required information will conduct background investigations;
  - c. Financial History.

**2. CRIMINAL RECORDS CHECK (CALEA 31.5.1b)**

The investigator will check for a criminal record. The check will include the Decatur Police Department, Morgan County Sheriff's Office, NCIC and ACJIS files and any other areas where the applicant has resided or has relatives and/or friends residing.

**3. DRIVER LICENSE HISTORY**

The investigator will only obtain the applicant's driver license number, issuing state and current status. The investigator will also:

- a. Obtain applicant's record for traffic citations and traffic accidents in the last five years, and
- b. Run a check through other states where the applicant has previously lived or been licensed to drive.

**4. FORMER EMPLOYMENT CHECK (CALEA 31.5.1e).**

- a. The investigator will obtain any employment history on each applicant's former experience.
- b. As the information on various checks is returned, the investigator will compare it to the application file.



- c. If the information does not agree with the information in the application packet, the investigator will document the discrepancies and do follow-up investigations as needed.

**5. PERSONAL REFERENCE CHECK (CALEA 31.5.1c)**

- a. Personal references will be checked using the same procedures as employment checks;
- b. This check is conducted to obtain information on the applicant's background, habits, social acceptance, honesty and any recommendations offered by the references.

**6. NEIGHBORHOOD CHECK**

The investigator should conduct a neighborhood check on all applicants. The neighborhood checks are conducted to obtain information on the applicant's habits, attitudes, lifestyle, conduct and overall acceptance in the neighborhood.

**7. FINANCIAL**

The investigator will check the applicant's credit and financial history through available sources.

**8. EDUCATION (CALEA 31.5.1d)**

- a. The investigation will check the applicant's educational history.
- b. As the information on various checks is returned, the investigator will compare it to the application file.
- c. If the information does not agree with the information in the application packet, the investigator will document the discrepancies and do follow-up investigations as needed.

**9. MILITARY EXPERIENCE (CALEA 31.5.1f)**

- a. The investigator will use the applicant's DD214 to check the accuracy of the information provided on the application;



- b. If an applicant received anything other than an honorable discharge and an appropriate rating (R1), the investigator will contact the Military Records Division for further information.
- d. As the information on various checks is returned, the investigator will compare it to the application file. If the information does not agree with the information in the application, the investigator will document the discrepancies and do follow-up investigations as needed.
- e. After completing the investigation, the investigator will prepare a final report summarizing the information obtained. Any information of interest or concern will also be listed on this report. All areas of major concern will be documented under "Confidential" and attached to the final report. Areas of concern or interest include information which does not agree with information on the application, detrimental remarks from references, etc.

#### **D. MEDICAL EXAMINATION**

- 1. Each candidate selected for appointment must undergo a medical examination prior to the appointment. The examination will determine the general health of the candidate and reveal if the candidate, with or without reasonable accommodation, can perform the essential job tasks.
- 2. The medical examination will include a drug screen. Only qualified medical personnel will conduct the examination. Only a licensed physician will interpret the examination results. The medical examination must meet the established criteria for validity and job relatedness.
  - a. Medical examinations will be performed by qualified medical personnel at a certified medical diagnostic facility.
  - b. Personnel administering the examination will document the results on a standard A.P.O.S.T.C. physical examination form.

#### **E. PSYCHOLOGICAL SCREENING (CALEA 31.5.7)**

All applicants for employment as Police Officers shall be administered an Emotional Stability and Psychological Assessment as a component of the employment qualifying process. This assessment is based on the Human Resources Department's Policy.



1. The Emotional Stability and Psychological Assessment are to be administered by a certified, license Clinical Psychologist.
2. The assessment shall be utilized as an instrument to assess major psychological characteristics and personality attributes as they relate to the decision making process and personal adjustment expected in law enforcement activities.

#### **F. POLYGRAPH EXAMINATION**

Candidates who have been given a conditional offer of employment will be required to complete a polygraph examination. The results of the examination will be reviewed by the Chief of Police.

#### **G. INTERVIEW**

Each final applicant must be interviewed by the Chief of Police or designee prior to appointment.

#### **H. FINGERPRINTS**

After appointment, each applicant will be fingerprinted.

1. One fingerprint card bearing the Decatur Police Department ORI will be permanently retained in the identification Section Files.
2. Two fingerprint cards bearing the ORI of A.P.O.S.T.C. will be mailed to the AL Department of Public Safety, State Law Enforcement Certification Coordinator, 100 North Union St, Suite 600, Montgomery, AL 36104.

#### **I. REAPPLICATION**

Persons not previously selected may reapply consistent with Human Resources Rules and Regulations.

#### **J. LATERAL ENTRY**

The Decatur Police Department accepts lateral entry for the position of Police Officer. The following guidelines may apply:

1. If the employee transferred from a Law Enforcement Agency within the State of AL and still holds a current A.P.O.S.T.C. certification the employee shall complete at a



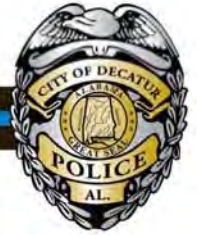
minimum, a three (3) week orientation academy with the Decatur Police Department Training Unit.

2. In the event an employee has an inactive A.P.O.S.T.C. certification, the employee must then complete at a minimum, a three (3) week orientation academy with the Decatur Police Department Training Unit and must attend the State academy refresher course.
3. If the employee transferred from a Law Enforcement Agency from another State the employee must complete at a minimum, a three (3) week orientation academy with the Decatur Police Department Training Unit, and must attend the State lateral academy refresher course.
4. Upon completion of the academy refresher course, lateral transfers shall complete the Decatur Police Department's six (6) week accelerated or twelve (12) week FTO program.
5. The Training Unit Commander will determine which FTO program the lateral transfer will complete. The decision will be based on previous law enforcement experience and training, as well as adherence and comprehension of policies and procedures of the Decatur Police Department.

#### **K. PROBATIONARY PERIOD (CALEA 31.5.8)**

Each candidate approved for appointment must satisfactorily complete a six-month probationary period prior to receiving permanent status.

1. The Chief of Police may extend the probationary period of any prospective candidate for appointment if determined to be necessary for the good of the department;
2. The job performance of each probationary officer will be evaluated throughout the probationary period and at the end of the period. The procedures for these evaluations must be valid, useful and non-discriminatory.
3. Probationary officers may contest any formal performance evaluation by requesting a review by the rater's immediate supervisor through proper chain of command. The probationary officer can also attach pertinent written comments to the evaluation through the proper chain of command.
4. Each probationary officer must complete the following prior to appointment to permanent status:



- a. Satisfactorily complete the Police Academy Basic Training Course, if not already certified at the time of appointment;
- b. Satisfactorily complete the Field Training Officer Program; and
- c. Receive an overall satisfactory evaluation by their immediate supervisor at the end of the probationary period.
- d. The Chief of Police shall have the final approval on all appointments to permanent status.

#### **L. COLLECTION, RETENTION AND MAINTENANCE OF RECORDS**

OPS will maintain all records obtained during the application process on all appointed officers.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.3**

Subject: Written Directive System	Effective Date: September 12, 2018	Revised Date: September 12, 2018
Title: General Health and Physical Fitness	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.2.2	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to promote a healthy level of fitness for all members of the Department.

**PURPOSE**

To promote the health, safety, effectiveness and professionalism of all department members.

**DEFINITIONS**

- 1. Members:** For the purpose of this policy, members shall refer to all sworn personnel.
- 2. Fit Check:** Annual physical abilities check based on the Alabama Peace Officers Standards and Training Commission's (A.P.O.S.T.C.) evaluation and physical fitness assessment. Fit check is composed of both: annual physical abilities evaluation and the annual physical fitness assessment.
- 3. Physical Abilities Evaluation:** A series of simulated job tasks and other measures of physical abilities used to determine that job applicants and incumbent officers possess job required physical abilities.

**PROCEDURES**



The Decatur Police Department encourages officers to maintain a satisfactory level of general health and physical fitness for their own well-being. Proper fitness also allows officers to perform more effectively and reduces the need for sick leave.

1. Through awareness and education, the department encourages healthy lifestyles in order for officers to function to the best of their abilities in their role of the community and the department.
2. All sworn personnel are encouraged to participate in the annual Fit Check.
3. The Physical Agility/Ability Test approved by A.P.O.S.T.C., includes:
  - a. A 90 second 150 yard run to include the following:
    - i. Pushing a vehicle on a level surface for 15 feet (run for 50 yards);
    - ii. Climb a 6 foot fence (run 50 yards);
    - iii. Climb through a 2 foot square window frame (run for 25 yards);
    - iv. Walk a balance beam for 15 feet (run for 25 yards);
    - v. Drag a weighted object (165 lbs.) a distance of 15 feet.
  - b. Complete at least 25 sit-ups in 60 seconds;
  - c. Complete at least 22 push-ups in 60 seconds;
  - d. Complete a 1.5 mile run in 15 minutes and 28 seconds.
4. Officers are permitted to use their meal break time to work out. However, they are still subject to calls for service.

## **AWARDS**

Employees may earn the department fitness award on an annual basis upon completing the Fit Check. The award will provide points towards the Master Patrol program.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.4**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 24, 2017
Title: Firing Range	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 4	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Facilities for firearms training shall be provided to sworn and retired police officers. The proper, safe use of those facilities shall be ensured.

**DEFINITIONS**

Firearms Instructor – An employee of a federal, state, or local law enforcement agency who has been certified by the NRA or the FBI as a firearms instructor.

Approved Personnel – Any on-duty supervisor, training staff member, or firearms instructor.

**PROCEDURES**

- A. Training and open range hours will be set by the Training Staff.
- B. Any special training hours or “closed range” training sessions for Decatur Police Department personnel or outside agencies shall be arranged and approved by the Training Staff.
- C. Range and safety rules shall be strictly adhered to.
  - 1. Keep your muzzle pointed in a safe direction;
  - 2. Keep your finger off the trigger until you are on target and ready to fire;



3. Keep the action open and unloaded until you are given instructions to load;
  4. Know your target and what is beyond;
  5. Make sure your firearm is safe to operate;
  6. Headgear, eye and hearing protection are required when the range is in operation;
  7. Treat all firearms as if they were loaded;
  8. No armor piercing ammunition is allowed;
  9. A ballistic vest must be worn by all shooters during firearms training;
  10. No tank tops, shorts or open toed shoes allowed on firing line;
  11. The range-master has overall control of the training when the range is in use; and
  12. Non-sworn personnel and other agencies must receive approval from the Training Division Commander before using the range.
  13. Violation of range rules can result in suspension or revocation of officers/retirees range access.
- D. Upon using the range, officers/retirees are responsible for cleaning up after themselves.
- E. Any damage at the range shall be reported to the on-duty supervisor who shall notify the Training Staff.

## **ACCESS**

- A. Officers/retirees utilizing the range shall adhere to the following guidelines:
1. Officers/retirees shall contact the approved personnel each time they wish to use the range.
  2. Depending on availability, the approved personnel will respond to the range, and have the officers/retirees, and their guests wishing to utilize the range sign a liability waiver form each time they wish to use the range. Officers/retirees are encouraged to contact the approved personnel prior to going to the range to check for availability.



3. Once the liability waiver form(s) are signed, the approved personnel will allow the officers/retirees and their guests into the range. Prior to shift's end, the approved personnel who collected the signed liability waiver forms will put them in the Training Unit's mailbox by the end of the current shift.
4. Once the officers/retirees and their guests have finished using the range, they shall contact the approved personnel and advise them they are leaving the range. This can be done via radio or telephone. The officers/retirees must wait until the approved personnel arrive at the firing range. Under no circumstances shall the firing range be left unattended.
5. It is the approved personnel's responsibility to ensure the gate/range is secured prior to leaving the range.
6. Guests are not allowed to use the range without an officer or retiree present.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 307.5**

Subject: Written Directive System	Effective Date: September 6, 2018	Revised Date: March 6, 2019
Title: Field Training Program	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 33	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Field Training Officer's Program (FTO) provides post-academy, on-the-job training evaluation of probationary police officers. The program is designed to present the probationary officer with an environment and the necessary assistance to facilitate the use of academic training of the police academy to the practical needs of the patrol officer.

**PURPOSE**

The purpose of this policy is to establish guidelines by which the Field training Program will be structured to police officers. The Decatur Police Department will provide new officers and field training officers with timely, complete, relevant, practical and classroom training so that each officer may perform all assigned tasks with the highest degree of efficiency and effectiveness.

**PROCEDURES**

**A. FIELD TRAINING OFFICER SELECTION**

The Field training program is a structured and closely supervised program provided to new officers and/or officers in need of remedial training to facilitate the application of knowledge and skills learned at the police academy. Field training officers and trainees will follow the operations division chain of command on all operational matters.

1. Supervisors may recommend potential field training officers to their respective Division Commander.
2. All FTO openings will be posted.



3. The following guidelines will apply when selecting FTOs (CALEA 33.4.3b):
  - a. Officers interested in becoming a FTO must submit a memorandum to the Administrative Division Commander via their chain of command.
  - b. Officers will then be interviewed by the Administrative Division Commander along with the other three Division Commanders. When selecting field training officers, the following criteria will be considered:
    - i. Potential FTOs must have exhibited consistent above average performance in communications skills, job knowledge, and personal appearance.
    - ii. Potential FTOs must have demonstrated an above average aptitude at building skills in leadership, motivation, evaluation and teaching peers.
    - iii. Potential FTOs must be above average in initiative and problem solving, and performing their daily duties.
  - c. The Chief of Police will have a final determination over who will be selected as an FTO.
4. The training unit supervisor will serve as a liaison with the State Academy staff (CALEA 33.4.3d).
5. Upon completing the State of Alabama accredited police academy, all new officers are required to participate in a field-training program for a minimum of one hundred and eighty (180) hours, the equivalent of fifteen (15) rotations on patrol, based upon a three (3) day rotation of twelve (12) hours (CALEA 33.4.3a).
  - a. If at any point during the Field Training Program it is determined the new officer may have a correctable problem or weakness that the assigned FTO is unable to correct, a Division Commander may reassign the officer to another FTO for "remedial" training in the problem area.
  - b. If a trainee fails, the FTO program and the probationary period may be extended at the discretion of the Chief of Police.
6. New officers will follow a rotation schedule in order to experience a variety of law enforcement duties (CALEA 33.4.3f).



7. The Field Training Program shall be organized, equitably evaluated and closely supervised. Field training officers will report all matters concerning administration, supervision and evaluation of the F.T.O. program to the Administrative Division Commander via the chain of Command (CALEA 33.4.3c).
8. FTOs should complete a daily observation and evaluation report form in accordance with the Field Training Program Procedure on all trainees before the end of their shifts. FTOs shall also complete an end of phase report on all trainees, which will be submitted to the Division Commander (CALEA 33.4.3h).
9. FTOs will follow the Field Training Program standardized guidelines for the evaluation of recruits, which shall include (CALEA 33.4.3g):
  - a. Appearance;
  - b. Attitude;
  - c. Knowledge;
  - d. Performance; and
  - e. Relationships with the community, fellow officers and supervisors.
10. The Field Training Program guidelines are not meant to take place of, nor does it supersede the Decatur Police Department's rules and regulations, written directives, criminal codes, or city ordinances.
11. The Administrative Division Commander will conduct an exit interview of any FTO wishing to discontinue with the program.

## **B. FIELD TRAINING CRITIQUE**

The Field Training Program critique will be completed by the trainee as required at the conclusion of each Field Training phase. All critiques will be forwarded to the Administrative Division Commander for review.

## **C. TRAINING**

FTOs must successfully complete a FTO certification course, and attend in-service training as deemed necessary. All service sessions will be documented (CALEA 33.4.3e).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 308.0**

Subject: Written Directive System	Effective Date: June 7, 2018	Revised Date: June 7, 2018
Title: Promotional Procedure – All Personnel	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 34.1.1	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Department will establish standards and processes for evaluating and selecting candidates for promotion. The promotional process will be designed to ensure fairness and consistency in the selection of the best qualified personnel to positions of increased responsibility.

**PURPOSE**

The purpose of this directive is to establish promotional procedures for all personnel.

**SCOPE**

This directive applies to all personnel.

**RESPONSIBILITY**

All personnel will comply with this directive.

**OVERVIEW**

The promotional rank structure for sworn personnel consists of Sergeant, Lieutenant and Captain.

Support personnel will be selected based on seniority and/or qualifications for applicable positions.



## **PROCEDURES**

The City of Decatur Human Resources Department may contract with an area company who will assess the promotional needs and develop a three-step process, which will consist of (CALEA 34.1.1):

1. A written test;
2. Assessment center.
3. Oral interview(s); and
4. Final interview with the Chief of Police.

Each process will consist of information and knowledge upon the assessor's interaction with officers. The promotional process will include but it is not limited to the Decatur Police Department's policies and procedures, City of Decatur ordinances and Alabama State laws and in accordance with the City of Decatur Basic Guidelines for Promotional Process, resolution no. 17-233.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 309.0**

Subject: Written Directive System	Effective Date: August 9, 2018	Revised Date: August 10, 2018
Title: Insurance, Disability, Retirement and Educational Programs	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

**HEALTH INSURANCE (CALEA 22.1.3b)**

Health insurance for the Decatur City Police Department is provided by the Group Insurance plan for the City of Decatur. All insurance liability exposures (professional, general liability, workers compensation, etc.) for the Decatur City Police Department are provided for by the City of Decatur's various insurance programs, which protect employees for actions or omissions directly related to their law enforcement function.

Worker compensation for employees of the Decatur City Police Department is provided by City policies and administered by the City contracted provider.

**DISABILITY AND DEATH BENEFITS PROGRAMS (CALEA 22.1.3c)**

Disability and Death Benefits for all full-time employees of the Decatur City Police Department are provided by Short and Long Term Disability Plans and Life Insurance Plans for the City of Decatur.

**LIABILITY PROTECTION PROGRAM (CALEA 22.1.3d)**

The City of Decatur provides protection for injuries, property damage and accidents for officers acting within the scope of their duties through insurance and city funds.

**EMPLOYEE EDUCATIONAL BENEFITS (CALEA 22.1.3e)**

The City will pay a portion of the costs incurred by an employee who satisfactorily completes pre-approved courses or segments of course work in accordance with the Personnel Handbook and remains employed as an active employee for a minimum of thirty calendar days after completion of the course or approved segment or term of study, and who agrees to repay the City for its cost through withholding from the final pay check if that employee is terminated and leaves employment with the City within six (6) months of completion of the course or approved segment or term of study.

**RETIREMENT (CALEA 22.1.3a)**

1. The retirement program for full-time employees of the Decatur City Police Department is provided by the State of Alabama Retirement system.
2. An officer retiring in good standing may be given a city owned weapon at the discretion of the Chief of Police.

**Decatur Police Department**  
**Decatur, Alabama****General Order No. 310.0**

Subject: Written Directive System	Effective Date: May 27, 1997	Revised Date: September 28, 2018
Title: Line of Duty Death or Serious Injuries	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.5	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Liaison assistance will be provided to the immediate survivors of an active duty officer who is seriously injured or dies in the line of duty. Tangible and emotional support will be provided during this traumatic period of readjustment for the surviving family.

Although this policy is intended to address the line of duty death, suicide or injury of police officers, many provisions, including death notification and family assistance, may be applicable to any agency employee regardless of whether or not the death is duty related.

**DEFINITIONS**

**Serious Physical Injury:** Physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

**Line-of-duty death:** The death of an officer by felonious or accidental means during the course of performing police functions while on or off duty.

**Survivors:** Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

**PROCEDURES****A. Death or Serious Injuries Notification**

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency. Officers providing services and assistance



family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

1. The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified.
2. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
3. A member of the Command Staff, when possible, or a supervisor and another officer (friend of the family, if possible) should respond to advise the family. It is recommended that the Command Staff or supervisor make the notification and a family friend be there for support. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.
4. Never make a death notification or serious injury notification on the doorstep. Ask to be admitted into the house. If the officer has died, notification should be made to the survivors in as forthright and empathetic a manner as possible.
5. A Police Chaplain may be notified to assist in the notification and support for the family. A Police Chaplain will be notified if requested by the family members.
6. If the opportunity to get the family to the hospital exists prior to the officer's death, immediate transportation should be provided for survivors and notification officers shall inform the hospital liaison officer (as defined in this policy) that the family is on its way. An area away from the general waiting room should be secured for the family. It is highly recommended that the family not drive themselves to the hospital.
7. Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.
8. The notification supervisor shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediately family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
9. The notification supervisor shall write a report via email or memorandum specifying the identity, time and place of survivors notified.

## **B. Assisting Survivors at the Hospital**

Whenever possible, the Chief of Police shall join the family at the hospital in order to



emphasize the agency's support. The next highest ranking officer to arrive at the hospital shall serve as or designate a hospital liaison officer. The hospital liaison officer is responsible for:

1. Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to the accessibility to other officers and friends.
2. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.
3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the officer's family or other survivors.
5. Arrange transportation for the family and other survivors upon their departure from the hospital.

#### **C. Appointment of Department Coordination Personnel**

The Chief of Police, or designee, shall assign personnel to begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator and family support advocate. The surviving family members will be informed of those designated. In addition, the Chief of Police or designee will:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel;
2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services; and
3. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

#### **D. Department Liaison**

The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. The department liaison will obtain the officer's Employee Information Sheet in order to follow the officer's requests as closely as possible. This officer will work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This



includes, but is not necessarily limited to, the following:

1. Providing oversight of travel and lodging arrangements for out-of-town family members.
2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
3. Coordinating all official law enforcement notifications and arrangements and be a liaison with visiting law enforcement agencies.
4. Determine the family's feelings about the media being at the funeral home, at the church service and at the cemetery. Assist family members in dealing with general media inquiries and inform them of limitations on what they can say to the media specifically.
5. Providing liaison with the media to include coordination of any statements and press conferences. The departmental liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.
7. Assuming responsibility for the return of the deceased officer's department equipment to the department;
8. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation;

#### **E. Funeral Liaison**

The funeral liaison officer acts as facilitator between the decedent officer's family and the department during the wake and funeral. The funeral liaison officer is responsible for:

1. Meeting the family members and explaining all responsibilities to them,
2. Being available to the family prior to and throughout the wake and funeral;
3. Ensuring that the needs and wishes of the family come before those of the department;
4. Assisting the family in working with the funeral director regarding funeral arrangements;
5. Relay the funeral information to the department liaison for coordination with the department's specialized units (honor guard, traffic services, etc.);
6. Determining the need for travel arrangements for out-of-town family members and any



other special needs of the family during the funeral and reporting this information to the department liaison;

7. Brief the family members on the procedures involved in the law enforcement funeral based on officers wishes as communicated on the Employee Information Sheet;
8. Maintain a roster of all departments sending personnel to the funeral and acknowledge these visiting and assisting departments.

#### **F. Benefits Coordinator**

The benefits coordinator is responsible for working with the City of Decatur Human Resources Department to provide information on employee benefits to the family by:

1. Filing workers' compensation claims and related paperwork,
2. Presenting information on all benefits available to the family;
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office;
5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and
6. Advise the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

#### **G. Family Support Advocate**

The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include

1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
2. If criminal proceedings arise, insure the case investigator notified the Morgan County District Attorney's Victim Assistance Unit for assignment of a Victim Advocate,
3. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required;



4. Identify all support services available to family members and working on their behalf to secure any services necessary;
5. Arrange for the delivery of the member's personal belongings to the family.
6. Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family making them feel like part of the "police family". This includes increasing contact during sensitive times of the year like holidays and the officer's death date every year; and
7. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 311.0**

Subject: Written Directive System	Effective Date: March 23, 2011	Revised Date: June 18, 2020
Title: Roll Call	Pages: 1	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Roll call is conducted for the purpose of providing officers with information regarding daily patrol activity, shift assignments, new department policies, and any other pertinent information and the following procedures shall apply.

**PROCEDURES**

- A. Officers shall report for roll call to the designated start of their assigned shift.
- B. Officers shall report to roll call in the uniform of the day, with all required equipment, ready to begin the shift. Any missing, damaged, or otherwise unserviceable equipment shall be reported to the supervisor at the conclusion of roll call
- C. Roll call shall be attended by all members of the shift unless exigent circumstances dictate otherwise.
- D. Roll call shall be conducted by the shift lieutenant or his/her designee at the beginning of each shift. Shift briefings should accomplish, at a minimum, the following four basic tasks:
  1. Briefing officers with information regarding daily patrol activity;
  2. Notifying officers of changes in schedules and assignments;
  3. Notifying officers of new directives or changes in directives.
  4. Evaluating officer readiness to assume patrol duties.
- E. Prior to each shift, supervisors shall visually inspect the officers under their command and their equipment. This does not need to be a formal inspection, but may be limited to casual observation to determine officers' readiness to assume their duties.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 311.0A**

Subject: Written Directive System	Effective Date: June 8, 2009	Revised Date: June 8, 2009
Title: Roll Call Training	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department recognizes that training is essential to the development of excellence in policing and the safety and well-being of our members. It is the policy of the Decatur Police Department to regularly provide instruction and/or training during roll call as a method of keeping officers up-to-date on current issues between formal training sessions. The following procedures shall apply.

**PROCEDURES****A. Development**

A list of training issues shall be developed each calendar year by the Chief of Police or his designee.

1. A training issue for each calendar month shall be identified. All members shall receive training in this issue during that month.
2. Each training issue shall be assigned to a supervisor within the department. The assigned supervisor shall develop a formal lesson plan covering the assigned topic (See Appendix A).
  - a. The training is not expected to fully develop the topic but to train, on a limited basis, something that is timely. An example would be that if the topic is arrest/search and seizure to simply train on any recent supreme court rulings related to that topic.
  - b. The assigned supervisor may present the training themselves or develop the training so that it may be presented by shift/unit supervisors.
  - c. The training shall be designed in a format that can be presented in increments of 5-7 minutes and should include written handouts for those being trained. Should 5-7 minutes not be sufficient to cover the topic it should be broken into multiple



- sessions, i.e. Part 1, Part 2. Power-Point presentations, audio video recordings, and/or other instructional methods may be utilized within the 5-7 minute parameters.
3. Once developed, the formal lesson plan shall be submitted to the Chief of Police or his designee for approval at least 30 days prior to the month the training is scheduled to occur.
  4. The list of monthly training topics may be modified at any time by the Chief of Police.
  5. In addition to the official training topics developed each year, Division and/or unit commanders shall identify at least twelve critical policies or laws that they believe would benefit their particular unit. The commanders, or their designees, shall develop lesson plans and insure that these topics are covered also. A different topic shall be covered each month.

**B. Materials**

Roll call training materials may include video presentations, lectures, or printed materials. Members requiring any assistance from the training division should notify the Director of Training at least 30 days prior to the month the training is scheduled to occur.

**C. Documentation**

Division commanders shall ensure that each topic of training is taught in a timely manner to the members of their command. Commanders shall include documentation of roll call training as part of their semi-annual report.

**D. Review**

A review of the monthly critical training tasks will be conducted each year by the command staff prior to the end of the fiscal year. A determination will be made if the tasks need to be modified.



## **Appendix A**

### **Roll-Call Training**

Type: \_\_\_\_\_

Developed By: \_\_\_\_\_

Reviewed/Approved by: \_\_\_\_\_

- I. INTRO (Summary of Purpose of Training)
- II. Policy Number/Legal Title or Statute Number
- III. Highlight of Main Points/Significant Parts
- IV. Summary/Review
- V. Handouts/Reference Materials i.e Copy of Policy/Law



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 312.0**

Subject: Written Directive System	Effective Date: February 14, 2018	Revised Date: February 14, 2018
Title: Written Agreement for Services Provided	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 3.1.1	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide law enforcement services on a contractual basis. Unless preempted by higher governmental authority, the Department will initiate a precise contract that will describe those services provided to another entity.

**PURPOSE**

The purpose of this policy is to identify the elements contained within the written agreement for contracted law enforcement services and to delineate the employment rights of personnel assigned under a contract for the provision of law enforcement services.

**DEFINITION**

**Law Enforcement:** The provision for paid law enforcement services, and/or services under accordance with a written directive. This does not encompass a situation in which an individual performs services for an agency under a personal service contract.

**Provider Agency:** An agency that provides services, equipment, or supplies to another agency or entity.



## **PROCEDURES**

### **A. WRITTEN AGREEMENT**

Should the Decatur Police Department agree to provide contract services to another entity, a written agreement will be entered into between the Decatur Police Department Chief of Police and such entity requesting contractual law enforcement services. The contract will abide by all legal, financial, and City policies. The Decatur Police Department contract review process will be followed prior to services being rendered. All agreements will be approved by the Chief of Police prior to services being rendered.

### **B. ASSESSMENT/SERVICES TO BE PROVIDED**

The Decatur Police Department may provide law enforcement services to entities, including those not covered within the jurisdictional boundaries of the City of Decatur.

1. Upon receipt of a request for law enforcement services, a Division Commander or designee will conduct an assessment of the requesting entity. The assessment should include, but is not limited to:
  - a. Current service's needs;
  - b. Functions and activities to be performed;
  - c. Ability to provide additional services to the new jurisdiction;
  - d. Financial impact;
  - e. Responsibility for planning, organizing, and scheduling of services;
  - f. Guidelines for local ordinance enforcement;
  - g. Effect on fulfilling the Decatur Police Department mission.
2. The requesting entity may be provided with a completed assessment study.

### **C. STATEMENT OF SPECIFIC SERVICES (CALEA 3.1.1a)**

Any contract entered into by the Decatur Police Department for the provision of law enforcement services shall contain statements that identify the type and extent of services to be provided. Every contract shall ensure that Decatur Police officers have all powers and



authority vested in them as public law enforcement officers and will include the following provisions among others:

1. Decatur Police Officers shall not perform or be requested to perform any services other than law enforcement;
2. Decatur Police Officers shall at all times be considered City of Decatur employees;
3. The City of Decatur shall be responsible for all compensation associated with employees.

**D. FINANCIAL AGREEMENT (CALEA 3.1.1b)**

1. The City of Decatur will be reimbursed for costs associated with providing the services by the contracting entity when applicable.
2. When applicable, compensation for services rendered will be billed to the subscriber entity within 15 days after the services are rendered or as otherwise agreed.
3. Equipment costs, depreciation and other direct and indirect costs will be included if applicable.

**E. RECORDS OF SERVICES (CALEA 3.1.1c)**

1. Records will be maintained concerning the nature and extent of the services provided under the contract.
2. Records will also be maintained for any contract entered into by the Police Department, as a provider or recipient entity, including but not limited to:
  - a. The record should define what types of records, such as number and nature of calls for service;
  - b. Total number of requests for service;
  - c. Number of reports initiated;
  - d. Number of hours of service provided.
  - e. All records will be kept on file in the office of a Division Commander or designee.

**F. DURATION, MODIFICATION AND TERMINATION (CALEA 3.1.1d)**

1. Any contract entered into by the Decatur Police Department shall include the effective beginning and termination dates and procedures for modifying the agreement including continuation or termination of the agreement.
2. Each contract and agreement will be reviewed annually by a Division Commander and, if necessary, revised at that time.
3. A copy of the contract will be forwarded to the Chief of Police.

**G. LEGAL CONTINGENCIES (CALEA 3.1.1e)**

Each contract for law enforcement services shall include language addressing:

1. **Indemnification:** Contracting agencies or business will indemnify and hold harmless the City, its officers, employees and agents, from and against any suits, actions or claims of any character, liabilities, losses or costs, including attorney's fees and court costs, resulting directly or indirectly from the performance of the agreement.
2. **Assignability:** The contract is for the exclusive benefit of the City and the contracting entity. The contract cannot be assigned, transferred, or pledged by either party without prior written consent of the other.
3. **Discrimination:** The contract will also contain wording that both parties agree not to discriminate on the basis of age, citizenship status, color, familial status, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, and source or level of income.

**H. PROVIDER AGENCY/CONTROL OVER PERSONNEL (CALEA 3.1.1f)**

1. Any contract entered into by the Decatur Police Department for law enforcement services shall contain statements identifying the type and extent of services to be provided.
2. Every contract will ensure that officers have all powers and authority vested in them as public law enforcement officers and include:
  - a. Officers shall not perform or be requested to perform any service other than law enforcement;
  - b. Officers shall at all times be considered City employees.



c. The Decatur Police Department will maintain control over its personnel.

#### **I. EQUIPMENT AND FACILITIES (CALEA 3.1.1g)**

1. To avoid conflicts of ownership and control, any contract the Decatur Police Department enters into for law enforcement services shall provide specific arrangements for the use of equipment and facilities;
2. Clear lines of responsibility will be agreed upon between the Decatur Police Department and other contracting body(s) concerning the ownership, use, and maintenance of equipment and facilities.
3. The contract will stipulate provisions for property and facility ownership, leasing, purchasing, and disposal following termination of the contract and provision establishing responsibility for maintenance of equipment and facilities to be used.

#### **J. EMPLOYEE RIGHTS**

Employment rights of Decatur Police Department personnel assigned to provide law enforcement services to another entity under a contract shall not be abridged by the provider agency.

1. No employee of the Decatur Police Department shall be penalized or lose any employee rights due to assignment in a contracted law enforcement arrangement;
2. No employee shall suffer a loss of fringe benefits or lose promotional or training opportunities due to assignment in a contracted law enforcement agreement.

#### **K. ADMINISTRATIVE REVIEW (CALEA 3.1.1h)**

When necessary to provide for the appropriate and legal discharge of contracted services between the Decatur Police Department and an outside entity, such written contract shall be reviewed by the Legal Department to ensure that it complies with all applicable legal standards.

1. The review shall be documented and it will be completed by the 1<sup>st</sup> of October of every year.
2. All contracts before becoming effective must be signed by the Chief of Police.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 400.1**

Subject: Written Directive System	Effective Date: February 5, 2007	Revised Date: 8/24/2018
Title: Vehicle Take Home	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the Policy of this Department to issue eligible Police Officers, City owned police vehicles in accordance with the procedures outlined within this policy. This policy is dependent upon the number of vehicles available for this program.

**PROCEDURES****A. Assignment of Vehicles**

1. The assignment of a take-home vehicle is a privilege and not a fringe benefit or employment right. It is subject to revocation at any time, without cause, by the Chief of Police or his designee.
2. Eligible Officers must live within 5 miles of the City of Decatur corporate limits, in a county in which Decatur Police Officers have full arrest powers, in order to remain eligible for such vehicle assignment.
3. Residency outside of the City Limits will be mapped by the Planning Department to determine distance to the Corporate Limits.
4. The Chief of Police or his designee will determine the number of vehicles available for the take home program and the eligibility of an Officer. Vehicles will be assigned using department seniority as a factor. Eligibility does not guarantee assignment of a vehicle. The number of vehicles available for this program can be adjusted at any time by the Chief of Police or his designee.



5. An officer may be determined ineligible for a take home vehicle if their accident record reflects a history of preventable accidents attributable to negligence or a disregard for established policy and procedures.
6. A take home vehicle may be re-called for temporary pool car use at anytime by a supervisor regardless of the officer's seniority. Officers must be prepared to relinquish their assigned vehicle at any time.

**B. Use**

1. Officers will use their assigned units during their regular course of duty. In the event their assigned unit is unavailable for use, a supervisor will issue them a pool vehicle to drive. A pool vehicle may only be driven while on duty and will be turned back in to a supervisor at the end of a duty shift. Pool vehicles shall never be used as a take home vehicle.
2. If a pool vehicle is unavailable, supervisors shall obtain a vehicle from an officer who is off duty to serve as a pool vehicle.
3. Officers on disciplinary suspension shall not be authorized to drive an assigned vehicle home and must return their vehicle to the department until such time as they return to full duty, or their assignment of a take home vehicle is reinstated.
4. Officers on light duty shall not operate a marked take home vehicle.

**C. Availability**

1. Officers assigned a take home vehicle must be capable of responding to calls in an emergency. Off duty officers operating a take home vehicle shall:
  - a. Be suitably attired at all times (ie. No shorts, T shirts, flip flops, tank tops, and no clothing with offensive slogans or designs). An exception is while traveling to and from the gym or physical training.
  - b. Have their issued service weapon, badge, radio, and handcuffs in their possession at all times. A traffic safety vest shall be kept in the vehicle.
  - c. Have available clothing identifying them as a police officer such as a baseball style cap or windbreaker marked with the words Decatur Police, which is to be worn in the event police action is necessary.



2. Officers shall use discretion in taking enforcement action for minor traffic offenses; however, when an officer observes a flagrant serious violation, they are expected to take action. When a criminal act is brought to an officer's attention, they shall use reasonable judgment in taking action. Officers are governed by department rules and regulations at all times.
3. While operating a take home vehicle off duty, the police radio shall be monitored at all times.

#### **D. Compensation**

There will be no compensation allowed to officers while operating their assigned vehicle off duty. If a supervisor decides compensation is warranted because of "activation to duty status", the normal procedures for handling overtime shall be followed.

#### **E. Vehicle Maintenance/Care**

1. Officers are responsible for the regular maintenance of their assigned vehicles and for scheduling any fluid changes or repairs with the City Garage. Other than checking and adjusting fluid levels, officers are prohibited from performing any repairs or adjustments themselves. Fluid levels shall be checked at every refueling.
2. Officers shall not alter the body, appearance, markings, mechanical or electrical systems including adding lights, radios, or accessories. No signs, stickers, labels or insignia shall be used unless authorized by the Chief of Police or his designee.
3. Officers may request an exception to section "E-3" in writing, to the Chief of Police listing the type of equipment and reasons it is necessary. If granted, a copy of the approval shall be kept in the vehicle and filed with the fleet manager.
4. Officers shall inspect their assigned vehicle daily and report any damage immediately to their supervisor.
5. Vehicles will be kept clean and maintained at all times. Assigned officers are responsible for scheduling of maintenance on the vehicle through the fleet manager. All repairs and maintenance will be conducted at the City Garage or other City authorized repair facility.

**F. Off Duty Use**

1. Officers are prohibited from carrying passengers unless specifically authorized by a Division Commander. Whenever officers are operating a police vehicle, they are obligated to take enforcement action as required by law. Emergency and pursuit driving is governed by other policies.
2. Officers are prohibited from using the vehicle off duty for any reason except; when traveling to and from work, an authorized off duty job within the police jurisdiction, or gym facilities which are located within the police jurisdiction.
3. Vehicles shall be operated in a safe, lawful and courteous manner.
4. Only authorized officers shall operate the vehicle.
5. Weapons and computers will not be left in an unattended vehicle.
6. Vehicles shall not be used for towing, nor will they have anything protruding from the trunk or windows except as necessary during on duty hours.
7. Officers shall park their assigned marked vehicles in a prominent location at their residence during their off time.
8. Officers who will be off for a period greater than 10 days, shall park their assigned vehicle in the designated secured lot. An officer assigned a vehicle but who chooses not to take the vehicle home or is unable to take it home, shall park it in the secured lot. Captains and Lieutenants shall use the designated parking places on the ramp.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.10**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: November 16, 2018
Title: Next of Kin Notifications	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 55.2.6	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will provide prompt and considerate notification to next-of-kin in the event of serious injury, illness or death. The Coroner will be notified in a timely manner on all situations involving the investigations of a death. Notification of next of kin will be in accordance with Homicide Survivor Support policy # 401.10a.

**PURPOSE**

To establish procedures for the notification of next-of-kin in the event of a serious injury, illness or death. The Directive also addresses notification of the Coroner's Office.

**PROCEDURES (CALEA 55.2.6)**

**A. CORONER'S OFFICE**

An investigator or primary responding officer will be responsible for requesting the notification of the Coroner. Notification should be timed to allow the Coroner to initiate their activities without unnecessary delay. The Coroner will be notified to respond to any type of unattended death investigation.

**B. NEXT-OF-KIN.**

Every effort will be made to locate and notify next-of-kin as soon as possible.

**C. NOTIFICATION RESPONSIBILITY.**

1. Notifications should be made in person unless unusual circumstances are present.
2. The assigned investigator or the primary responding officer will be responsible for making notification.
3. Whenever feasible, the officer making the notification should be accompanied by a Department Chaplain.

**D. VICTIM INFORMATION.**

1. Before contacting next-of-kin, Decatur Police Department personnel will verify accurate information concerning the victim's name, address, nature and extent of injuries or illness, circumstances of death and location of the victim.
2. This information may be provided so long as it will not hinder or compromise any investigation.

**E. NEXT-OF-KIN INFORMATION.**

1. All available details should be obtained prior to initial contact with the next-of-kin.
2. The full name and address of the person or persons to be notified should be ascertained, along with any other pertinent information.
3. Whenever possible, assistance should be obtained from the clergy, a relative or a close friend.
4. The person or persons to be notified should be given any needed assistance or referrals to other agencies or victim services programs as needed.

**F. REPORTING**

Status of any notification will be relayed to the shift lieutenant or their designee in a timely manner and will be documented, if appropriate, in agency reports by the assigned investigator or primary responder officer.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.11**

Subject: Written Directive System	Effective Date: November 19, 2018	Revised Date: November 19, 2018
Title: Homicide Survivor Support	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 55.2.6	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department's Family Services Unit to support the homicide victim's family by passing along information about steps in the investigation, as well as answering questions the family may have.

**PURPOSE**

The Family Services Unit is to ensure the victim's family is not unduly burdened financially by investigative procedures that are required to fully investigate the death.

**RESPONSIBILITIES (AT SCENE)**

1. If the homicide victim's family should arrive at the scene, patrol officers should isolate the family from other subjects and notify the Family Services Unit.
2. If a detective does not respond to the scene due to the nature of the death, the responding officer shall be designated as the lead investigator on the scene.
3. The officer shall:
  - a. Attempt to learn the identity and relationship of the family member.
  - b. Inform the family that he will have a detective en route to speak with them.
  - c. Make every attempt to isolate the family in a comfortable but secure location until the appointed Detective can speak with them.

**RESPONSIBILITIES (OFF SCENE)**

1. If no family is present at the scene, the appointed detective shall make every effort to locate the immediate family of the victim.
2. The appointed detective shall, if practical, respond to the residence or work place of the immediate family.
  - a. If the family member is at a work place, the appointed detective should make arrangements at the place of work for an appropriate location to speak with the family member.
  - b. If at a work place, the Detective will ensure arrangements have been made for the family member to be transported to their residence.

**RESPONSIBILITY (GENERAL)**

1. The appointed detective will make the death notification to the family.
2. The appointed detective will make an effort to answer questions the family may have, however, the integrity of the investigation is paramount.
3. The appointed detective will explain the investigative procedure to the family members.
4. If a vehicle or property is removed from the scene, the appointed detective will provide the family with the name of the towing service or a Decatur Police Department Property Receipt for any property removed.
5. The Family Services Unit will ensure that the victim's family is aware of any support groups that may be available.
6. Before leaving the scene, the appointed detective shall identify a designated family member and a secondary member with whom the Decatur Police Department will communicate with during the investigation.
7. At no time is the victim's family to be treated without compassion.

**RESPONSIBILITIES (AFTER INITIAL INVESTIGATION)**

1. After processing a vehicle or property pursuant to a homicide investigation and the vehicle or property is no longer needed as evidence, they shall be released to their owner.
2. Upon making contact with the property owner, they will be notified that any property maintained at the Decatur Police Department can be picked up by making an appointment with the Evidence Custodian. If no contact is made can be made with the property owner, the detective shall document each failed attempt in an I/O supplement report.
3. If a vehicle is to be released from a towing company, an appointment will be made to meet the property owner at a location convenient to them. The lead detective will have them sign a Release of Investigative Hold form. The Detective will then attach the signed form to the homicide case report.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.12**

Subject: Written Directive System	Effective Date: October 2, 2006	Revised Date: December 9, 2019
Title: Emergency and Pursuit Driving	Pages: 8	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of this Department to regulate emergency and pursuit driving with due regard to safety, in an effort to eliminate the risk of death or injury which may result from reckless and or negligent behavior. The following guidelines apply to pursuits originating within the Decatur City jurisdiction or pursuits entering the city of Decatur.

**DEFINITIONS**

**Emergency** - Imminent danger of serious injury or death, or a serious Felony in progress or about to be committed.

**Emergency Vehicle** - A police vehicle equipped with an audible siren and one or more blue lights, operating within the constraints of Code of Alabama 32-5A-7.

**Code Response** - The exercising of Title 32-5A-7 while using emergency lighting and siren.

**Roadblock** - Any method, restriction or obstruction utilized or intended for the purpose of preventing free passage of a motor vehicle in order to affect apprehension.

**Vehicle Pursuit** – A multi-stage process by which a police officer attempts to initiate a traffic stop and a driver resists the directive to stop or takes evasive action while refusing to stop their vehicle.

**Tire Deflation Device** - A manually deployed device containing a multitude of hollow steel spikes which when struck causes a rapid, controlled deflation of a vehicle tire. The use of a tire deflation device is not considered a roadblock.



**Non-emergency Call:** A call for police service where a quick response is not essential for the preservation of life or property including, but not limited to, crimes not in progress where no one remains in jeopardy (CALEA 41.2.1a).

**Emergency Call:** A call for police service involving, but not limited to, in progress felonies, accidents with injuries, and other life threatening situations including an officer in need of immediate assistance (CALEA 41.2.1b).

**Violent Felony** – For the purpose of this policy, shall be when a suspect committed or attempted to commit:

1. Murder;
2. Assault with a deadly weapon;
3. Robbery;
4. Rape;
5. Use of explosives/Terrorist acts;
6. Kidnapping;
7. Carjacking;
8. Assault on a Law Enforcement Officer.
9. Any other act as defined by the Code of Alabama.

## **PROCEDURES**

Officers involved in emergency or pursuit driving shall exercise caution and due consideration for the public's safety. Consideration must be given to the situation, offense committed, weather, roadway conditions, visibility, speed, and condition of the police vehicle, other traffic and pedestrians. When there is a clear and unreasonable risk to the officer, violator, other motorists or pedestrians, emergency or pursuit driving shall not be initiated or continued.

### **A. Prioritizing of Call for Service for Response (CALEA 41.2.1c)**

1. When a call for service is dispatched, officers must receive the amount of information necessary to determine if the call is of an emergency or non-emergency nature. It will be



the responsibility of the communications center to relay all available pertinent information to the assigned officer(s) (CALEA 41.2.1c).

2. Factors which may increase or lessen the degree of response include but are not limited to the following (CALEA 41.2.1c):
  - a. Nature and seriousness of the call;
  - b. Distance to the call;
  - c. Vehicle and equipment capabilities;
  - d. Suspects being alerted to the approach of the unit (i.e. crimes in progress); and
  - e. Road and/or weather conditions.
3. Officers will respond to every call for service in a timely manner, taking into account the nature of the call and the necessity to operate department vehicles in the safest possible manner at all times, in accordance with all traffic laws and regulations (CALEA 41.2.1c).
4. When responding to a non-emergency call for service, emergency lights and siren need not be used unless the nature of the incident changes.
5. Officers shall operate at a speed that will enable them to maintain full control of the vehicle at all times, under all conditions and in all response situations.
6. This general order shall not relieve the officer from the duty to drive with due regard for the safety of all persons nor protect the officer from the consequences of reckless disregard for the safety of others.

#### **B. Authorized Emergency Equipment Guidelines (CALEA 41.2.1d)**

1. Emergency calls require a higher level of response driving and requires the operation of emergency lights and siren. The term response driving is not pursuit driving, although at the time it may require many of the same techniques and decision-making (CALEA 41.2.1d).
2. Emergency lights and siren must be used during the following circumstances (CALEA 41.2.1d):
  - a. While responding to emergency calls;



- b. During emergency/pursuit driving;
- 3. Emergency lights and/or siren will be used:
  - a. While initiating and during traffic stops;
  - b. While directing traffic.

**C. Emergency Driving (CALEA 41.2.2b)**

1. Officers responding to an emergency, or who are in pursuit of a violator of the law, are authorized to use a code response. When using a code response, the officer shall utilize both emergency lights and siren and operate within the Code of Alabama Section 32-5A-7. A code response is authorized but not limited to:
  - a. A felony (actual or presumed) in progress.
  - b. A fleeing suspect has committed or has attempted to commit a violent felony as defined in this directive;
  - c. A fleeing suspect has committed a felony controlled substance violation;
  - d. A fleeing suspect has been identified as a wanted felon;
  - e. An incident involving an injured person or the likelihood that a person will be injured or killed.
  - f. When in pursuit of a vehicle or person, or an attempt to catch up to a violator or stop a vehicle.
  - g. Any situation where there is a danger of serious injury or death.
  - h. Responding to a call for assistance from another officer.
2. The decision to initiate an emergency response rests with the officers. Officers have the option to cancel the emergency response at any time.
3. Officers engaged in emergency driving shall not drive with reckless disregard for the safety of other road users.

**D. Pursuit Driving (CALEA 41.2.2b)**



1. The decision to initiate a pursuit rests with the individual officer. An officer, who is in pursuit of a violator of the law, must use a code response. When using a code response, the officer shall utilize both emergency lights and siren and operate within the Code of Alabama Section 32-5A-7. That officer must continually evaluate the circumstances and the need to continue the pursuit (CALEA 41.2.2a). Officers always have the option to terminate a pursuit (CALEA 41.2.2i). The officer initiating the pursuit shall notify communications immediately (CALEA 41.2.2c):
  - a. That a pursuit is underway and provide the suspect's vehicle information, location and direction of travel;
  - b. The reason for pursuit;
  - c. Speed;
  - d. Number of occupants;
  - e. Who offender is, if known.
2. Upon being notified of a pursuit, dispatch will respond by asking the location, direction of travel and the charges.
3. Dispatch will immediately notify a supervisor via police radio that a pursuit is underway.
4. If a secondary unit is not involved, dispatch will notify a second unit to be enroute.
5. Dispatch will also ensure all non emergency radio traffic will be held by both communications and other non involved units. A second radio channel may be used during such times (CALEA 41.2.2f).
6. A pursuit shall consist of no more than two marked police vehicles, a primary and a secondary unit. All other units shall stay clear of the pursuit and run parallel routes, unless instructed to participate by a supervisor.
7. A supervisor or the initiating officer will designate a secondary unit to assist in the pursuit or a unit can report being active in the pursuit as a secondary unit (CALEA 41.2.2c, CALEA 41.2.2g).
8. The secondary unit will assume radio communications with dispatch when possible (CALEA 41.2.2d). Additionally, the secondary unit will monitor for:



- a. Safety of all units involved and civilians in and around the pursuit;
  - b. Traffic conditions;
  - c. Road conditions;
  - d. Weather conditions;
  - e. Time of day;
  - f. Speed; and
  - g. Locations.
9. Officers engaged in pursuit driving shall not drive with reckless disregard for the lives and safety of others.
  10. Any officer involved in the pursuit may cancel the pursuit, if they believe on their first-hand knowledge that it is not safe to continue.

#### **E. Supervisory Responsibilities (CALEA 41.2.2g)**

1. When a supervisor is made aware of a vehicular pursuit or of an emergency response, the appropriate supervisor shall monitor incoming information, coordinate and direct activities as needed to ensure that proper procedures are used, evaluate the circumstances, and shall have the discretion to terminate the pursuit or the emergency response (CALEA 41.2.2i).
2. Direct the use of applicable tire deflating devices that are authorized by the Department, using properly trained personnel.
3. Respond to the termination point of the pursuit if arrest, injuries, death or property damage has occurred.

#### **F. Pursuit/Emergency Driving Restrictions**

1. Vehicles that are not equipped with working emergency blue lights and a siren will not respond to emergency calls and will not engage in a pursuit (CALEA 41.2.2e).
2. When a pursuit is initiated by other than a marked unit, such unit shall disengage when a marked unit becomes available (CALEA 41.2.2e).



3. K-9, motorcycles, vans, and unmarked units may be used for pursuit until a marked unit engages or a supervisor cancels the pursuit (CALEA 41.2.2e).
4. Tire deflating devices such as spike strips should be used when appropriate. The use of these devices is covered in a separate policy.
5. Discharging firearms at or from a moving vehicle is governed by the Deadly Force Policy no. 100.4.
6. Roadblocks are governed by separate policy.
7. No emergency vehicle will bump, ram or otherwise strike a fleeing vehicle intentionally unless it is authorized by a supervisor or unless the use of deadly force is justified (CALEA 41.2.2g).
8. Vehicles that are engaged in transporting prisoners or non-police personnel shall not engage in pursuits. This does not apply to Department authorized ride-alongs, or Chaplains.

**G. Termination of a Pursuit (CALEA 41.2.2h)**

1. The primary pursuing unit shall continually re-evaluate and assess the pursuit situation including all of the initiating factors and terminate the pursuit whenever the risk associated with continuing the pursuit are greater than the public safety benefit of making an immediate apprehension.
2. The pursuit may be terminated by the primary pursuit unit at any time.
3. A supervisor may order the termination of a pursuit at any time.
4. When a pursuit is terminated, all units will immediately comply with the termination without delay.
5. Pursuits shall not continue outside the Police Jurisdiction unless the driver or occupants are wanted for a felony or a supervisor has authorized it.
6. Pursuits will be terminated when radio communication with Dispatch is no longer possible.
7. Officers shall terminate the pursuit if contact is lost with the pursued vehicle.

**H. Reporting, Administrative Review, and Analysis of Vehicle Pursuits (CALEA 41.2.2l)**



1. The initial pursuing officer shall file a Motor Vehicle Report via Blue Team concerning the pursuit regardless if the pursued vehicle was stopped or not. The Motor vehicle report shall be completed, signed, and electronically sent to the Office of Professional Standards via the chain of command (CALEA 41.2.2k).
2. A Division Commander and the Office of Professional Standards (OPS) shall conduct a documented annual review of the pursuit policies and reporting procedures for any patterns or trends that indicate training needs or policy modifications (CALEA 41.2.2l).
3. A Division Commander and OPS will review each pursuit report and will conduct a documented annual analysis of all pursuit reports, which will include a review of the policy and reporting procedures (CALEA 41.2.2l).
4. This policy will be reviewed by all sworn personnel annually. The review will be documented by the Training Unit (CALEA 41.2.2n).

**I. Other Agency Pursuits (CALEA 41.2.2j)**

1. In the event a pursuit from another jurisdiction enters into the City of Decatur, the same guidelines for pursuits outlined in this policy will apply to Department personnel.
2. In addition, officers may parallel another jurisdiction pursuit in an effort to apprehend the suspect if he/she bails from the vehicle.
3. Officers may pursue beyond the City of Decatur's jurisdiction with approval from a supervisor.

**J. Training (CALEA 41.2.2m)**

1. Newly hired sworn personnel will receive documented initial training during the orientation academy.
2. Refresher training for all sworn personnel will be conducted once every two years.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.12A**

Subject: Written Directive System	Effective Date: August 8, 1999	Revised Date: March 19, 2019
Title: Emergency Roadblocks	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will only use emergency roadblocks when probable cause exists to believe that the suspect has committed a serious felony and is fleeing under circumstances which justify the use of deadly force, as defined in current response to resistance policy; or when public safety is in serious jeopardy and all other alternatives have been exhausted.

It is the policy of this Department to regulate emergency and pursuit driving with due regard to safety, in an effort to reduce the risk of death or injury.

**PURPOSE**

To establish procedures for the use of emergency roadblocks to capture a person being pursued.

**DEFINITIONS**

**Roadblock** - Any method, restriction or obstruction utilized or intended for the purpose of preventing free passage of a motor vehicle on a highway in order to effect an apprehension.

**AUTHORITY TO ESTABLISH ROADBLOCK**

The authority to request an emergency roadblock rests with the primary unit directly involved in the pursuit.

1. No emergency vehicle will bump, ram or otherwise strike a fleeing vehicle intentionally unless it is authorized by a supervisor or unless the use of deadly force is justified. (CALEA 41.2.3a).



2. Roadblocks may be employed in extreme circumstances such as the apprehension of a homicide suspect, or a violent offender that poses a safety risk to the public, once approved by a supervisor when all other reasonable alternatives have been exhausted and the fleeing suspects have shown total disregard for their safety and the safety of others (CALEA 41.2.3a).
3. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted or the wanton disregard for public safety.
4. Under no circumstances will a roadblock be established without proper notification to all units involved in the pursuit.
5. The supervisor directly involved in the pursuit or the Shift Lieutenant may terminate or disapprove the use or request of an emergency roadblock at any time (CALEA 41.2.3d).
6. The Shift Lieutenant will be notified as soon as possible upon the establishment of an emergency roadblock.

#### **PROCEDURES (CALEA 41.2.3b)**

##### **A. LOCATION OF ROADBLOCK**

Personnel will be mindful of the location established as a roadblock. Areas which would expose the public to unreasonable danger will not be used unless the escape of the suspect would place the public at a greater risk of danger.

##### **B. TYPES OF ROADBLOCK**

The location may have significant bearing on the type of roadblock used. Those available are:

1. **FIXED:** Stationary units positioned at a designated location.
2. **MOVING:** Use of a moving vehicle (s) positioned in front of the fleeing vehicle to gradually slow it to a stop.
3. **CIRCLE:** A group of vehicles used to box or encircle the fleeing vehicle to gradually slow it to a stop.

##### **C. PLANNING (CALEA 41.2.3b)**



Too many factors exist to plan a contingency for every type of roadblock and location that could be encountered. The following basic rules will apply to any planned establishment of a roadblock.

1. The senior officer or supervisor on the scene will be in charge of the actual setup of the roadblock (CALEA 41.2.3d).
2. The roadblock will be clearly visible and provide adequate warning to allow vehicles to come to a safe stop; a spike system should be deployed on as straight a section of roadway as possible.
3. The roadway will not be completely blocked.
4. Every reasonable effort will be made to divert other vehicular and pedestrian traffic away from the area of the roadblock.

#### **D. REPORTING (CALEA 41.2.3e)**

Any roadblock established pursuant to this directive will be thoroughly documented in an Incident / Offense report, Arrest Report, or both.

1. Shift supervisors will review and approve the report and forward it to the Division Commander via the chain of command (CALEA 41.2.3d).
2. A Division Commander will conduct an administrative review of each incident (CALEA 41.2.3e).

#### **E. TRAINING (CALEA 41.2.3c)**

All sworn personnel will receive annual in service training in the implementation of roadblocks and forcible stopping, pursuit interruption techniques and circumstances justifying their use.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.12B**

Subject: Written Directive System	Effective Date: December 12, 2014	Revised Date: March 19, 2019
Title: Use of Tire Deflation Devices	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapters 41	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department has adopted the use of Tire Deflation Devices to aid in the prevention or termination of vehicle pursuits. The current adopted system for this use is the Federal Signal Stinger Spike System and no other systems are authorized.

Tire Deflation Devices will be used in accordance with the manufacturer's instructions, departmental training, and supervisor direction. Only members of the Department that have received training on the Spike System are authorized to deploy it.

**PURPOSE**

To establish a policy providing guidance and direction for the use of Tire Deflation Devices.

**DEFINITIONS**

**Tire Deflation Device:** A manually deployed device containing a multitude of hollow steel spikes which when struck causes a gradual controlled deflation of a vehicle tire. The use of a tire deflation device is not considered a roadblock.

**PROCEDURES****A. USAGE (CALEA 41.2.3a)**

Tire deflation devices may:

1. Used to assist in ending or terminating a vehicle pursuit;



2. Be strategically placed on a suspect's vehicle to possibly prevent a pursuit from taking place.

## **B. METHODS OF DEPLOYMENT (CALEA 41.2.3b)**

### **1. Pull Deployment**

To be used when longer set-up time is available and traffic is minimal. In this deployment, the officer will have time to set the unit up across the roadway and walk back across seeking protective concealment.

### **2. Curbside Deployment**

To be used for quick deployment situations. In this deployment, the officer will deploy the unit from the curbside that they are on, tossing the unit across the roadway.

## **C. DEPLOYMENT OF THE SPIKE SYSTEM**

1. Can completely block the anticipated lane of travel of the pursued vehicle;
2. Not to be deployed until non-involved vehicle traffic has been cleared.
3. Direct communication must be established between the lead pursuit vehicle and the deploying officer prior to deployment.
4. Do not deploy unless adequate safety measures can be established for all involved.
5. Deploying officer must be trained in use of system before deployment.
6. Deploying officer is responsible for recovery of system.
7. Do NOT deploy system on a two-wheeled vehicle such as a motorcycle unless deadly force is authorized.
8. Serious consideration must be made before deployment in front of a bus carrying passengers, hostages, or other situations involving non-culpable persons.
9. Do not use a patrol vehicle as cover or concealment. Seek cover such as bridge abutments, overpasses, guard rails, or large trees.

**D. CONSIDERATION OF AREA OF DEPLOYMENT**

1. Consider time of day due to traffic congestion and high traffic areas should be avoided.
2. Areas that have high pedestrian traffic should be avoided.
3. Areas that are construction zones should be avoided.
4. Areas that are locations for school dismissals should be avoided during those times that school is going into or out of session.

**E. PURSUING OFFICER(S) RESPONSIBILITIES**

1. Relay important information to the deploying officer such as vehicle speed, lane position, direction of travel, vehicle description, number of passengers, whether or not alcohol or drug use is known, and whether or not weapons are involved.
2. Decrease speed and increase pursuing distance to allow the deploying officer time to retrieve the Spike System.
3. If the deploying officer was unable to retrieve the system, pursuing officers should run over the system and not attempt to swerve at high speeds or come to an abrupt stop.

**F. SUPERVISOR'S RESPONSIBILITIES (CALEA 41.2.3d)**

Supervisors will be responsible for the following:

1. Coordinating the setup and the location of a tire deflation device. Tire deflation devices may only be used in an area that poses minimal risk for deployment.
2. Monitoring the radio traffic.
3. Determining the success of the deployment;
4. Making a determination if additional deployments are needed.

**G. REPORTING (CALEA 41.2.3e)**

1. All uses of the Stinger Spike System shall be reported in the appropriate manner using an Incident/Offense Report or Arrest Report.



2. An administrative review will be conducted on each deployment

## **H. CARE AND MAINTENANCE**

The Stinger Spike System was designed to withstand multiple high-speed impacts but it does need to be inspected after every use and maintained.

1. Check the system after each deployment for broken rocker arms.
2. Check the system after each deployment to make sure the nylon rope is not frayed or broken.
3. Do not use any petroleum-based lubricant on the system or case as it will cause the plastic to deteriorate.
4. When folding the unit, shake it to dislodge any grass, rocks, or other debris that would prevent it from folding properly.
5. Check the system bi-annually to ensure it is in proper working order.

## **I. TRAINING (CALEA 41.2.3c)**

Tire Deflation Devices will be used in accordance with the manufacturer's instructions, departmental training, and supervisor direction.

1. Initial training will be conducted to all newly hired personnel.
2. Retraining will occur once every two years.
3. Training will be documented by the training staff.
4. Only members of the Department that have received training on the Spike System are authorized to deploy it.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.13**

Subject: Written Directive System	Effective Date: June 4, 2010	Revised Date: May 22, 2019
Title: In-Car Video System	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41.3.8	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to use In-Car Video Systems (ICVS) to enhance the effective and efficient delivery of police services and to record actions, conditions, and statements that could be used in the prosecution of criminal and traffic offenses (CALEA 41.3.8a).

**PROCEDURES**

**A. Officers' Responsibilities (CALEA 41.3.8b)**

1. Officers shall operate the In-Car Video System as instructed during ICVS training.
2. Officers responsible for operating ICVS equipment shall inspect the equipment prior to use and monitor its performance throughout their shift (CALEA 41.3.8e).
  - a. Any malfunctions or damage shall be reported immediately to a supervisor (CALEA 41.3.8e).
  - b. Officers will not attempt any repair of ICVS equipment (CALEA 41.3.8e).
  - c. No one other than designated personnel shall access the ICVS Compact Flash (memory) card (CALEA 41.3.8e).
  - d. Officers shall ensure the ICVS has the officer assigned as the current user.

**B. Use of In-Car Video System**

1. The forward-facing camera of the ICVS is activated in one of five ways:
  - a. Activating the patrol vehicle's emergency lights;
  - b. Manually pushing the "Record" button on the control panel or video monitor;
  - c. Pressing down on the "Record" button on the wireless microphone transmitter;
  - d. Automatically when the ICVS detects a speed greater than 75 MPH. If the ICVS is activated by speed sensor, the officer may deactivate the camera when it is safe to do so; and
  - e. Automatically when the ICVS detects that the vehicle has been involved in a traffic accident. If the ICVS is activated due to an accident, no officer shall deactivate the ICVS until instructed to do so by a supervisor.
2. The rear-facing camera is activated manually using the control panel.
3. The forward-facing camera of the ICVS continuously captures a "pre-event" of 30 seconds prior to activation of the camera. If an officer witnesses an event, the officer should manually activate the ICVS in order to record the 30 seconds of "pre-event".
4. Officers shall make every effort to obtain the best possible video recordings of law enforcement actions with the ICVS.
  - a. Officers shall ensure that the video camera is positioned and adjusted to record the event and that the wireless microphone is activated.
  - b. At no time shall officers disregard their safety or the safety of other officers for the purpose of being in a position for visual recording.
5. Officers shall activate the ICVS including audio to record the following activities (CALEA 41.3.8b):
  - a. Whenever officers are conducting official police business with a member of the public; and
  - b. Any other incident that the officer feels may be appropriate.



6. Back-up officers who arrive on the scene of one of the above listed activities shall activate the ICVS in their units upon their arrival.
7. When the ICVS is deactivated, the officer shall enter the appropriate designation for the recording as described in ICVS training.
8. Officers shall document the use of ICVS in the narrative of any corresponding arrest or incident reports. Officers shall also document if the ICVS malfunctioned or if the vehicle was not equipped with an ICVS.
9. There is no expectation of privacy to any event recorded on the ICVS equipment.
10. Recording can only be stopped by manually pressing the "Stop" button on the control panel.
  - a. When the ICVS is recording a police contact, traffic stop, or criminal activity, it shall not be turned off until the contact has ended and the citizen or officer has left the scene.
  - b. The wireless microphone transmitter is activated with the ICVS.
  - c. The wireless microphone transmitter shall not be deactivated or muted independently of the ICVS when citizens are present.
  - d. Whenever anyone is transported in the rear seat of the vehicle the rear-facing camera of the ICVS shall be activated and remain activated until the officer arrives at the destination and is ready to remove the individual from the vehicle. This does not apply if the individual(s) being transported are members of the Decatur Police Department.
  - e. Officers may stop recording during non-enforcement activities and/or having the ICVS equipment on for an extended period would serve no constructive purpose.
  - f. If the ICVS is stopped manually by the officer during an incident that is required to be recorded, the officer shall prepare a memo for the officer's immediate supervisor explaining the reason the ICVS was stopped.
11. If an officer fails to activate the ICVS, fails to record the entire contact, or interrupts the recording, the officer shall notify their immediate supervisor as to why the recording was not made, was interrupted, or was terminated. If an Arrest or Incident/Offense report is already being filed on the contact, this documentation may take place in one of those reports.

### **C. Restrictions on Using the ICVS (CALEA 41.3.8b)**



ICVS shall be used only in conjunction with official law enforcement duties. The ICVS shall not be used to record:

1. Communications with other police personnel without the permission of the Chief of Police or designee;
2. Encounters with undercover officers or confidential informants unless approved by a Division Commander;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
5. No officer shall use the ICVS in such a manner which would bring discredit to the officer or the Decatur Police Department.

#### **D. Transfer of Recorded Video Files**

1. Officers shall ensure that their ICVS is downloaded at the end of their duty shift, or at the end of the secondary employment when applicable, or within 72 hours unless it involves a response to resistance or a complaint, then it shall be done at the end of the duty shift or at the end of the secondary employment when applicable. Exceptions to either of these can be granted by the Division Commander only after obtaining permission from the Chief of Police.
2. Video files will be transferred to the server at the Decatur Police Department anytime the officer's vehicle comes within range of an ICVS wireless access point. Once the transfer is complete, the ICVS system will reset itself for normal operation.
3. If an officer has not transferred video to the server upon reaching 5Gb of memory remaining, the officer shall proceed to an ICVS wireless access point at the earliest opportunity and transfer the video.
4. Files will be securely stored in accordance with State records retention laws (a minimum of six months, or until case adjudication), and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of the criminal justice system (CALEA 41.3.8d).



#### **E. Criminal & Administrative Use of the ICVS (CALEA 41.3.8c)**

The Decatur Police Department has adopted the use of the ICVS to accomplish several objectives. The primary objectives are as follows:

1. ICVS allows for accurate documentation of police-public contacts, arrests, and critical incidents. It also serves to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance the ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The ICVS may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

#### **F. Handling of Video Files**

1. Burning files to discs:
  - a. Officers shall create a case as needed. The proper formatting for "Display Name" entry box is Officer ID, case number, and charge, with a space between each, example: **A154 201800021345 DUI**.
  - b. Officers shall burn their video files to disc as needed. The discs shall be logged into evidence by the evidence custodian and stored in the evidence room until needed.
  - c. The evidence custodian shall log video evidence out to the appropriate officers as needed. Once the video evidence is no longer needed, the discs shall be returned to the evidence custodian and logged back into the evidence room as soon as possible.
  - d. "Evidence Copy" video files shall be treated as any other evidence. Alteration, duplication, or unauthorized destruction of these video files shall result in disciplinary action.
2. ICVS video is the property of the Decatur Police Department. Officers shall not obtain copies of ICVS video for personal use.
3. Officers receiving a request for video evidence from prosecuting or defense attorneys shall forward the request to the evidence custodian.



4. Except as described above, no ICVS video shall be disseminated outside the Decatur Police Department without written authorization from the Chief of Police.

#### **G. Supervisor's Responsibilities & Review (CALEA 41.3.8g)**

1. Administrative and supervisory personnel shall conduct a documented random review of each officer's recordings at least monthly.
2. The review shall consist of at least two random videos to assess:
  - a. Officer activity;
  - b. Tactics and officer safety;
  - c. Compliance with department policy; and
  - d. Any training deficiencies.

**Note:** A random review is defined as watching an officer's video for the entire recording time.

3. Shift supervisors shall also review and document the following recordings (CALEA 41.3.8c):
  - a. Pursuits;
  - b. Any use of the Taser, OC spray, or level of force greater than soft empty hands.

#### **H. Training (CALEA 41.3.8f)**

All newly hired personnel will be trained in the use of the ICVS during the Field Training Officer program. Other in-service training will be conducted on an as needed basis.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 401.14**

Subject: Written Directive System	Effective Date: October 4, 2010	Revised Date: February 19, 2020
Title: Domestic Violence/Court Protection	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41.2.4	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of this department to provide a proactive, proarrest approach in responding to domestic violence. The primary focus shall be on victim safety followed closely by offender accountability. In all cases the officer shall attempt to determine the *predominant physical aggressor* and arrest him or her. Officers should not arrest a person who acted in self-defense as defined by state statute and the following procedures shall apply.

**DEFINITIONS**

Definitions regarding domestic violence may be found in the Alabama Criminal Code, sections 13A-6-130 through 13A-6-143.

**Proarrest response:** The expectation that officers shall arrest a person for committing domestic violence unless there is a clear and compelling reason not to arrest (such as a determination of self-defense or lack of probable cause).

**PROCEDURES****A. Initial Response****1. Investigation**

- a. The purpose of any on-scene investigation is to establish probable cause through interviewing all parties involved, recording statements, preserving the crime scene, and collecting evidence.
- b. Upon arrival at a domestic violence call, officers shall:



- i. Secure the scene and separate all parties to ensure the safety of everyone present;
  - ii. Assess the need for medical attention. If the victim has been choked or strangled, the victim should be encouraged to seek medical attention;
  - iii. Interview all parties separately;
  - iv. After each party has been interviewed, determine if an arrest shall be made and/or other actions taken;
  - v. Collect and record evidence including photographs of injuries and/or property damage;
  - vi. Prepare an Incident/Offense Report including a detailed narrative describing the incident and the action(s) taken by officers;
  - vii. Verify if a Protection Order is current either from the victim, through the National Crime Information Center (NCIC), or through the Law Enforcement Tactical System (LETS). If the terms of the Protection Order have been violated by the defendant, an arrest shall be made;
- c. Officers shall not investigate any crime of domestic violence involving a family member of the officer.
  - d. Officers investigating a crime of domestic violence involving a law enforcement officer or elected official shall notify a supervisor immediately (CALEA 41.2.4).

## **2. Forced Entry**

Upon arriving at the scene, officers should make reasonable efforts to make contact with the parties involved and request entry but should not hesitate to force entry should it become necessary to protect the victim(s). Forced entry is permissible any time there is probable cause to believe the safety of a potential victim is in jeopardy.

- a. Probable cause of this type exists when the facts and circumstances within an officer's knowledge or of which he/she has reasonably trustworthy information are sufficient to warrant a person of reasonable caution to believe that the safety of a potential victim is in jeopardy.



- b. In making this decision, officers shall take into account everything they personally observe, all physical evidence, and all things learned from witnesses or other persons supplying information. In evaluating information, officers should take into account the credibility of the person supplying information and whether there is a reasonable basis for believing the content of the information.
- c. When making an assessment of whether forced entry should be made or whether the investigation should be continued when there is no response from the complainant, officers shall ensure that all available information has been obtained from the call taker.
  - i. This will include, but is not limited to, the content of the complainant's request for service, the urgency of the request, and the call taker's assessment as to the seriousness of the request.
  - ii. If this information was not obtained by the call-taker during the initial call for service, officers shall instruct the call-taker to attempt to call the complainant back.
- d. If circumstances permit, officers shall notify a supervisor and receive permission before making forced entry. If this is not possible due to exigent circumstances, officers shall notify a supervisor once the scene is secure (CALEA 41.2.4).
- e. Officers shall fully document their reason for forced entry in the subsequent Incident/Offense Report.

## **B. Arrest**

Arrest is the preferred response to incidents of domestic violence because arrest offers the greatest potential for ending violence.

- 1. When an officer responds to a call of domestic violence, the alleged assailant may be arrested without a warrant if:
  - a. The officer actually observes the commission of a crime; or
  - b. The officer has probable cause to believe that a crime has been committed, even though not in the Officer's presence. The warrantless arrest may be made when probable cause exist to arrest a person for one of the following crimes:
    - i. Any felony. However, officers shall contact their supervisor prior to making a felony arrest (CALEA 41.2.4);



- ii. Domestic Violence in the Third Degree; and
  - iii. Violation of a valid Protection Order.
2. Officers receiving complaints from opposing parties that meet the criteria for domestic violence under the definitions of the domestic violence relationships shall evaluate each complaint separately to determine who the predominant aggressor was. If the officer determines that one person was the predominant physical aggressor, the officer need not arrest the other person alleged to have committed domestic violence. In determining whether a person is the predominant aggressor, the officer shall consider all of the following:
- a. Prior complaints of domestic violence;
  - b. Relative severity of injuries inflicted on each person including whether the injuries are offensive versus defensive in nature;
  - c. The likelihood of future injury to each person;
  - d. Whether one of the persons acted in self-defense.
3. Officers shall not threaten, suggest, or otherwise indicate the possible arrest of all parties to discourage the request for intervention by law enforcement by any party and when making a decision about an arrest, the officer shall not consider the following factors:
- a. Consent or request of the victim;
  - b. Willingness of a victim or witnesses to testify or assist in prosecution;
  - c. Marital status of the parties, except to determine the relationship between the victim and offender as previously defined in this directive;
  - d. Verbal assurances by either party that the violence will cease;
  - e. Concern about reprisals against the victim by the offender;
  - f. Race, ethnic background, sexual preference, social class, or occupation of the victim and/or the offender.
4. It is Department Policy that an arrest shall be made if probable cause exists to make the arrest.



5. When an arrest for misdemeanor domestic violence has been made, the arresting officer will serve as the complainant.
6. When the alleged offender is not present, officers will make a reasonable effort to ascertain his/her whereabouts.
  - a. Officers shall attempt to make contact and continue the investigation.
  - b. If probable cause exists and the offender is not immediately located, the investigating officer shall obtain an arrest warrant by the end of the shift.
  - c. If the arrest is made for a misdemeanor, the Officer will swear to the complaint before the Municipal Court Magistrate.
  - d. If the incident is a felony, the officer or a supervisor shall contact the appropriate investigator prior to making any arrest (CALEA 41.2.5).

#### **C. Non-Arrest Situations**

1. When the alleged assailant is present at the scene and no arrest is made, the investigating officer shall complete an Incident/Offense Report thoroughly documenting the reason(s) an arrest was not made.
2. When the alleged assailant is no longer at the scene and cannot be located, the officer(s) shall offer to transport the victim and any minor children to a place of safety such as a "shelter" or another residence. The location to which the victim is transported should be considered confidential and shall be relayed to dispatch by telephone or MDT along with beginning and ending mileage.

#### **D. Mutual Injury/Self-Defense/Dual Arrest**

1. When evidence of mutual injury is present, the situation does not necessarily dictate that both parties be arrested (refer to B2, on predominant aggressor). Officers **SHALL** determine whether any injuries were inflicted as a result of self-defense. Arrest of both parties is appropriate when self-defense is **NOT** a factor.
2. No arrest shall be made for acts which an officer has probable cause to believe were committed only in self-defense.
3. The reasonableness of the force used is a key question in evaluating claims of self-defense. In domestic violence cases, victims should only use the amount of force necessary to stop



the offender's attack. Past and present history of violence and the differences between size and strength of the parties involved should also be considered.

### **E. Reporting Requirements**

Alabama State law requires that officers fully document their response to every domestic violence incident on an Incident/Offense Report, whenever a crime has been committed or an arrest has been made. In any instance where probable cause exists and no arrest is made, officers shall complete an Incident/Offense Report documenting the reasons for not making an arrest.

1. An Incident/Offense Report shall be completed on every domestic violence investigation when at least one of the following exists:
  - a. An act of violence is committed, attempted, or threatened either in the presence of the officers or reported to the officers;
  - b. An involved person reports to the investigating officers that they fear for their safety after the officer leaves;
  - c. An arrest is made for any crime of domestic violence; or
  - d. At any time the investigating officer or supervisor believes that a report is appropriate or necessary.
2. A second point of contact and telephone number may be included in the Incident/Offense Report.
3. Photographs of any physical injury shall be made and uploaded into the corresponding case file in the records management system.

### **F. Crimes Victims Assistance and Rights**

1. In all domestic violence situations, the investigating officer(s) shall advise the victim of the availability of a shelter and other services in the community.
2. Officers shall provide all victims of domestic violence with a Crime Victim's Rights pamphlet.
3. Any officer receiving notification from a victim regarding post-sentence release for a misdemeanor domestic violence case shall direct the victim to contact the Family Service



Unit of the Police Department. The Family Services Unit shall contact the victim within fifteen (15) days prior to the end of prisoner's sentence.

#### **G. Supervisory Personnel**

All field supervisors will monitor the receipt of domestic violence calls by officers under command.

1. Whenever needed, the supervisor will respond to the scene for the purposes of providing additional security, monitoring the investigation, and providing guidance as necessary.
2. Supervisors shall be contacted in all cases when a felony has been committed (CALEA 41.2.4).
3. Supervisors will respond to and assume investigation of all domestic violence calls where the victim or offender is a law enforcement officer or elected official whether the individual is present at the scene or not.
4. Whenever possible, the supervisor will make any arrest of a law enforcement officer or elected official.
5. If a law enforcement officer is involved in a domestic dispute and no arrest made and no warrant is to be obtained, the supervisor shall complete an Incident/Offense Report thoroughly documenting the reason(s).
6. Upon allegations of domestic violence or the arrest of a Decatur Police Officer, the supervisor shall notify the Chief of Police through the chain of command (CALEA 41.2.4).
7. If a law enforcement officer from another agency is involved in a domestic violence or domestic dispute call, the shift supervisor shall notify that office's agency before the end of the shift and ensure the names of persons notified are included on the Incident/Offense Report.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 401.18**

Subject: Written Directive System	Effective Date: January 20, 2012	Revised Date: August 21, 2019
Title: Criminal Trespass Warnings	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Residents of Decatur or Business entities in Decatur may request trespass warnings for individuals trespassing on their property. Authorized representatives from public properties may also request trespass warnings for individuals engaging in criminal activity or loitering.

**PROCEDURES**

Prior to issuing a trespass warning, Officers shall check to determine if an active trespass warning exists at the location.

1. Authorized representatives of properties or residents of private dwellings may request a trespass warning for any individual that does not reside at the property. Officers shall use the Written Notice of Trespass Warning form. Officers shall fill in the designated spaces on the form and explain the contents. Offenders shall be given the opportunity to sign the form, and if refused, "Refused" shall be indicated in the appropriate blank. Officers shall check the appropriate box indicating the length of the trespass warning. The yellow copy shall be given to the offender and the Officer shall keep the original.
2. Officers are required to submit an incident/offense report when a trespass warning is issued. The original trespass warning form shall be forwarded to the Records Division to be entered into the computer. If an offender is arrested at the same time a trespass warning is issued, an incident/offense report shall be completed for the trespass warning, and an arrest report shall be completed for the arrest.
3. If an Officer makes an arrest for criminal trespassing, the arrest report shall contain the original case number of the trespass warning, the date the warning was issued along with expiration date, and the individual who issued the warning.



4. Representatives or individuals wishing to rescind a trespass warning that was previously issued by them may do so upon completion of a supplement report. The officer shall use the original case number from the issued trespass warning. The date the warning was issued, the expiration date, and the individual who issued the warning shall be included in the narrative of the supplement report.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 401.19**

Subject: Written Directive System	Effective Date: September 15, 2014	Revised Date: May 22, 2019
Title: Body Worn Cameras	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that officers shall activate the Body Worn Camera (BWC) when such use is appropriate to the proper performance of their official duties, where the recordings are consistent with this policy. This policy does not govern the use of surreptitious recording devices used in undercover operations (CALEA 41.3.8a).

**PURPOSE**

This policy is intended to provide officers with instructions on when and how to use body worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with policy.

**PROCEDURES**

**A. Administration**

The Decatur Police Department has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court (CALEA 41.3.8c).
2. Audio and video recordings also enhance the ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training (CALEA 41.3.8c).



3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband (CALEA 41.3.8c).

## **B. When and How to Use the BWC**

1. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties. This includes officers working in the capacity of Secondary Employment detailed in policy #301.7 (CALEA 41.3.8b).
  - a. Whenever officers are conducting official police business with a member of the public; and
  - b. Any other incident that the officer feels may be necessary.
2. The BWC shall be activated just prior to the contact and until the contact is completed in order to ensure the integrity of the recording (CALEA 41.3.8b).
3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall notify their immediate supervisor as to why the recording was not made, was interrupted, or was terminated. If an Arrest or Incident/Offense report is already being filed on the contact, this documentation may take place in one of those reports.

## **C. Procedures for BWC Use**

1. There are exceptions that may be granted to officers allowing them not utilize the BWC. Those exceptions may be granted by the Division Commander only after obtaining the permission of the Chief of Police. These exceptions will be provided to those members in writing for guidance. A copy of the exceptions shall be provided to the Office of Professional Standards.
2. Police Personnel shall use only BWCs issued by the Decatur Police Department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Decatur Police Department.
3. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured (CALEA 41.3.8e).



4. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems (CALEA 41.3.8e).
5. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or designee.
6. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
7. The Decatur Police Department reserves the right to restrict an officer from viewing the video file if it is deemed necessary or appropriate (CALEA 41.3.8c).
8. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
9. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
10. Officers will attempt to place the BWC in the proper upright position on their person that best captures the intended video.
11. At no time shall officers disregard their safety or the safety of others for the purpose of being in a position for a visual recording.

#### **D. Restrictions on Using the BWC (CALEA 41.3.8b)**

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not be used to record:

1. Communications with other police personnel without the permission of the Chief of Police or their designee;
2. Encounters with undercover officers or confidential informants unless approved by the Division Commander;
3. When on break or otherwise engaged in personal activities; or



4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

#### **E. Storage (CALEA 41.3.8d)**

1. Officers shall ensure that their BWC is downloaded at the end of their duty shift, or at the end of the secondary employment, or within 72 hours unless it involves a response to resistance or a complaint, then it shall be done at the end of the duty shift or at the end of the secondary employment. Exceptions to either of these can be granted by the Division Commander only after obtaining permission from the Chief of Police.
2. All images and sounds recorded by the BWC are the exclusive property of the Decatur Police Department. Accessing, copying, or releasing files for non law enforcement purposes is strictly prohibited.
4. Files should be securely stored in accordance with state records retention laws (a minimum of six months, or until case adjudication), and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

#### **F. Animal Services**

1. The BWC shall be activated when operating in an official capacity as a Decatur Animal Control Officer (CALEA 41.3.8b). This shall include:
  - a. When on private property as allowed by law;
  - b. During citizen contacts of an official nature;
  - c. During all transports of stray, injured, and/or seized animals that have not yet become the responsibility of the Decatur Animal Services.

**Note:** The BWC should be turned off once the animal has been loaded into the transport kennel.

2. In the event the BWC captures video or audio during on-call, animal control officers shall turn the BWC into the division supervisor on the next duty day, or within 72 hours, whichever comes first.
3. BWCs shall be connected to their chargers at the end of every shift (CALEA 41.3.8e).



4. BWCs shall be turned into the division supervisor at the beginning of every shift to ensure data is downloaded.
5. All equipment malfunctions and/or damage shall be brought to the attention of the division supervisor as soon as possible so that a replacement unit may be procured. Animal control officers must submit a memorandum explaining the circumstances.
6. Animal control officers shall abide by all applicable procedures and restrictions already established in this procedure.

#### **G. SWAT Team Members**

SWAT team members will be provided with base charges for the BWCs. This allows SWAT team members to charge their BWCs from their homes for deployment purposes, to facilitate a timely response during call-out without having to go to an alternate location to pick up the BWCs.

1. It will be the responsibility of SWAT Team members to ensure that a charge is maintained (CALEA 41.3.8e).
2. The charger will not download data from the house. The BWC is to be carried during normal work hours and footage is downloaded at the designated docking station at the first available opportunity upon returning to duty, unless circumstances require it to be done immediately.

#### **H. Supervisory Responsibilities & Review**

1. Administrative and supervisory personnel shall conduct a documented random review of officer's recordings at least monthly (CALEA 41.3.8c, 41.3.8g).
2. The review shall consist of at least two random videos to assess:
  - a. Officer activity;
  - b. Tactics and officer safety;
  - c. Compliance with Department policy;
  - d. Any training deficiencies.

**Note:** A random review is defined as watching an officer's video for the entire recording time.



3. Supervisors shall also review and document the following recordings:

- a. Pursuits;
- b. Any use of the Taser, OC spray or any level of force greater than "Soft Empty Hands."

**I. Training (CALEA 41.3.8f)**

All personnel will be trained in the use of the BWC during the Field Training Officer Program. Other in-service training will be conducted on an as needed basis.



**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama**

**General Order No. 401.20**

Subject: Written Directive System	Effective Date: October 22, 2014	Revised Date: August 7, 2019
Title: Recording Police Activity	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space.

**PURPOSE**

This policy provides officers with guidance for dealing with situations in which they are being recorded, to include both audio and video, or both, by members of the public or the media.

**DEFINITIONS**

**Recording:** Capturing of images, audio, or both, by means of a video camera, cell phone, audio recorder, or other device.

**Media:** The storage source for visual or audio recordings, whether by film, analog, or digital means.

**PROCEDURES**

- A. Persons who are lawfully in public spaces or locations where they have a legal right to be present have a First Amendment right to record things in plain sight or hearing to include police activity. Examples, but not limited to, are homes, places of business, or the common areas of public and private facilities and buildings. Officers may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to certain legitimate and reasonable legal restrictions, listed below:



1. A reasonable distance must be maintained from the officer(s) who is engaged in police enforcement or police related duties.
2. Subjects engaged in recording activities may not obstruct police actions. Subjects may not interfere with the officer(s) through direct physical intervention, tampering with a witness, or by persistently interrupting the officers. As much as verbal criticism, verbal insults, or name calling may be annoying, they alone do not justify an officer to take corrective action to stop the recording. Doing so is an infringement upon an individual's right to protected speech.
3. The subject recording must not interfere unreasonably with the movement of emergency vehicles and equipment or personnel. The subject is also not allowed to obstruct either vehicular traffic or pedestrian traffic.
4. The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the subject recording.

**B. Arrest**

1. Subjects who violate the mentioned restrictions should be informed that they are engaged in prohibited activity and given instructions or directions on how to become compliant prior to any arrest.
2. Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. Recording in of itself is not grounds for detention or arrest.
3. Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files may require a search warrant. Files and media shall not be erased under any circumstances.

**C. Confiscation of Recording Devices and Media**

1. Absent arrest of the subject recording, recording equipment may not be confiscated. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions of other police operations.
2. If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should:



- a. Advise and receive instructions from a supervisor;
  - b. Ask the person in possession of the recording if they will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence;
  - c. In exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be confiscated under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.
3. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be confiscated and viewed.
  4. Whenever a recording device or media is seized without a warrant or obtained consent, the seized item shall be held in police custody no longer than reasonably necessary to obtain a warrant without undue delay. The owner of the device shall be given instructions on how to retrieve their device and it must be done as soon as possible. In all cases of device or media seizure, a property receipt shall be provided to the owner.

#### **D. Supervisor Responsibilities**

A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant of lawful consent.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 402.0**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: April 7, 2020
Title: Dress Code – General Appearance	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.6	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of this Department that all employees of the Decatur Police Department shall present a professional appearance. Professionalism is judged not only by the manner in which an officer wears the uniform but by the officer's personal appearance. Therefore, a neat and well- groomed appearance by each officer is fundamental to the Decatur Police Department and contributes to the public's confidence in the department and the following procedures shall apply.

**PROCEDURES****A. Hair**

All employees will keep their hair clean and neatly groomed.

**1. Male Employee Hair**

- a. The hair on top of the head shall be neatly groomed. The length and bulk of the hair shall not be excessive or present a ragged, unkempt, or extreme appearance. The hair shall be tapered so that the outline of the officer's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it shall not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The bulk or length of hair shall not interfere with the normal wear of headgear. Males are not authorized to wear braids, cornrows, or dreadlocks while on duty. Hair that is clipped closely or shaved to the scalp is authorized.
- b. Males shall keep sideburns neatly trimmed. Sideburns shall not be flared. The base of the sideburn will be a clean-shaven, horizontal line. Sideburns shall not extend below the lowest part of the exterior ear opening.
- c. Beards and mustaches



- i. Males shall keep their face clean-shaven when on duty.
  - ii. Mustaches are permitted. Mustaches shall be kept tapered and neatly trimmed. Mustaches will not present a chopped off or bushy appearance. No portion of the mustache will cover the upper lip line or extend more than one quarter of an inch beyond the corners of the mouth.
  - iii. Personnel suffering from a medical condition for which the growth of the beard is required for medical treatment shall present a copy of the doctor's medical orders for consideration by the Chief of Police. The medical orders need not state the medical condition of the employee but shall include the reason the growth of the beard is necessary, the length of beard that is necessary, and how long the beard will be required.
- d. Personnel assigned to the Criminal Investigation Division may wear beards/goatees.
- i. Beards/goatees will follow the contour of the chin line so as to permit a proper seal when wearing a mask.
  - ii. Any beard or goatee shall protrude from the surface of the skin  $\frac{1}{2}$  an inch. The length of the facial hair shall be limited to  $\frac{3}{4}$  of an inch and must not extend beyond the normal contour of the face.
  - iii. Patchy, spotty clumps of facial hair, including "soul patches" are not considered beards and as such are not permitted.
  - iv. In all instances, facial hair shall be clean and well-groomed with no unnatural coloring or "fads" allowed.
  - v. Beards/goatees shall be shaved any time a patrol uniform is worn.
  - vi. Organized Crimes Unit may be exempt from the beards/goatees guidelines depending on the type of investigation.
2. Female Employee Hair
- a. Hair may not exceed more than two inches past the bottom of the uniform collar, except when worn in a ponytail which may not exceed more than four inches past the bottom of the uniform collar.
  - b. The front of the hair (bangs) may not exceed past the bottom of the eyebrow.
  - c. The sides of the hair must be pulled back away from the face either with a hair



accessory or tucked behind the ears. Hair accessories (barrettes, pins, clips) must be a similar color as the hair. Hair color must be of a natural color.

- d. Hair styles shall present a professional and well-kept appearance and may include pinned hair and/or buns. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear.

## **B. Cosmetics**

Female officers may wear make-up that is conservatively applied and matches the skin tone.

## **C. Fingernails**

The fingernails of all employees shall be kept clean and neatly trimmed. Female officers may paint their fingernails but only in a conservative neutral color.

## **D. Eyeglasses, Sunglasses, and Contact Lenses**

1. Conservative eyeglasses and sunglasses are authorized for wear.
2. Officers shall not wear lenses with extreme colors. Lens colors shall be traditional gray, brown, or dark green shades. Officers will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform.
3. Contact lenses with designs that change the appearance of the eye are not authorized.

## **E. Jewelry**

Officers may only wear a watch, medical ID bracelet, and one ring on each hand. Rings shall not be worn on the thumbs. For the purpose of this policy, a bridal set is considered one ring. Necklaces or other items of jewelry may be worn provided they are not visible.

## **F. Hygiene**

Officers will maintain good personal hygiene on a daily basis.

## **G. Tattoos**

1. Visible tattoos on the ears, head, face or neck area are prohibited.
2. Visible body tattoos must be neutral and not offensive. Depictions of nudity, racism,



violence, or vulgarity through words or symbols are prohibited.

3. Intentional body mutilation, piercing jewelry, branding or intentional scarring that would be visible while on duty is prohibited. Examples include:
  - a. A split or forked tongue;
  - b. Foreign objects inserted under the skin to create a design or pattern;
  - c. Enlarged or stretched out holes in the ears;
  - d. Intentional scarring that appears on the neck, face, scalp or arms.
4. Employees will not be subject to disciplinary action for any tattoo existing prior to the adoption of this policy.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 402.1**

Subject: Written Directive System	Effective Date: September 28, 2010	Revised Date: March 13, 2019
Title: Duty Code (Duty Uniform)	Pages: 10	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.6	Chief of Police Approval <i>Nathaniel Allen</i>	

**POLICY**

It is the policy of the Decatur Police Department that all members shall present a neat, clean, and professional appearance. Because the uniform, by its very nature, is a reflection on the Department, uniformed employees will be held to more exacting appearance standards than plainclothes personnel. Only uniforms, accessories, and equipment meeting the specifications supplied to the Contract Vendor are authorized for wear. In addition to this policy, supervisors will provide additional direction, guidance and control as needed (CALEA 22.1.6).

**DEFINITIONS**

Contract Vendor – The company with the current contract to supply uniforms and equipment to the Decatur Police Department.

Approved Wear – The list of items approved for purchase from the Contract Vendor. All uniforms and accessories shall meet the specifications supplied to the Contract Vendor.

**PROCEDURES**

**A. Uniform Classifications**

**1. Dress Uniform (Full Polyester):**

- a. **Captains and above:** Shall consist of the uniform dress coat with badge, white long-sleeve uniform shirt, uniform trousers, tie, hat, and plain-toe black laced dress shoes. On the dress coat, rank shall be signified by the appropriate insignia, worn centered one inch above the shoulder on the outside edge of the epaulet as well as by gold bands around the bottom of each sleeve: two for Captain, three for Major, and four for



- Chief. No additional insignia, ribbons, or pins are authorized for wear on the dress coat. The white long-sleeve dress shirt shall be worn with appropriate rank insignia but patches and badge are optional.
- b. **Lieutenants:** Shall consist of the white long-sleeve uniform shirt, uniform trousers, tie, and hat. The Dress Uniform as worn by Captains and above is optional for Lieutenants with one gold band around the bottom of the dress coat sleeve signifying rank. No additional insignia, ribbons, or pins are authorized for wear on the dress coat.
  - c. **Sergeants and Officers:** shall consist of the long-sleeve uniform shirt, uniform trousers, tie, and hat.
  - d. All officers, regardless of rank or assignment, are required to maintain at least one Dress Uniform.

## 2. Class A Uniform (Full Polyester):

- a. **Class A Uniform Summer:** shall consist of the short-sleeve uniform shirt and uniform trousers. Either a V-neck T-shirt or black crew-neck T-shirt is authorized for wear. Lieutenants have the option of utilizing the 5.11 TacLite B Uniform or the Class A Uniform for duty wear on a daily basis. Members of the Department that are of the rank of Captain and above are required to utilize the Class A Uniform when wearing a uniform.
- b. **Class A Uniform Winter:** shall consist of the long-sleeve uniform shirt and uniform trousers. The uniform tie, black dickie, black mock- turtleneck, V-neck T-shirt, or black crew-neck T-shirt shall be worn with the uniform. All dickies and mock-turtlenecks shall have the initials "DPD" embroidered on the front left side of the collar. The initials shall be silver in color for officers and gold in color for sergeants and above. In order to insure uniformity, all embroidery shall be done by the Contract Vendor. Lieutenants have the option of utilizing the 5.11 TacLite B Uniform or the Class A Uniform for duty wear on a daily basis. Members of the Department that are of the rank of Captain and above are required to utilize the Class A Uniform when wearing a uniform.
- c. The wearing of either short sleeves or long sleeves will be optional year round.

## 3. Class B Uniform:



- a. **Class B Uniform Summer:** shall consist of the short-sleeve uniform shirt and uniform trousers. Either a V-neck T-shirt or black crew-neck T-shirt is authorized for wear. Officers and Sergeants are required to utilize the 5.11 TacLite B Uniform for duty wear. Lieutenants have the option of utilizing the 5.11 TacLite B Uniform or the Class A Uniform for duty wear on a daily basis. Members of the Department that are of the rank of Captain and above are required to utilize the Class A Uniform when wearing a uniform.
  - b. **Class B Uniform Winter:** shall consist of the long-sleeve uniform shirt and uniform trousers. The black dickie, black mock-turtleneck, V-neck T-shirt, or black crew-neck T-shirt shall be worn with the uniform. All dickies and mock-turtlenecks shall have the initials "DPD" embroidered on the front left side of the collar. The initials shall be silver in color for officers and gold in color for sergeants and above. In order to insure uniformity, all embroidery shall be done by the Contract Vendor. Officers and Sergeants are required to utilize the 5.11 TacLite B Uniform for duty wear. Lieutenants have the option of utilizing the 5.11 TacLite B Uniform or the Class A Uniform for duty wear on a daily basis. Members of the Department that are of the rank of Captain and above are required to utilize the Class A Uniform when wearing a uniform.
  - c. The wearing of either short sleeves or long sleeves will be optional year round.
4. **Class C Uniform:** The Class C Uniform shall be authorized and approved by the Chief of Police for specialized units when the wear of the Class B Uniform would be impractical. The authorized Class C Uniforms for each unit is located in the appendix to this directive.

## **B. Uniform**

The Class B Uniform will be the normal duty uniform for officers assigned to the Patrol Division and all other sworn personnel not authorized other specific wearing apparel.

### **1. Duty Dress Hat**

The Duty Dress Hat shall be the Navy Style Model # 9809, navy in color. The hat band and retainer buttons shall be silver metal for officers and gold metal for sergeants and above. Personnel through the rank of lieutenant shall wear a hat with a high luster black bill. Captains and above shall wear a hat with a cloth covered black bill with gold braid.

- a. The protective rain cover for the hat will be made of black or transparent material.



- b. The hat shall be worn straight on the head, with bill forward, so that the band creates a straight line around the head parallel to the ground. No hair shall be visible on the forehead.
- c. Wearing of the Duty Dress Hat in Class A Uniform is at the officer's discretion with the exception of the following circumstances:
  - 1. At formal occasions (e.g. funerals, graduations, etc.).
  - 2. When wearing the Dress Uniform.
  - 3. At any time as directed by a supervisor.
  - 4. Officers shall have a Duty Dress Hat available any time the officer is wearing the Dress Uniform or the Class A uniform.

## **2. Duty Ball Cap**

The duty ball cap shall be a traditional style baseball cap with the front of the cap to be embroidered with "Decatur Police" and the bottom rear of the cap to be embroidered with the officer's ID number. All embroidering will be silver for officers and gold for sergeants and above. All embroidering will be done by the Contract Vendor to maintain uniformity.

- a. The duty ball cap shall be worn squarely on the head, with the bottom edge parallel to and 1½ inch above the eyebrows.
- b. The duty ball cap shall not be worn with the Class A or Dress uniform.
- c. The duty ball cap shall only be worn with the Class B uniform during special events, during inclement weather, during extended sun exposure, or anytime with the approval of the Chief of Police or his designee.
- d. Ball caps may be worn with the Class B or Class C uniform.

## **3. Duty Watch Cap**

- a. The duty watch cap shall be a plain, black, "Navy-style" watch cap.
- b. The initials "DPD" shall be embroidered on the front left side of the watch cap in such a manner that the initials are visible when the bottom of the watch cap is double



folded. The initials shall be silver for officers and gold for sergeants and above. In order to ensure uniformity, all embroidery shall be done by the Contract Vendor.

- c. The duty watch cap shall be worn diagonally from the base of the back of the neck, across the ears, and on the forehead.

#### **4. Duty Head Band**

- a. The duty head band shall be plain black.
- b. The initials "DPD" shall be embroidered on the front left side of the head band. The initials shall be silver for officers and gold for sergeants and above. In order to ensure uniformity, all embroidery shall be done by the Contract Vendor.

#### **5. Uniform Shirt**

The uniform shirts may be tailored for better fit but may not be excessively tight. The sleeve lengths of uniform shirts may be altered within reason. Supervisors shall make the final judgment on the appropriate sleeve length of an officer's shirt.

#### **6. Uniform Trousers**

The Dress and the Class A uniform trousers shall have a stripe on each leg and will be "French Blue" for Officers and "Lemon" for Sergeants and above. The trouser legs on all uniform pants will be hemmed so that the front edge will break on the top of the shoe or boot and the rear edge presents a neat appearance. The uniform trousers may be tailored for better fit but may not be excessively tight.

#### **7. Duty Jacket/Lightweight Duty Jacket**

The duty jacket and lightweight duty jacket may be worn at any time during the year. The jackets may be worn with or without the zip in liner and zipped or unzipped at the Officer's discretion.

- a. The jackets shall be navy blue in color with shoulder patches. No other jackets are authorized for wear.
- b. The badge shall be worn on the jackets in the same manner as on the uniform shirt. Embroidered badges are not authorized.



## **8. Raincoat**

If an officer has a raincoat previously approved for wear that is similar in style to the raincoats on the bid list, the raincoat is authorized for wear.

## **9. Footwear**

Either laced shoes or boots may be worn. Footwear shall be black in color with the heels and toes highly polished. An exception to this section is to allow the wearing of Men's Riddick Performance Boots. This exception is for the Traffic Division's Motor Officers during the operation of a motorcycle during their duties.

## **10. Gloves**

Five finger gloves of cloth or leather may be worn. The gloves must be full finger length style and black in color. No mesh cloth gloves are authorized. High visibility gloves may be worn when directing traffic.

### **C. Uniform Accessories**

#### **1. Badge**

The badge shall be the Blackington Model B736H with blue lettering. The badge shall be silver with gold overlay for officers and gold for Sergeants and above. The badge shall be worn on the duty shirt and the outermost garment using the positioning of the badge on the duty shirt as an example. On the uniform shirt, the badge will be worn centered on the sewn crease above the left shirt pocket with the bottom edge of the badge resting on the top edge of the pocket. Additional badges may be purchased through the clothing allowance; however, none will be personalized except with the approval of the Chief of Police.

#### **2. Hat Badge**

The hat badge will be silver for Officers and gold for Sergeants and above with blue lettering. The hat badge will be affixed to the front cover of the hat, directly above the bill and centered vertically to the ground.

#### **3. Shoulder Patch**

The shoulder patch will be worn on each sleeve of all shirts and jackets, except rain coats and authorized leather jackets. It will be one-half inch below the shoulder seam and



centered on a line below the epaulet.

#### **4. Service Stars**

Officers are required to wear service stars on the left sleeve of the long-sleeve uniform shirt. Each gold star denotes five years of service with the Decatur Police Department. In order to insure uniformity, service stars shall be purchased from, and sewn on by, the Contract Vendor.

#### **5. Rank Insignia**

##### **a. Master Patrol Officer**

The Master Patrol Officer insignia shall be a single silver chevron worn on each collar. The insignia shall be worn point up, centered on the collar so that the centerline of the insignia bisects the point of the collar, and the bottom of the insignia is positioned 1" from the collar point.

##### **b. Sergeants**

The sergeant's brass shall be gold metal and worn pointing up and centered away from the tip of the collar, with the bottom tips at ¼ inch from the edges of the collar. Sergeant brass shall be worn on the duty jacket, pointing inward, centered one inch above the shoulder on the outside edge of the epaulet.

##### **c. Lieutenant**

Lieutenant's bars shall be gold metal and worn centered between the point and top of the collar of all shirts. The bar shall be placed so that the long edge is parallel to and ¼ from the front seam of the shirt collar. Lieutenant bars shall be worn on the duty jacket, centered one inch above the shoulder on the outside edge of the epaulet.

##### **d. Captain**

Captain's bars shall be worn on the same garments and in the same manner as the lieutenant's insignia.

##### **e. Deputy Chief**

Deputy Chief's stars shall be worn on the same garments and in the same manner as the Chief's insignia with the stem parallel to the front edge of the



collar.

## **6. Nameplate**

The nameplate shall be silver trimmed for officers and gold trimmed for sergeants and above. It shall be worn on the uniform shirt, centered above the right pocket, with the bottom of the nameplate parallel to and touching the top of the pocket flap. Officers will wear the addition to the nameplate "SERVING (year) SINCE" with the year indicating their first year of employment with the Decatur Police Department. The "serving since" addition shall be the same color as the nameplate. In order to insure uniformity, all nameplates and "serving since" additions shall be purchased from the Contract Vendor.

## **7. Ribbons**

Reference the directive governing commendation and awards. Ribbons shall be worn above the nameplate.

## **8. Unit Specialized Assignment Pins**

Unit Pins, Specialized Assignment Pins, or any other such device as authorized by the Chief of Police will be worn above the nameplate and any ribbons. Up to two such pins may be worn. The first will be worn centered one quarter inch above the nameplate or ribbon(s). The second will be worn centered one quarter inch above the first pin. The longer pin should be placed below the shorter pin, presenting a triangular appearance with the nameplate as the base. A list of approved pins is located in the appendix of this policy.

## **D. Clothing Allowance (CALEA 22.1.6)**

Uniform Personnel shall receive an annual allowance to purchase uniforms and equipment from the Department Contract Vendor. Officers with less than two years experience must use this allowance for the purchase of uniforms or footwear unless otherwise authorized by the Chief of Police or his designee.

## **E. Dry Cleaning and Laundry Service**

All Uniform Personnel of the Decatur Police Department are provided with dry cleaning and laundry service from the city contract dry cleaning and laundry vendor. This service is for uniforms worn in the performance of official department duties only and also includes ties, dickies, and mock turtlenecks. No other clothing items



are permitted for Uniform Personnel.

#### **F. General Appearance**

1. Uniforms shall be kept clean and neatly pressed.
2. Patches shall be clean and not frayed.
3. Uniforms with holes or showing excessive wear shall be not be worn.
4. Uniforms shall be kept buttoned, zipped, and snapped in the manner they were designed to be worn unless otherwise specified in this directive.
5. Items carried in the pockets will not protrude or present a bulky appearance.
6. The uniform shirt will be tucked into the trousers with the vertical edge lining up with the trouser fly opening. Any belt buckle will be centered on the same line.
7. Metallic items will be free of corrosion and polished, unless manufactured to be non-reflective.
8. Shoes and boots will be kept clean and highly polished.

#### **G. Wearing the Uniform**

1. In additions to regular duty, Uniform Personnel shall wear a uniform for all court appearances. The uniform may also be worn to and from work and for authorized extra-duty employment.
2. Employees who have been suspended from duty shall not wear any part of the uniform for the duration of the suspension.
3. The uniform will not be considered to be complete unless all component parts are present. Exceptions must be authorized by the Chief of Police or his designee.
4. All members of the Department, regardless of rank, shall maintain a uniform for duty use in case of such events as, but not limited to, natural disasters and civil disturbances.



## Appendix

Honor Guard  
Field Training Officer  
Warrant Unit  
School Resource Officer  
Traffic Wings  
Traffic Homicide Investigator  
Motor Carrier Safety Unit  
K-9  
SWAT Team



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 402.2**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: March 10, 2020
Title: Dress Code – CID	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.6	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that all members present a professional appearance and the following procedures shall apply.

**PROCEDURES****A. Uniform Classifications****1. Class A Attire**

- a. **Male investigators:** A suit or sport coat and dress slacks, dress shirt, tie, and dress shoes. All Class A attire shall be conservative.
- b. **Female investigators:** A suit, slacks and blazer, or dress/skirt, dress shirt or blouse, and dress shoes. All Class A attire shall be conservative.

**2. Class B attire**

- a. **Male Investigators:** Dress slacks, dress shirt, tie, and dress shoes. All Class B attire shall be conservative.
- b. **Female investigators:** Slacks or dress/skirt, dress shirt or blouse, and dress shoes. All Class B attire shall be conservative.
- c. **Class C Attire:** Guidelines for Class C attire shall be established by Unit Directives with the approval of the Chief of Police.

- 3. **Footwear:** Acceptable footwear shall be defined by the Division Commander with the approval of the Chief of Police.

**B. Dress Code**

1. Standard attire for all non-uniform officers shall be Class B attire but officers may wear Court attire at any time. Class C attire may be worn by officers responding to call-outs or at any other time designated by Unit Commander with the approval of the Chief of Police.
2. Class A attire shall be worn when reporting for court, conducting preplanned media interviews, formal business meetings or any event requiring a Class A uniform for uniform officers. Officers, who are on duty and called to court without having received a subpoena, may report as they are dressed at the time.
3. All supervisors and detectives, including narcotics investigators (if in court attire) shall wear a suit coat, sports coat, or dress overcoat when outside of the Decatur Police Department, if a coat is needed or warranted.
4. Non-uniform officers shall wear their badge on their belt immediately in front of their holster, or on a neck worn holder that places the badge in plain view in the center of the body, so that any member of the public who sees the officer's holstered weapon is likely to see the officer's badge.
5. Non-uniform officers shall maintain at least one uniform and all components necessary for the officer to report in a Class A uniform, or Class B uniform if directed.

**C. Dry Cleaning and Laundry Service**

All non-uniform officers of the Decatur Police Department are provided with dry cleaning and laundry service from the city contract dry cleaning and laundry vendor. This service is for clothing worn in the performance of official department duties only.

**D. General Appearance**

1. All clothing shall be clean and neatly pressed.
2. Shoes and boots will be clean and polished.

**E. Organized Crime Unit**

For members of the Organized Crime Unit, exceptions to this directive shall be established by the Division Commander with the approval of the Chief of Police.

**F. Uniform Allowance**

1. Each approved non-uniform officer may receive a clothing allowance annually in the



amount of \$600.00. The allowance must be spent throughout the fiscal year on courtroom clothing attire, police uniform and related equipment.

2. Officers working in plain clothes details in an undercover capacity may be allowed to purchase street attire appropriate for their assignment.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 402.3**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: October 31, 2018
Title: Dress Code - Other	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22.1.6	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that all members present a professional appearance and the following procedures shall apply.

**DEFINITIONS**

**Approved Wear:** The list of items approved for purchase from the Contract Vendor. All uniforms and accessories shall meet the specifications supplied to the Contract Vendor.

**Contract Vendor:** The company with the current contract to supply uniforms and equipment to the Decatur Police Department.

**PROCEDURES****A. Uniform Classifications**

1. Dress Uniform (Full Polyester)

Officers shall follow the procedures set for Dress Uniform in the Duty Uniform policy.

2. Class A Uniform

Officers shall follow the procedures set for Class A Uniform in the Duty Uniform policy.

3. Class B Uniform



Officers shall follow the procedures set for Class B Uniform in the Duty Uniform policy.

4. Class C Uniform

The class C uniform shall consist of a polo style shirt with tactical pants or dress pants. Shirt colors are limited to dark navy blue or black. Tactical or dress pant colors are limited to black, dark navy blue, or khaki. Shirts shall have the officer's title or rank, first initial and last name embroidered in the area where the name plate would be worn on the uniform shirt. The embroidered rank and name shall be silver metallic for dark colored shirts and gold for supervisors. The shirt shall have a badge embroidered in the area where the badge would be worn on a uniform shirt. The badge will be metallic silver with metallic gold panels for officers and metallic gold for supervisors. All badges shall have black lettering. In order to ensure uniformity, all embroidery shall be done by the Contract Vendor.

5. Class D Uniform (Special Events)

The Class D Uniform shall only be worn by members of the Waterborne Response Unit, officers assigned to work inside Point Mallard Water Park, or at any other special event that is pre-approved by the Chief of Police.

The Class D Uniform shall consist of the department approved items:

- Unit approved polo shirt (blue and black in color);
  - Unit approved shorts (navy in color);
  - Tennis shoes (solid black in color);
  - Leather or nylon duty belt and gear.
6. Footwear: Either laced shoes or boots may be worn. Tennis shoes and sneakers are approved upon request. Footwear shall be black or brown leather in color capable of being polished. Tactical/Duty boots that are made of tan suede material are also approved for wear.
7. Officers wearing a class C uniform shall wear their badge in a prominent location. The officers may elect to wear the badge on their belt immediately in front of their holster or they may wear it on a neck chain designed for supporting a badge. This will help ensure that if a member of the public, or another officer, sees the officer's holstered weapon they are likely to see the officer's badge.
8. Officers wearing a class C uniform shall maintain at least one uniform and all components necessary for the officer to report in a Class A or Class B uniform if directed.

**B. Dress Code**

1. Standard attire for all officers wearing soft uniforms assigned in a specialized unit or as designated by command shall be Class C but officers may wear Class B attire at any time.
2. Dress Uniforms shall be worn at any event requiring such for uniformed officers. Officers who are on duty and called to court without having received a subpoena may report as they are dressed at the time.
3. While attending training, officers will wear the optional uniform of the day or class C uniform.

**C. General Appearance**

1. All clothing shall be clean and neatly pressed.
2. Footwear shall be clean and polished.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 403.0**

Subject: Written Directive System	Effective Date: November 2, 2000	Revised Date: August 17, 2018
Title: Missing Children	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapters 41.2.6	Chief of Police Approval <b>Nathaniel Allen</b>	

**PURPOSE**

The purpose of this policy is to establish responsibilities and guidelines for this agency's response to reports of missing children.

**POLICY**

It is the policy of the Decatur Police Department to expeditiously respond to and thoroughly investigate all reports of incidents involving runaway, abandonment, abduction, or missing children. A child who is missing under unusual circumstances shall be considered "at risk" until sufficient information to the contrary is confirmed (CALEA 41.2.6a).

**DEFINITIONS**

**Missing Child:** This term refers to persons who are younger than eighteen years of age and (b) whose whereabouts are unknown to their parents, guardian or responsible party under circumstances that are uncustomary for the child or that would cause reasonable concern.

**Unusual Circumstances:** For purposes of this policy, the term unusual circumstances refers to missing children whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk. Those circumstances could include the child being:

- A. Mentally incapacitated (e.g., developmentally disabled or emotionally disturbed);
- B. Medically dependent (e.g., insulin dependent);



- C. Drug involved;
- D. A potential victim of foul play or sexual exploitation;
- E. In a life threatening situation;
- F. Reported to the police as missing after a delay on the part of the parents, guardians, or other responsible person;
- G. Believed to be with adults or older juveniles who could endanger their welfare; and/or
- H. Absent under circumstances inconsistent with established patterns of behavior.

## **PROCEDURES**

### **A. Call Taker's Responsibilities (CALEA 41.2.6e)**

1. The call taker will obtain the following information:
  - a. Location;
  - b. Name and description of missing child;
  - c. When and where was the child last seen;
  - d. What was the child last seen wearing;
  - e. Any vehicle information for the abductor or the child if applicable;
  - f. Caller information. The call taker will ask the caller to provide the officer with a recent picture of the missing child.
2. Additionally, the call taker will:
  - a. Dispatch or refer the call to the communications center who will send an officer assigned to the area, or the nearest available unit;
  - b. Provide all pertinent data, including descriptions.
  - c. Ask the officer if the missing child needs to be entered into NCIC and a BOLO issued after a report is taken if the person meets the NCIC requirements.

**B. First Responder's Responsibilities (CALEA 41.2.6e)**

Officers assigned as a first responder to the incident should prioritize and perform as appropriate the following tasks:

1. Unless acting in direct response to the child's safety, respond directly to the individual who made the initial report.
2. Notify their immediate supervisor. A supervisor will be notified and will respond to all missing children reports (CALEA 41.2.6b).
3. Collect the following information for immediate notification of appropriate inter- and intra- agency coordination (CALEA 41.2.6c):
  - a. Name and age of the child;
  - b. Physical description of the child;
  - c. Last known location of the child;
  - d. Last known clothing description.
4. Irrespective of any search that may have been conducted previously by parents or others, verify that the child is missing by conducting a consensual search of the house and grounds.
5. Conduct interviews with parents or other person who made the initial report.
6. Obtain a detailed description of the missing child and a recent photograph.
7. Confirm the child's custody status, whether a custody dispute or similar problem exists between the parents, whether a restraining order is in effect, or if the child has expressed an interest in living with the non-custodial parent.
8. Determine when, where and by whom the child was last seen; interview those who last saw the child and treat the location as a crime scene.
9. Secure and safeguard the incident scene or place last seen as a potential crime scene.
10. Identify any areas of the incident scene or the home that have been disrupted since the child's disappearance. In particular, the child's bedroom, bed clothing, and related areas



and items should be secured and protected until evidence and identification material such as hair, fingerprints, or bite marks can be collected.

11. Make an initial determination of the type of case, the need for additional resources, and whether the incident should be initially classified as unusual as defined in this policy.
12. If the child was reported as abducted, obtain a description of the abductors if available, the mode of travel, vehicle description, and related information and transmit to communications. If the abductor is a family member, obtain a photograph of the suspect(s).
13. Determine the correct NCIC Missing Person File category and request that communications or other authorized personnel promptly enter this into the NCIC file.
14. Fully identify anyone at the scene of the disappearance.

### **C. Supervisor's Responsibilities**

When a child is missing under unusual circumstances, a supervisor will ensure that the following measures are taken.

1. Obtain a briefing from the first responder and other agency personnel at the scene sufficient to determine the complexity of the case.
2. Ensure that first responder responsibilities, as outlined in the foregoing section, have been fully and properly carried out.
3. Determine if additional personnel and resources are needed to assist in the investigation.
4. Determine whether tracking dogs are available and if they are appropriate for use under the immediate circumstances.
5. Ensure that all required notifications have been made to include investigative units of the agency.
6. Ensure that the communication center is contacted and presented with the known facts surrounding the case to determine if a statewide Amber Alert is warranted. A copy of the updated procedures is also maintained in the Criminal Investigation Division as well as the front desk of the police department.



7. The supervisor will contact the shift lieutenant, who will in turn contact the Public Information Officer.
8. The Public Information Officer will send a notification to the media, social media, as well as a Nixle alert, when applicable.

#### **D. Investigator's Responsibilities**

When a case involves unusual circumstances as defined in this policy, the assigned police investigator shall ensure that the following measures are taken.

1. Verify the accuracy of all descriptive information concerning the child.
2. Canvas the neighborhood as soon as possible to identify and interview residents and others.
3. Obtain a general history of recent family dynamics from family members, neighbors, classmates, teachers, school counselors, and other persons who may have had close personal interaction with the child and/or family.
4. Conduct interviews with all witnesses, friends or relatives of the missing child, teachers, classmates, or others who knew and/or routinely interacted with the child.
5. Review any records generated about the family or child from the police agency, social service agencies, schools, and related organizations or agencies.
6. Determine the need for additional resources and specialized services to include specialized search and rescue operations, state resources (e.g., state missing children's clearinghouses), and federal agencies such as the FBI and the National Center for Missing and Exploited Children.
7. If the case is not resolved promptly, update descriptive records and those entered into state and federal missing persons databases.
8. Determine whether a polygraph examination is warranted and request such an examination where indicated for parents, guardians, or other persons as appropriate.
9. Search sex offender registry to determine the proximity of any possible sexual predators. The Department's SORNA officer can help with this.



10. Search for reports and BOLOs for any possible suspect(s) that may have been reported for attempting to entice children.
11. Conduct follow up investigations by ensuring the measures outlined in this sections are taken (CALEA 41.2.6f):
  - a. The assigned investigator is responsible for completing runaway juvenile investigations.
  - b. The appropriate social service agency will be notified for further investigation whenever the investigation indicates a family problem.
  - c. The Department of Human Resources will be notified in the case of abuse or neglect of a child.

#### **E. Criteria for AMBER Child Abduction Alert Activation (CALEA 41.2.6d)**

ALEA will be contacted when the following criteria is met:

1. A child has been abducted as defined by State Law;
2. The child is less than 18 years of age;
3. The child is at risk of serious bodily harm or death;
4. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help investigators locate the child; and
5. The child's name, abductor's name and other critical information have been entered into the National Crime Information Center (NCIC).

#### **F. AMBER ALERT CANCELLATION**

1. Once the child is located or the case is closed, the assigned investigator will notify ALEA.
2. The assigned investigator will contact the communications center to notify other agencies of the cancellation by sending a statewide teletype advising that the alert has been cancelled.



## **G. Unidentified Children**

The investigator who is assigned to the report of an unidentified person who appears to be a child, whether living or deceased, is responsible for completion of the following tasks, among other responsibilities.

1. Obtain a complete description of the individual using standardized information gathering forms designated by this agency (or others such as the NCIC Unidentified Person File Worksheet).
2. Enter the child's description into the NCIC Unidentified Person File.
3. Utilize available resources to identify the child, to include:
  - d. The National Center for Missing and Exploited Children;
  - e. State missing and exploited children clearinghouses; and
  - f. State medical examiner's offices and organizations.
  - g. Once identification has been made, cancel all notifications.

## **H. Recovery and/or Case Closure**

Officers assigned to the recovery or return of a missing child shall complete the following tasks, among their other responsibilities.

1. Verify the identity of the returned child as the missing child while assessing the child's safety and gathering available information about possible predators.
2. During the verification process, determine whether intervention services are needed to ensure that the child can safely remain in the home and ensure that arrangements are made for delivery of these services. These include but are not limited to mental health and/or physical health examinations and arrangements for family counseling.
3. Complete designated supplemental reports and cancel all outstanding notifications to include any NCIC/ACJIC Missing Person file entry. Supplemental reports should describe the child's activities while missing and the circumstances of the recovery/return.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 404.0**

Subject: Written Directive System	Effective Date: March 16, 2015	Revised Date: March 19, 2019
Title: Missing Persons	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapters 41.2.5	Chief of Police Approval <b>Nathaniel Allen</b>	

**PURPOSE**

The purpose of this policy is to establish responsibilities and guidelines for the investigation of missing persons.

**POLICY**

The Decatur Police Department accepts reports of Missing Persons on any person missing from within the jurisdiction of the Decatur Police Department regardless of age or the length of time the person has been missing.

All reports of missing persons will be given full consideration and attention by members of this agency to include careful recording and investigation of factual circumstances surrounding the disappearance. Particular care will be exercised in instances involving missing children and those who may be mentally or physically impaired or others who are not capable of taking care of themselves.

**DEFINITIONS**

**Missing Endangered Person:** Somebody who does not have the ability to fend for themselves, has some type of disability that would prevent them from seeking help on their own, they are a victim of a violent crime or they have expressed intentions to commit suicide.

**PROCEDURES**

**A. Reporting/Classification of Missing Persons**



1. There is no waiting period for reporting a missing person. Missing person reports will not be taken over the phone.
2. A person may be declared "missing" when their whereabouts are unknown and unexplainable for a period of time and that behavior is contrary to the normal behavior patterns, plans or routines.
3. Additionally, individuals may be considered "missing endangered and/or at risk" who meet any of the following criteria and who, among other possible circumstances:
  - a. May be the subject of foul play;
  - b. Because of age (young or old), may be unable to properly safeguard or care for themselves;
  - c. Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
  - d. Is a patient of a mental institution and is considered potentially dangerous to himself or others;
  - e. Has demonstrated the potential for suicide; or
  - f. May have been involved in a boating, swimming or other sporting accident or natural disaster.
4. Reports of juveniles who have voluntarily left home (i.e., "runaways") should be classified as such only after thorough investigation.

**B. Initial Report Taking**

1. The initial report taker should gather as much pertinent information as possible in order to properly classify a missing person report and initiate the proper response. This includes the following information (CALEA 41.2.5a):
  - a. Name, age and physical description of the subject and relationship of the reporting party to the missing person;
  - b. Time and place of last known location and the identity of anyone accompanying the subject;



- c. The extent of any search for the subject;
  - d. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
  - e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises, demonstrated unusual uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness; and
  - f. The current physical condition of the subject and whether the person is currently on prescription medication.
2. If the missing person is a child, the guidelines set forth in the "Missing Children" directive should be followed.
  3. A supervisor shall be notified immediately and provided with details about the circumstances surrounding the missing person.

### **C. Preliminary Investigation**

The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:

1. Complete description of the subject and a recent photograph;
2. Details of any physical or emotional problems identified in items B-1-e and f of this policy;
3. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance;
4. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance;
5. Indications of missing personal belongings, particularly money and other valuables;
6. Any suggestions of foul play or accident;



7. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made in ACJIC/NCIC databases in accordance with established procedures (CALEA 41.2.5c);
8. The reporting officer will be responsible for notifying all units with all the available details through the communications center(CALEA 41.2.5b);
9. The officer will include the name of the missing person, clothing description if available, vehicle description if available, and the location where he/she was last seen;
10. In the event a person is deemed missing endangered and/or at risk, a supervisor will request additional resources, as needed and available, to aid in the investigation. These services may include but are not limited to all terrain vehicles, boats, Fire/EMS and other divisions and agencies (CALEA 41.2.5g). Additionally:
  - a. The communications center will broadcast to all persons on duty all information necessary to identify the missing person (CALEA 41.2.5b), and
  - b. The shift supervisor may authorize mobilization of resources necessary for an area search.
  - c. The shift supervisor will contact the Public Information Specialist (PIS), who will:
    - i. Notify the media;
    - ii. Send a notification to social media networks;
    - iii. Disseminate a Nixle Alert.

#### **D. Follow Up Investigation & Search**

A follow up investigation must include, but it is not limited to (CALEA 41.2.5f):

1. Obtaining a complete description of the missing person or adult missing person, notifying dispatch and all on-duty officers;
2. Broadcasting a "Be On the Look-Out" (BOLO) bulletin if there is evidence that the missing person is an endangered.
3. Entering information into the NCIC if it is not already done.



4. Making a further assessment to determine what reasonable steps should be taken to locate the missing person including but not limited to:
  - a. If necessary, canvas the area;
  - b. What personnel and resources are required for this search.
  - c. Determining if there is any area or property to be preserved as a crime scene.
  - d. Calling for any other assistance or support required, which may include but it is not limited to
    - i. Federal Bureau of Investigations (FBI);
    - ii. Department of Justice (DOJ);
    - iii. National Center for Missing Adults (NCMA) and others.
  - e. Protecting all crime scenes, identifying which search areas should have restricted access.
  - f. Setting up staging areas to control and organize a large number of searchers.
  - g. Processing any potential crime scene for evidence.
  - h. Thoroughly check the location at which the missing person was last seen.
5. If the person is missing and endangered, a determination will be made to enter the person into the Alabama Senior Alert.
6. If the missing person is not entered into the Alabama Senior Alert, the investigator should continue to exercise discretion in determining which of the many other tools available would be the most appropriate for transmitting information and photographs to other officers, the media, and the public.
7. Consider notifying other agencies for assistance in locating the missing person in their respective jurisdictions.
8. Officers should request voluntary assistance from the family or reporting party in obtaining initial items of evidence belonging to the missing person such as:



- a. Recent photograph(s) of the missing person;
  - b. Personal electronic devices (cell phones, or cell phone number for tracking purposes, pagers, credit cards, ATM cards, computer and any online resources such as: screen names, email sources, websites they may frequent, etc.)
  - c. In cases where canine assistance will be requested, officers should identify but not touch any "scent article" to allow the dog handler to take possession of the article.
  - d. Personal clothing, bedding, personal hygiene items, etc., that may contain DNA with evidentiary value.
  - e. Any other personal items that may contain the missing person's scent for search dogs.
9. Determine if the person should be entered into NamUs at <http://www.findthemissing.org>.
  10. A National Crime Information Center (NCIC) number or law enforcement case number must be in place before the case is published on the NamUs site (both are preferred).
  11. Once the case is entered in NamUs, the submitting investigator should request to be included as a local contact on the case. The RSS will facilitate obtaining the biometric data, which includes dental records for the NamUs Forensic Odontologist to code and upload to the NamUs case file. Additionally, the RSS will facilitate a fingerprint classification request and a request for DNA on a Family Reference Sample (FRS).
  12. NamUs offers a Missing Persons to Unidentified Persons case-matching feature that should be monitored by the investigator for potential matches. When a match of interest is discovered, the officer should bring it to the attention of the RSS for expediting the comparison in a death scene investigation when a homicide is suspected of an unidentified, unknown body.
  13. Conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area;
  14. Conduct interviews with the reporting person(s), any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away (CALEA 41.2.5e).

**E. Activation of the Alert System (CALEA 41.2.5d)**

1. If a person is considered missing endangered or at-risk, an Investigator will be notified.
2. The investigator will be responsible for contacting and entering all the gathered information into the Alabama Fusion Center and the Alabama Law Enforcement Agency (ALEA) Alerts system as soon as practical.
3. The lead investigator may also notify the Public Information Specialist following the guidelines of section C-10 of this directive.

**F. Recovery of Missing Persons and Case Closure**

1. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
  - b. Advise them that they are the subject of a missing person investigation;
  - c. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
  - d. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
2. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
3. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
4. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
5. When required, follow-up action shall include filing of an abuse and neglect report with the Alabama Department of Human Resources.
6. A supplement report will be completed and appropriate entries will be made in ACJIC/NCIC databases (CALEA 41.2.5c).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 407.0**

Subject: Written Directive System	Effective Date: April 23, 2009	Revised Date: January 29, 2020
Title: Police Canine	Pages: 14	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Because of their superior senses of smell, hearing and physical capabilities, the trained law enforcement canine is a valuable supplement to police. 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. The following procedures shall apply.

**Note:** Vehicles designated to carry a canine will have markings on each side of the rear passenger windows alerting the public of the presence of such canine.

**DEFINITIONS**

**Canine Team** – An officer handler and assigned police canine.

**Area Search** – Locating or attempting to locate a hidden suspect or other person by means of that person's scent.

**Article Search** – Locating or attempting to locate any item or article of evidence which is carrying a human scent.

**Building Search** – Attempting to locate a hidden suspect in a building by utilizing the suspect's scent.

**Criminal Apprehension** – Training that enables a canine receives enabling him to stop, apprehend, and hold a fleeing suspect on the command of the canine officer.

**Narcotic Detection** – Attempting to locate narcotics which may be concealed from plain view.



**Tracking** – Following a person by means of scent.

**USPCA (United States Police Canine Association)** – national organization used to certify and set standards for police canines.

**PD-1(Police Dog – 1) certification** – standard USPCA certification for Police Canine.  
See appendix for rules and regulations for PD-1 certification.

**Drug Detection Certification** – certification for the detection of narcotics by the USPCA.  
See appendix for rules and regulations for Drug Detection Certification.

**Felony** – An offense for which a sentence to a term of imprisonment in excess of one year is authorized by the Code of Alabama(Section 13A-1-2 of the Code of Alabama).

**Probable Cause** – the legal standard by which a police officer has the right to make an arrest, conduct a personal or property search, or to obtain a warrant for arrest.

**Reasonable Suspicion** – the legal standard that a person has been, is, or is about to be engaged in criminal activity based on specific and articulable facts and inferences.

**Crime of Violence** – Any of the following crimes or an attempt to commit any of them: murder, manslaughter, (except manslaughter arising from the operation of a vehicle), rape, mayhem, assault with intent to rob, assault with intent to ravish, assault with intent to murder, robbery, burglary, kidnapping and larceny(Section 13A-11-70 of the Code of Alabama).

## **PROCEDURES**

### **A. Canine Unit**

1. Canine handlers shall be selected in accordance with established departmental procedures.
2. New canine handlers must complete the Basic Canine Handler Course before operating in that capacity (Calea 41.1.5b).
3. Records documenting the use and the proficiency of individual canines in drug detection shall be maintained by the training unit.
4. Canine teams must receive USPCA certifications and complete annual recertification. Failure to meet required USPCA annual training standards will result in de-certification of the canine team and removal of the team from the canine unit until recertified (Calea 41.1.5b).



5. Each canine handler shall maintain a current "handler's log" that contains information on all training, certifications, awards, and other information designated by a supervisor (Calea 41.1.5c).
6. Officers may request canine team assistance through their immediate supervisor. The supervisor authorizing the canine deployment should respond to the scene. (Calea 41.1.5a).
7. The canine handler should recommend to the on-scene supervisor the best tactical application and deployment of the canine (Calea 41.1.5a).
8. Canines will only be deployed by their handler, based on the handler's training.
9. Only canine handlers will operate the canine vehicle, unless during emergency situations.

#### **B. Disposition of Canines**

1. A recommendation to retire a canine may be instituted at any level. However, approval of such recommendation may only be made through the chain of command. Upon approval of such recommendation by the Chief of Police, the canine may be retired to the care of its handler. If the canine has been in service under more than one handler, the Chief of Police will make a decision as to its disposition. The following may apply:
  - a. A canine handler may apply to take possession of his dog when the dog is retired from duty or relieved due to injury.
  - b. If the handler is transferred, promoted or retires the decision will be made whether to retrain the dog for another handler. The decision will be based on the suitability for retraining the canine. If the canine is determined unsuitable for retraining, the handler may apply to keep the canine.

#### **C. Use of the Canine For Criminal Apprehension**

1. At least one of the following criteria must be met before using the canine for a criminal apprehension:
  - a. Suspect is wanted for a felony or crime of violence;
  - b. To defend the handler or other officers or third parties from assaults which could result in serious physical injury;



- c. To overcome violent or assaultive behavior or a threat, if the officer reasonably believes that the suspect poses an articulable threat of harm to the officer or others and that a lesser degree of force would be insufficient or impractical.
2. Canine handlers will only allow their canines to engage a suspect by biting if the suspect poses a risk of danger to the handler or others or is actively resisting or escaping. In the case of concealment, handlers will not allow their canine to engage a suspect by biting if a lower level of force could reasonably be expected to control the suspect or allow for apprehension.
3. In instances when a canine apprehends a suspect by biting, the handler will call the canine off at the first moment the canine can be safely released, taking into account that the average person will struggle if seized or confronted by a canine. Struggling alone will not preclude the release of the canine.
4. A Canine response to resistance is not considered a use of deadly force. Canine response to resistance is governed by the following United States Supreme Court Case:

**GRAHAM v CONNOR (Calea 41.1.5f)**

490 U.S. 386 (1989)

**COURT'S RULINGS, FINDINGS AND COMMENTS:**

The Supreme Court ruled in Graham that excessive force must be analyzed under the Fourth Amendment's objective reasonableness test. The application of this test requires an analysis of the totality of the circumstances, including these factors to determine if the seizure is reasonable:

1. The severity of the crime at issue;
2. Whether the suspect poses an immediate threat to the safety of law enforcement officers or others; and
3. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
  - a. The reasonableness of an officer's response to resistance must be judged from the perspective of a reasonable officer on scene, rather than with the 20/20 vision of hindsight.
  - b. The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments about the amount of force that is necessary in a particular situation, in circumstances that are tense, uncertain and rapidly evolving.



- The decision to deploy a canine for criminal apprehension shall be based upon the aforementioned criteria.

#### **D. Use of the Police Canine For Tracking**

1. All tracking is done with the canine on a leash utilizing the tracking harness. The choice of the leash shall be made by the canine handler based on the environment and terrain (Calea 41.1.5a).
  - a. The long leash may be used in open terrain for control of the canine while still allowing as much area as possible to be searched.
  - b. The short leash may be used in urban areas where sight distances are shorter in order to enable the canine handler to have greater control over and maintain constant visual contact with the canine.
2. A canine team may be utilized at any crime scene where the offender has fled on foot and it is possible that the offender could be located and/or evidence recovered. Canine teams may also be used to search for lost or missing persons (Calea 41.1.5a).
3. A canine team may be used to conduct a track if the suspect is wanted for a felony, a crime of violence, or is reasonably believed to be armed.
4. Whenever a canine team is deployed for the purpose of performing a track, the handler will announce loudly and clearly that a canine will be deployed and that anyone approached by the canine should announce their presence and remain still.
  - a. The announcement will be made unless the supervisor authorizing the deployment reasonably believes that the suspect is armed and the verbal warnings will cause unnecessary danger to the officer or others.
  - b. If an announcement is made, the canine handler shall wait a sufficient period of time between the announcement and the canine deployment to allow the suspect to surrender.
  - c. At least one cover officer will follow the canine team on the track unless otherwise directed by a supervisor.
  - d. Canines shall not be used to search for other animals (Calea 41.1.5a).



- e. Before authorizing the use of a canine team, the supervisor must weigh the urgency of locating the person with the risk of the person being bitten by the canine.
  - f. Canine teams can be used to locate small children, especially if there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately. When the use of a canine is deemed necessary, the risks of an accidental bite to the subject shall be explained to the parents or next of kin and their approval obtained before using the dog.
5. Limitations on canine usage may exist based on team capabilities, training, environment, behavioral nature of a canine, etc. Canine handlers will evaluate whether limitations may impair or prevent the usage of a canine and discuss all concerns with a supervisor. (Calea 41.1.5a).

#### **E. Building Searches**

- 1. A canine team may be used to conduct a search of a commercial building when.
  - a. A canine building search is anticipated, the building perimeter shall be secured by police personnel.
  - b. A preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.
  - c. The on-scene supervisor has ensured that all known persons are evacuated from the building which is to be searched.
  - d. There is a possible unlawful entry indicated or detected by any person;
  - e. An alarm has been activated regardless of an apparent forced entry, as long as it can reasonably be determined that no innocent persons are inside and a request for the search has been made by the investigating officer;
  - f. Premises are found insecure by an alarm, a citizen's report or a police officer so long as it can be determined that no innocent persons are inside;
  - g. There is an unlawful entry, regardless of the size of the building, or there is a reasonable belief that an offender is inside the building.
- 2. The canine may be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.



3. Generally, the canine should not be released until a backup officer is available to work with the canine team (Calea 41.1.5a).
4. Building searches will be conducted off leash, whenever possible.
5. The owner, manager, or responsible person should be present before the building is searched, except when waiting for the responsible person is not feasible due to a tactical situation.
6. No persons will be allowed inside a building that is to be searched or to participate in a track except at the request of the handler.
7. Except in exigent circumstances or when there is an imminent danger of death or serious injury, the canine should be kept in visual contact by the canine handler (Calea 41.1.5a).
  - a. Prior to releasing the canine into a building to search for hidden suspects, the canine officer will issue at least two loud verbal warnings to alert anyone inside the building that a canine is about to search the premises (Calea 41.1.5a).
  - b. The canine handler issuing the announcement shall wait a sufficient period of time between the announcement and the canine deployment to allow the suspect to surrender (Calea 41.1.5a).
  - c. If the building is large, the handler will repeat the announcement loudly and clearly as the search proceeds onto different floors or parts of the building where the initial announcement may not have been heard (Calea 41.1.5a).

#### **F. Explosive Detection Canine Team**

Because of the high risk of danger to the public and officers when a bomb or other explosive devices are detected, the use of a canine team trained in explosives detection may be considered for the following.

1. Assisting in the search of a building, structure, area, vehicle or article when an actual or suspected explosive device has been reported or located;
2. Assisting with searches at transportation facilities and vehicles (e.g. school buses and public transportation).



3. Searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
4. Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.
5. Investigation of suspicious packages and bomb threats.
6. Sweeping staging areas of critical incidents.
7. Sweeping areas prior to large crowds (sporting events, political rally or any large scale public or private gathering).

At no time will an explosive detection trained canine be used to render a suspected device safe or clear.

#### **G. Residences**

The following criteria must be met prior to conducting a search of any residence by a police canine, when there is reasonable information indicating unlawful entry to a residence (Calea 41.1.5a):

1. A supervisor should be at the scene or otherwise authorize the residence search by a police canine; and
2. The owner, lessee, or person living at the residence should be present.

#### **H. Article Searches**

1. Canine teams can locate articles by alerting to the residual human scent adhering to the article.
2. An article search may be conducted either off-leash or using the long leash depending on location, terrain, and the presence of bystanders.
3. Canine teams dispatched for evidence or property searches at a crime scene or incident shall (Calea 41.1.5a):
  - a. Meet with the on-scene supervisor or investigator regarding the property sought.



- b. Announce to anyone who may be in the area that the canine is going to be deployed and instruct them to call out or otherwise make their presence known.
- c. Refrain from using the canine to search for evidence in areas that present a danger to the team, including drug searches when chances of the canine ingesting or inhaling narcotics are high.

**I. Bomb and Threat Calls (CALEA 41.1.5a)****Use of the Explosive Detection Canine (EDC)**

1. The EDC officer will respond to bomb and threat calls for service as needed.
2. The on scene supervisor will maintain and secure the scene until the EDC officer arrives and organizes the search of the premises.
3. The EDC officer will recommend the best tactical application and deployment of the canine to the on scene supervisor.

**Note:** EDC teams are not diagnostic tools. An item/package should never be handled by an EDC officer until a certified bomb technician has conducted a diagnostic procedure. EDC teams do not clear packages or locations, but simply alert to the odor of explosives present at the time of the search.

**J. Crowd Control (Calea 41.1.5a)**

1. Canines will not be used for crowd control.
2. Deployment of canines to a crowd control event will only be done at the direction of the Chief of Police or designee.
3. Canines will not be used for intimidation during a crowd control event.

**K. Canine Searches for Drugs (Calea 41.1.5a)**

Without consent, canine searches (sniffs) for drugs are authorized only when there is no reasonable expectation of privacy in the item(s) to be searched. If not specifically addressed in the following guidelines, officers shall use the foregoing principle and the direction of the canine supervisor to determine the permissible scope of canine searches.

1. Public Facilities and Places:



- a. Police canines may not be used to sniff luggage or related personal items *in the physical possession* of (i.e. control of or close proximity to) an individual in a public facility or place unless:
    - ii. There is reasonable suspicion that the personal possession contains illegal drugs or evidence of a crime, and
    - iii. The time required to conduct the sniff is limited in duration.
  - b. Police canines may be used to sniff luggage or other personal effects of an individual on either a random or selective basis if the items are not in the possession of the owner (for example, on conveyor belts, in the possession of baggage handlers, etc.).
  - c. Whenever possible, exploratory sniffing in public facilities should be conducted with the advance knowledge of the facility manager. It should be conducted without interference or annoyance to the public or interruption of facility operations.
2. The responding handler will evaluate the scene and make a determination as to the feasibility of the canine search.
  3. Canine searches of the exterior of residences, either individual dwellings or the common areas of multiple dwellings, are not permitted without a search warrant or as otherwise permitted by state or federal law.
  4. Canine drug sniffs of motor vehicles.
    - a. A canine sniff of the exterior of a vehicle is not a search and may be conducted when the vehicle is lawfully detained, such as during a traffic stop or at a roadblock or when the vehicle is parked in a public place.
    - b. Without reasonable suspicion that the vehicle contains contraband, the officer shall not detain the vehicle longer than the amount of time necessary to conduct the business of the traffic stop.
  5. If the officer develops reasonable suspicion that contraband is located in the vehicle, the officer may now detain the vehicle and occupants for a reasonable amount of time while a canine is summoned. Failure of the vehicle operator to consent to search cannot form any part of basis for reasonable suspicion.
  6. Once the canine sniff of the exterior of the vehicle produces a positive alert, this alert establishes probable cause.



7. Under the automobile exception to the search warrant requirement, all parts of the vehicle may be searched without a warrant.
8. The canine may be used for the interior search (after the positive canine alert on the exterior).
9. If, after a positive canine alert on the exterior of the vehicle, no contraband is located in the vehicle, officers may conduct a search of the occupants.

#### **L. 24 Hour Canine Care and Maintenance (Calea 41.1.5d)**

1. Police canines shall not be used for breeding, participation in shows, field trials, exhibitions or other demonstrations either on or off-duty unless authorized by the Chief of Police.
2. Officers shall maintain their canine both on and off duty in a safe and controlled manner. Police canines shall never be allowed to run loose unless engaged in agency-authorized training or exercise.
3. This agency shall provide canine officers with proper housing for their dog and their supervisor will conduct periodic inspections to ensure that the housing is properly maintained.
4. Canine handlers are personally responsible for the daily care and feeding of their animal to include:
  - a. maintenance and cleaning of the kennel and yard area where the canine is housed;
  - b. provision of food, water, and general diet maintenance as prescribed by the departments authorized veterinarian;
  - c. Grooming on a daily basis or more often as required by weather, working conditions, or other factors;
  - d. Daily exercise;
  - e. Maintenance of health care records.
5. Canine handlers shall immediately notify the Division Commander of any changes that would affect the care and housing conditions of their dog.



6. When the handler is unable to perform these and related duties due to illness, injury, or leave the Division Commander may authorize:
  - a. Another officer to temporarily care for the canine.
  - b. The canine to be housed in a department approved kennel.
7. Teasing, agitating, or roughhousing with a police canine is strictly prohibited unless performed as part of a training exercise.
8. Handlers shall not permit anyone to pet or hug the canine.
9. Each handler will be responsible for obtaining proper medical care of their assigned canine. This will include but is not limited to regular vaccinations, emergency care and additional medical needs.
10. The Division Commander will be notified as follows:
  - a. Any incidents requiring emergency medical care.
  - b. Any changes or abnormalities in the way the canine performs his duties that could be attributed to health reasons.
11. Handlers will be responsible for maintaining a canine that presents a clean, neat, well-kept appearance.
12. The department veterinarian will be the only provider of medical services except in the event of an emergency or upon approval of the Division Commander or designee.

#### **M. Canine Bites and Injuries**

1. Whenever a canine has bitten or scratched an individual or has been alleged to have done so, whether or not in the line of duty, the handler shall notify a supervisor and perform the following.
  - a. If no arrest is made, EMS shall be summoned to the scene to examine the area of the bite. An I/O Report shall be completed documenting the circumstances surrounding the injury (Calea 41.1.5f).



- b. If an arrest is made, the individual will be provided with medical attention in accordance with agency policy on injured prisoners. The officer shall prepare and submit an Arrest Report and a Response to Resistance Report (Calea 41.1.5f).
  - c. The officer shall take color photographs of the affected area if possible prior to and following medical treatment. The photographs shall be attached to the I/O Report or the Response to Resistance Report.
2. If the skin is broken as a result of a bite that occurred in the line of duty, per the Code of Alabama Section 3-7A-9(g), the canine will be exempt from mandatory quarantine. However, the canine will be examined by a licensed veterinarian at the end of ten (10) days following the date of the bite. The veterinarian will be responsible for reporting the results of the examination to the Morgan County Health Department.

#### **N. List of Required Equipment for Police Canine (41.1.5e)**

The canine will be housed at the handler's residence. The canine unit and/or each canine handler will be provided with the required equipment, including but not limited to:

1. One suit per entire unit.
2. Per Handler:
  - a. Approved dog house;
  - b. Kennel, including a concrete pad or a concrete pavers, and a roof for shade and to prevent escape;
  - c. Lock for kennel;
  - d. Warning sign for kennel;
  - e. Canine food;
  - f. Food and water containers;
  - g. One bite sleeve;
  - h. One short leash;
  - i. One tracking leash;



- j. One tracking harness;
- k. Choke chain;
- l. Leather collar;
- m. Electronic collar (E-Collar);
- n. First Aid kit and;
- o. Task rewards

**Note:** In the event of equipment damage, canine handlers must notify their supervisor immediately and they must document the circumstances in a timely manner.

#### **O. Documentation (41.1.5f)**

1. Canine handlers must document every canine deployment, the reason for the deployment and the findings/final results.
2. Any bite case involving department-owned canines will be documented as a Response to Resistance incident as stated previously in this directive. A Response to Resistance form must be completed along with either an I/O report or an arrest report, except in the conduct of normal aggression training.
3. The canine handler will document any incidental damage to personal property caused during the canine use.
4. All incidents involving a canine deployment will be recorded on ICVS and/or body camera in accordance with other department directives.





Handler: \_\_\_\_\_ Employee #: \_\_\_\_\_

Canine: \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Dog House                 | <input type="checkbox"/> Kennel (including a concrete pad or concrete paver and a roof for shade and prevent escape) |  |
| <input type="checkbox"/> Lock for kennel           | <input type="checkbox"/> Warning sign for kennel   | <input type="checkbox"/> Canine Food   |
| <input type="checkbox"/> Food and water containers | <input type="checkbox"/> Bite sleeve   | <input type="checkbox"/> Short leash   |
| <input type="checkbox"/> Tracking leash            | <input type="checkbox"/> Tracking harness  | <input type="checkbox"/> Choke chain   |
| <input type="checkbox"/> Leather collar            | <input type="checkbox"/> Electronic Collar (E-Collar)  | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Task Rewards              | <input type="checkbox"/> Travel Kennel   |  |

Comments:

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Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 408.0**

Subject: Written Directive System	Effective Date: February 11, 2015	Revised Date: February 11, 2015
Title: Waterborne Response Unit	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department that the Waterborne Response Unit shall conduct waterborne operations for emergency response, homeland security surveillance patrols and as directed by the Chief of Police or his/her designee in the Tennessee River and any other rivers, lakes, marinas, or any other body of water as deemed necessary, or a combination of these.

The primary goal of Waterborne Response Unit is to provide service in conjunction with federal, state and local agencies to maintain the free flow of commerce and produce a safe, secure environment that promotes uninterrupted maritime operations.

**PROCEDURES****A. Organization**

The Waterborne Response Unit is a part-time unit, commanded by the Special Operations Captain. The Special Operations Captain shall appoint the Waterborne Response Unit Commander which will hold the rank of Lieutenant. The Waterborne Response Unit Team Leader shall hold the rank of Sergeant and will be appointed by the Waterborne Response Unit Commander.

**B. Training**

1. The Waterborne Response Unit shall train on a regular basis to maintain proficient skills in operation of its watercraft. All training sessions will be planned and coordinated with the approval of the Waterborne Response Unit Commander.
2. Prior to each training day, the Waterborne Response Unit team leader or his designee shall submit a written training plan through the chain of command to the Waterborne Unit Commander for approval.



3. After the training is completed, the Waterborne Response Unit team leader shall file a written training report with the Training Unit.
4. Absence from training may only be approved by the Waterborne Response Unit Commander or the Special Operations Captain.

### **C. Firearms Qualification**

1. Waterborne Response Unit members shall carry only department authorized firearms while on Waterborne Response Unit operations.
2. Any member who fails to qualify with the department-issued handgun shall be removed from active status on the Waterborne Response Unit.
  - a. The member shall receive remedial training from the training unit.
  - b. Following the remedial training, the member shall be given another opportunity to qualify.
  - c. If the member is unable to qualify following remedial training, the member shall be removed from the Waterborne Response Unit.

### **D. Member Availability**

1. If a Waterborne Response Unit member determines that they will be unavailable for call-out for any reason, the member shall notify the Waterborne Response Unit Team Leader immediately.
2. Any member who fails to respond to a call-out after receiving proper notification, without prior authorization of the Waterborne Response Unit Commander, is subject to removal from the Waterborne Response Unit.
3. Normal operations for the Waterborne Response Unit shall necessitate the presence of no less than two police crewmembers, unless exigent circumstances exist or by the authority of the Waterborne Response Unit Commander.
4. During preplanned and/or approved diving operations, Four (4) fully qualified team members shall be on the watercraft during use. When on-duty personnel cannot meet this 4 person minimum, qualified personnel shall be called, in accordance to departmental call-out procedures.

**E. Personal flotation devices (PFD's)**

All personnel shall be issued a United States Coast Guard approved personal flotation device during boating operations or anytime it becomes necessary for a crewmember to enter the water except divers conducting diving operations.

**F. Activation (In-Progress Incidents)**

1. Any supervisor may request the assistance of the Waterborne Response Unit for an in-progress incident through the Patrol Shift Lieutenant.
  - a. When the decision is made to request the assistance of the Waterborne Response Unit, the Patrol Shift Lieutenant shall notify the Waterborne Response Unit Commander or his designee.
  - b. Upon receiving notification from the Waterborne Response Unit Commander or designee, the Waterborne Response Unit Team Leader shall be responsible for the notification of Waterborne Response Unit members.
  - c. Waterborne Response Unit members are expected to respond to the Decatur Police Department Response Vessel within one hour and be ready to deploy.
  - d. The Waterborne Response Unit Commander shall contact the Patrol Shift Lieutenant and provide an approximate response time for the Waterborne Response Unit.
  - e. It is the responsibility of the Waterborne Response Unit Commander to designate a replacement in his absence and provide the contact information of the replacement to Morgan County 911/Central Dispatch and the appropriate department members.
2. If the unit is responding to a waterborne scene, the ranking patrol supervisor at the scene shall assume the role of Incident Commander. This officer shall maintain command until the Waterborne Response Unit Commander or his designee takes command of the entire waterborne scene.

**G. Activation (Pre-Planned Operations)**

1. The supervisor of any unit may request the assistance of the Waterborne Response Unit for any pre-planned operation through the chain of command.
2. Unless exigent circumstances exist, the request for Waterborne Response Unit assistance shall be made at least 24 hours prior to the operation.
3. The Waterborne Response Unit Commander or their designee shall coordinate Waterborne



Response Unit assistance with the requesting supervisor.

## **H. Influence of weather**

At the beginning of each operation, the current and forecasted weather conditions will be obtained through the Emergency Management Agency of the area the vessel is being operated and reviewed by each crew member and will be monitored for any changes during the operation. If inclement weather should arise, such as high winds, heavy rain or the presence of lightning, the Waterborne Response Unit officers shall secure the vessel from the elements of the weather and maintain a safe position until the threatening weather subsides.

## **I. Arrest situations**

1. In the event it becomes necessary for the officers of the Waterborne Response Unit to make an arrest while on the water. The following guidelines shall be followed when such incidents occur.
  - a. The arrestee shall be placed on the police vessel and shall be fitted with a personal flotation device.
  - b. One crewmember shall operate the police vessel to the nearest shore location for rendezvous with a patrol vehicle or other authorized police unit for transportation to the booking facility. The other crewmembers shall observe and maintain control of the arrested subject during the transportation.
  - c. Restraints such as handcuffs should not be used unless the arrested is uncontrollable. Once the watercraft has reached the shore location, the arrested subject should be handcuffed on shore and placed in the police vehicle upon its arrival. A Taser should not be used while in the vessel due to the potential for drowning.
2. The following options are to be used when determining what action to take with the boat that the arrested was occupying at the time of the arrest.
  - a. If the boat is owned by another individual and that individual is present, then they may proceed with the boat once it is determined that this person is capable of safe operation and it is legal to do so.
  - b. If the arrestee is the boat's owner or custodian, then the arrested may designate a passenger, if present, to proceed with the boat. The Waterborne Response Unit officers will establish that this designated person is licensed and capable of safe operation before being allowed to proceed.
  - c. If the arrestee is the only person on the boat, then the arrestee's boat will be towed to



the shore where the arrested subject is picked up for transport. The boat can then be disposed of as follows:

- i. Tow or operate the boat with the owners' permission to the dock location where the vessel is normally moored.
- ii. Summon a relative, friend, or other responsible person to take custody of the boat.
- iii. Tow or operate the boat with the owner's permission to the boat ramp from which the boat was launched and trailer the boat out of the water and secure it in the parking lot.
- iv. Tow or operate the arrested subject's boat to the nearest ramp facility and impound it using the appropriate wrecker service. The officers may wish to obtain the permission of the arrestee to use his or her boat's trailer if it is readily available.

#### **J. Post – Incident Procedures**

All Waterborne Response Unit operations shall be evaluated to determine effectiveness and improve future performance.

1. At the conclusion of the operation, all Waterborne Response Unit members shall be debriefed by the Waterborne Response Unit team leader.
2. An After-Action Report shall be completed by the Waterborne Response Unit Commander or their designee and filed with the Training Unit. A copy shall be forwarded to the Chief of Police through the chain of command.

#### **K. Equipment**

1. The Decatur Police Department shall issue to Waterborne Response Unit members the equipment necessary to perform their required assignments. Members may use additional personally owned equipment with the approval of the Waterborne Response Unit Commander.
2. Each team member is responsible for maintaining both personal and departmental issued equipment. The equipment shall be kept in a clean, ready to use condition at all times. It is the responsibility of the member to report any department-issued equipment that is in need of repair or replacement to the Waterborne Response Unit Team Leader.
3. The Waterborne Response Unit Team Leader shall conduct an annual inventory of all Waterborne Response Unit equipment. This inventory shall include the equipment issued to each member as well as any personally owned equipment authorized for use by each



member. An inventory report shall be forwarded to the Waterborne Unit Commander.

#### **L. Maintenance**

1. The crew of the Waterborne Response Unit shall be responsible for light maintenance of all watercraft to include fluid level checks. All watercraft shall be kept in a clean and presentable condition. The cleaning shall be performed on the interior and exterior and the inspection is designed to detect the onset of any future maintenance problems, (i.e., leaks, faulty lines, fire extinguishers, bilge pumps, etc.).
2. All maintenance performed should be recorded in the activity log and the hour meter reading noted with this information.
3. An inventory list shall be maintained on each watercraft and shall be kept current with deletions and additions.
4. Waterborne Response Unit personnel will conduct periodic testing of various items of equipment to insure that this equipment will be reliable when needed for service.

#### **M. Authorized passengers on water craft**

1. No civilian passengers are permitted on any police watercraft unless authorized by the Chief of Police or his designee. Once approved and prior to boarding, these passengers shall be verbally checked by the water operations crew members for the passenger's ability to swim, fear or familiarity of water, and all passengers will be issued a personal flotation device. Exceptions to prior clearance from the Chief of Police would include rescuing civilians from disabled vessels or arrestees taken into police custody.
2. Sworn personnel are permitted upon the watercraft with prior approval of the Waterborne Response Unit Commander except when exigent circumstances prevail and additional sworn manpower is necessary on the water. All sworn personnel will also be checked verbally for familiarity with water, swimming ability, and issued a personal flotation device.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 411.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: October 2, 2019
Title: Notification Procedures	Pages: 9	Distribution: All Members
Cross Reference: CALEA Reference Chapter 41.2.4	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will request assistance in emergency situations and will make notifications to restore essential services as needed. The Department will also notify the news media when the public needs to be rapidly informed.

**SCOPE**

This directive applies to all personnel.

**RESPONSIBILITY**

It is the responsibility of all personnel to comply with this directive.

**DEFINITIONS**

- A. Street or Highway Department:** Refers to any city, county, or state division assigned to the repair and maintenance of the roadway.
- B. Utilities:** Refers to any public or private utility or service (i.e. Decatur Utilities, DOT Traffic Engineers, etc.).
- C. News Media:** For the purpose of this directive, news media is described as television and radio stations that can broadcast an urgent or emergency message to their audience.
- D. Social Media:** Activities, practices and behavior among communities of people who gather online to share information, knowledge and opinions using conversational media.

**PROCEDURES (Calea 41.2.4)**

When circumstances and events occur which require assistance and/or notification of resources, the following guidelines shall apply:

**A. COMMON PROCEDURES**

1. The on-scene officer will evaluate the situation with particular attention to public safety.
2. Officers will promptly notify the communications center of the situation and which authority is needed to correct the problem.

**B. NOTIFICATION LISTS**

Emergency contact lists for each agency will be available via the communications center.

**C. NOTIFICATIONS TO SUPERVISORS**

1. Upon arriving at an emergency scene, officers may contact an on duty supervisor.
2. The responding officer will provide the supervisor with the following information:
  - a. Location;
  - b. Type and extend of hazard / incident / emergency;
  - c. Any injuries;
3. The supervisor may be requested to respond to the scene depending on the emergency.
4. The supervisor may contact outside resources to resolve the incident and restore essential services as needed via the communications center.
5. Alternatively, the supervisor may direct the officer to make the notification.

**D. FIRE DEPARTMENT / EMS NOTIFICATIONS**

1. Upon arrival at the scene of an incident in which injuries, fire hazards, or other hazardous conditions exist which that require the fire department and/or emergency medical service personnel, the responding officer will immediately advise the communications center.



2. The responding officer will provide the following information to the communications center as it applies to each incident:
  - a. Location;
  - b. Type and extend of hazard / incident;
  - c. Extent injuries;
  - d. Any other pertinent information which will aid in the Fire/EMS response;
  - e. The communications center will dispatch the Decatur Fire Department and/or EMS.
  - f. Additionally, officers may request Emergency Medical Services upon the request of any person.

#### **E. STREET/HIGHWAY DEPARTMENT AND/OR PUBLIC UTILITY NOTIFICATIONS**

Officers who encounter potential or actual hazards on the roadway or those that require notification of a public utility will notify the communications center and provide the following information:

1. Location;
2. Type and extent of hazard/incident;
3. Nature of response required; and
4. The agency or company that has jurisdiction, if known.
5. Communications will notify the proper street and/or highway department and provide an estimate time of arrival to the reporting officer(s).

#### **F. CORONER NOTIFICATION**

1. Officers who respond to unattended deaths, suicides or murders will request the Coroner having jurisdiction over the case through the communications center.
2. Officers will provide the following information to the Coroner through the communications center or via phone call:



- a. Location;
  - b. Type of incident.
3. The communications center should provide the responding officer with an estimated time of arrival for the Coroner.

#### **G. SWAT TEAM NOTIFICATION**

1. The SWAT Team may be activated and may respond to the following incidents:
  - a. Terrorist Activity;
  - b. Dignitary Protection Details;
  - c. Civil Disorders/Disasters;
  - d. Barricaded Persons/Hostage Situations;
  - e. High Risk Search and Arrest Warrants;
  - f. Search and Rescue;
  - g. Any other type situation or activity deemed appropriate by a Division Commander.
2. Any supervisor may request the assistance of the SWAT Team for an in-progress incident through the Patrol Shift Lieutenant to a Division Commander.
3. When the decision is made to request the assistance of the SWAT Team, the Patrol Shift Lieutenant shall notify the SWAT Team Commander or designee.
4. The SWAT Team Commander or designee shall be responsible for the notification of SWAT Team members.
5. SWAT Team members are expected to respond anywhere within the Decatur city limits or police jurisdiction within one hour.
6. The SWAT Team Commander shall contact the Patrol Shift Lieutenant and provide an approximate response time for the SWAT Team.
7. It is the responsibility of the SWAT Lieutenant to designate a replacement in any absence and provide the contact information of the replacement to Morgan County 911/Central Dispatch and the appropriate department members.



8. The ranking patrol supervisor at the scene shall assume the role of Incident Commander. This officer shall maintain command until relieved by the SWAT Team Commander or a higher ranking supervisor.

## **H. SIGN SHOP**

1. In the event of severe weather, officers will contact their supervisor who will make a notification to the Sign Shop for any road closures as needed.
2. The Sign Shop may also be notified when barricades are needed to close roadways as approved by a supervisor. Examples of incidents that may require a road closure include but are not limited to:
  - a. Tree limbs down obstructing the roadway and/or posing a danger to vehicles traveling on the roadway.
  - b. Severe road damage that poses a danger to vehicles.
  - c. Other situations that in the opinion of the officer constitute a danger to vehicles on the roadway.

## **I. DECATUR ANIMAL SERVICES**

1. The Decatur Animal Services (DAS) will respond to calls involving domesticated animals.
2. DAS may also respond to calls involving wild life animals when the animal poses a danger to the public or it has been injured.
3. Officers may request an Animal Control Officer (ACO) through dispatch.
4. ACOs may respond to the scene to assess the situation and determine a course of action which may include:
  - a. Taking the animal to the City Veterinarian;
  - b. Taking the animal to DAS;
  - c. Contact another agency for assistance in dealing with animals outside the scope of DAS duties.



## **J. HAZARDOUS ROAD CONDITIONS**

1. When hazardous road conditions are reported, a police officer will be dispatched. If the conditions constitute an emergency, the officer will advise the communications center to report the situation to the proper city, county, or state agency. The officer may assume traffic control duties until the hazard has been corrected or mitigated.
2. Situations which constitute an emergency described below will be reported to the City of Decatur Streets and Environmental Services Department or Parks and Recreation Department:
  - a. Tree limbs in the roadway blocking traffic which cannot be easily removed by the officer;
  - b. Debris such as dirt, rocks, nails, glass, oil spills, etc., which are not the result of an vehicle crash and cannot be easily removed by the officer.
  - c. Damage in the roadway which would cause a traffic hazard;
  - d. Missing or damaged inlet covers;
  - e. Flooding, ice, and/or snow; and
  - f. Other situations which, in the opinion of the investigating officer, constitute an emergency.

## **K. TRAFFIC CONTROL EMERGENCIES**

### **1. MAINTENANCE OF TRAFFIC CONTROL DEVICES**

- a. Maintenance of traffic control devices located within the city limits of Decatur is the responsibility of the City's independent contractor. This includes any traffic control device located on a privately maintained street at the point at which such street intersects with a city street. Deficiencies will be reported to the independent contractor.
- b. The State Highway Department maintains traffic control devices on state maintained rights of way. Deficiencies will be reported to the local State Trooper Communications Center.



- c. Maintenance of traffic control devices located outside the city limits, on rights of way not maintained by the State, is the responsibility of Morgan County Government. Deficiencies will be reported to the Morgan County Sheriff's Office Communications operator.

## **2. NOTIFICATION**

- a. Traffic control device emergencies reported to Communications will be relayed to the appropriate agency immediately. The report must specify:
- b. In the event that a non-critical sign is knocked down or a signal bulb is out where another of the same color and direction is working, the appropriate agency will be notified during regular business hours.

## **3. TRAFFIC SIGNALS EMERGENCIES**

A police officer will be dispatched to investigate any report of a traffic signal emergency. If it is determined that a traffic signal is not functioning properly, the officer will notify the communications center to immediately report the situation to the appropriate department. The officer will assume traffic control duties until the defect has been corrected or mitigated.

## **4. TRAFFIC SIGNAL NONEMERGENCIES**

Traffic signal defects which do not constitute an emergency will be reported to the proper city, county, or state department by the communications center. If the defect is located or reported after the responsible agency's normal duty hours, the report will be made at the beginning of the next workday.

## **5. TRAFFIC SIGN EMERGENCIES**

A police officer will be dispatched to investigate any report of a traffic sign emergency. If any of the following signs are missing, knocked down, otherwise not sufficiently visible to the traveling public, the officer will notify the communications center to immediately report the situation to the city, county, or state department which has responsibility for the sign. The officer may assume traffic control duties until the defect has been corrected or mitigated. Traffic signs which constitute an emergency are:

- a. Any regulatory sign (e.g., Stop Sign, Yield Signs, Do Not Enter, One Way Street, or Turn Restriction signs);



- b. Any caution sign (e.g. Curve Hazard Markers, Stop Ahead, Yield Ahead, and Signal Ahead); or
- c. Any sign that is damaged and obstructing a traffic lane (e.g. Keep Right Median Signs).

## **6. TRAFFIC SIGN NONEMERGENCIES**

Street name, signs or speed limit sign defects will be processed as follows:

- a. Citizen reports may be taken by the communications center and relayed to the proper city, county, or state department. If the report is received after the responsible agency's normal duty hours, the officer should notify the communications center and request a notification be made on the next day.
- b. Defects discovered by police officers will be processed as specified above. Any sign down in the roadway will be removed and left at a non-hazardous location. A Found Property report will not be required and the sign will not be turned in to Evidence/Property.

## **L. OTHER HAZARDOUS SITUATIONS**

- 1. Dead animals.** Dead animals in the roadway which constitute a traffic hazard will be reported to the city or other proper county or state agency.
- 2. UTILITY EMERGENCIES.** Situations listed below which constitute an emergency will be reported to the utility department:
  - a. Broken water mains;
  - b. Open fire hydrants;
  - c. Power lines or utility poles down; and
  - d. Any other emergency resulting from equipment maintained by the Utility Department.

## **3. RAILWAY CROSSINGS.**



The communications center will identify the company which maintains the railway crossing where an emergency has been identified and report the situation to them. A police officer will be dispatched to evaluate the need for manual traffic control.

## **M. NEWS MEDIA NOTIFICATIONS**

News media information will be governed by the Media policy # 504.4. Proceed as follows when emergency situations arise that require rapid notification of the media to make the public aware of an event.

1. When necessary, the Shift Lieutenant will contact and advise the Public Information Specialist of the situation.
2. Upon approval from the Chief of Police or designee, the Public Information Specialist will make the necessary notifications to all appropriate media outlets.
3. The Public Information Specialist will:
  - a. Send an email to the press;
  - b. Post an advisory statement on social media;
  - c. Send a Nixle alert in the event of a severe incident.
4. After completing the notifications, the Shift Lieutenant will be notified by the communications center and advised of the agencies contacted.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 412.0**

Subject: Written Directive System	Effective Date: June 18, 2009	Revised Date: September 21, 2018
Title: Dealing with the Mentally Ill	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapters 41.2.7	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Dealing with individuals in enforcement and related contexts who are known or suspected to be mentally ill carries the potential for violence, requires officers to make difficult judgments about the mental state and intent of the individual, and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of the mentally ill, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying symptoms of mental illness. In the context of enforcement and related activities, officers shall be guided by Alabama state law regarding the detention of the mentally ill. The following procedures shall apply.

**DEFINITIONS**

Mental Illness: Subjects may suffer from mental illness if they display an inability to think rationally, exercise adequate control over behavior or impulses (e.g. aggressive, suicidal, homicidal, sexual), and/or take reasonable care of their welfare with regard to basic provisions for clothing, food, shelter, or safety.

**PROCEDURES****A. Recognizing Abnormal Behavior (CALEA 41.2.7a)**

Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to self or



others. The following are generalized signs and symptoms of behavior that may suggest mental illness, although officers should not rule out other potential causes such as reactions to narcotics, alcohol temporary emotional disturbances that are situationally motivated. Officers should evaluate the following and related symptomatic behavior in the total context of the situation when making judgments about an individual's mental state and the need for intervention absent the commission of a crime.

1. Mentally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.
2. An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill.
3. Mentally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.
4. In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:
  - a. Abnormal memory loss related to common facts such as: name, home address, (although these may be signs of other physical ailments such as injury or Alzheimer's disease)
  - b. Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur or paranoid delusions.
  - c. Hallucinations of any of the five senses: touch, taste, smell, hearing, seeing.
  - d. Extreme fright or depression.

## **B. Determining Danger**

Not all mentally ill persons are dangerous and some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to themselves, the officer, or others. These include the following:

1. The availability of any weapons to the suspect.



2. Statements by the person that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendo to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.
3. A personal history that reflects prior violence under similar or related circumstances. The person's history may be known to the officer, or family, friends, or neighbors may be able to provide such information.
4. Failure to act prior to arrival of the officer does not guarantee that there is no danger, but it may tend to diminish the potential for danger.
5. The amount of control that the person demonstrates is significant, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching one's self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest that the individual is close to losing control.
6. The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particularly combustible environment that may incite violence should be taken into account.

### **C. Dealing with the Mentally Ill (CALEA 41.2.7c)**

These guidelines should be followed in all contacts, whether on the street or during more formal interviews and interrogations. Should the officer determine that individuals may be mentally ill and a potential threat to themselves, the officer, or others, or may otherwise require law enforcement intervention for humanitarian reasons as prescribed by statute, the following responses may be taken.

1. Request a backup officer especially when the individual will be taken into custody.
2. Take steps to calm the situation such as: eliminating emergency lights and sirens, dispersing crowds, and assuming a quiet non-threatening manner when approaching or conversing with the individual. When violent or destructive acts have not occurred, avoid physical contact, and take time to assess the situation. An officer that has been trained in Crisis Intervention (CIT) may be used as needed.
3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and that they will be provided with appropriate care.



4. Communicate in an attempt to determine what is bothering them. Relate your concern for their feelings and allow them to ventilate their feelings. When possible, gather information on the subject from acquaintances or family members and/or request professional assistance if available and appropriate to assist in communicating with and calming the person.
5. Do not make threats of potential arrest or other police action as this will create additional fright, stress, and potential aggression.
6. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the individual back to reality.
7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

#### **D. Taking Custody or Making Referrals (CALEA 41.2.7b)**

Based on the overall circumstances and the officer's judgment of the potential for violence, the officer may make mental health referrals when, in the best judgment of the officer, the circumstances do not indicate that the individual must be taken into custody for his own protection or the protection of others or for other reasons as specified by state law.

1. When an officer has reasonable cause for believing that a subject is mentally ill and likely to be of immediate danger to self or others:
  - a. The officer shall notify a supervisor immediately.
  - b. The supervisor shall proceed to the scene and contact a Community Mental Health Officer.
  - c. The officer(s) shall take any reasonable action necessary to protect themselves or others, including handcuffing the subject.
  - d. Officers shall not place the subject under arrest until the Community Mental Health Officer determines that the subject does not meet the criteria to be transported to a mental health facility for evaluation.
2. The responding officer shall complete an Incident/Offense Report thoroughly documenting the events of the call along with any additional reports required by department policy.

**E. Training**

1. Newly hired personnel will receive entry-level training on Dealing with the Mentally Ill (CALEA 41.2.7d).
2. Documented refresher training will be conducted annually for all sworn personnel (CALEA 41.2.7e).

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 413.0**

Subject: Written Directive System	Effective Date: June 18, 2009	Revised Date: June 18, 2009
Title: Foot Pursuits	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Foot pursuits are inherently dangerous police actions. It is the policy of this department that officer and public safety shall be the overriding consideration in determining whether a foot pursuit will be initiated or continued. Foot pursuits occur in a wide variety of circumstances and areas. Therefore, this policy is intended to provide an overall guidance to officers when deciding if such pursuits are warranted and if they should be continued or conducted.

**DEFINITIONS**

*Foot Pursuit:* An incident where an officer chases (on foot) a person who is attempting to evade detention or arrest.

**PROCEDURES****A. Deciding Whether to Pursue**

It is the officer's decision to initiate a stop but it is the suspect or the violator who makes the decision to precipitate a foot pursuit by fleeing or evading. An officer's decision to pursue on foot shall be made with an awareness of the risks that the pursuing officer as well as other officers will be exposed to. No officer or supervisor shall be criticized or disciplined for a decision not to engage in a foot pursuit if, in the officer's opinion, the risk outweighs the need for the pursuit.

1. Where necessary, an officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.
2. In deciding whether or not to initiate a pursuit, an officer shall consider the following alternatives if available:



- Containment of the area;
  - Canine search;
  - Saturation of the area with police personnel;
  - Apprehension at a later time when offender/suspect is known
3. In deciding whether to initiate or continue a foot pursuit, officers shall also consider risk factors whenever officers are:
- Acting alone;
  - In an unfamiliar area;
  - Pursuing suspects who are known to be or suspected of being armed;
  - Pursuing more than one person;
  - Unable to obtain backup in a timely manner;
  - Not in adequate physical condition to pursue;
  - Unable to establish and maintain contact with Central Dispatch;
  - Pursuing in inclement weather, darkness, or reduced visibility.

## **B. Initiating Officer's Responsibilities**

1. Officers initiating foot pursuits shall be in command of the pursuit and bear responsibility of the pursuit until relieved by a supervisor. Pursuing officers should be aware that running while trying to transmit via radio may be difficult and the radio transmissions may have to be repeated.
2. The officer initiating a foot pursuit shall, as soon as practical, provide the following information to Central Dispatch:
  - Unit number;
  - Reason for the pursuit;



- Officer location and direction of pursuit;
- Number of suspect(s) and a description;
- Whether or not the suspect(s) is armed.

### **C. Foot Pursuit Coordination**

1. The primary (initiating) officer shall immediately coordinate, either directly or through Central Dispatch, with other officers to establish a perimeter in the area to contain the suspect(s).
2. If the situation allows, the primary officer shall not try to overtake the fleeing suspect but shall keep them in sight until sufficient manpower is available to take them into custody.
3. Assisting officers shall immediately attempt to contain the pursued suspect. Such officers shall not respond to the primary officer's location unless the suspect has been stopped and the primary officer requests assistance to take the suspect into custody.
4. When two or more officers are in pursuit, they shall:
  - a. Not separate unless they remain in sight of each other and maintain communications, but they shall:
  - b. Allow the lead officer to concentrate on the suspect's actions while the second officer provides backup and maintains communications.

### **D. Guidelines and Restrictions**

1. The pursuing officer shall terminate a pursuit if so instructed by a supervisor.
2. Unless there are exigent circumstances such as an immediate threat to the safety of other officers or civilians, officers shall not engage in or continue a foot pursuit under the following conditions:
  - a. If the officer believes the danger to pursuing officers or the public outweighs the need for immediate apprehension.
  - b. If the officer becomes aware of any unanticipated circumstances that substantially increases the risk to public safety.



- c. While acting alone and without assistance unless exigent circumstances exist. If exigent circumstances warrant, the lone officer shall keep the suspect in sight from a safe distance and coordinate containment.
  - d. Into buildings, structures, confined spaces, or into wooded or otherwise isolated areas without sufficient backup and containment of the area. The primary officer shall stand by, radio their location, and await arrival of other officers to setup a perimeter. If the situation becomes a barricaded person, on duty supervisors shall consider utilizing other units such as Special Response or Canine.
  - e. If the officer loses possession of their firearm.
  - f. If the suspect's location is no longer known.
  - g. If the lead officer loses communication with Central Dispatch or backup officers.
  - h. If an officer or third party is injured during the pursuit who requires immediate assistance and there are no other police or medical personnel able to render assistance.
  - i. If the officer loses visual contact with the suspect.
  - j. If the officer is unsure of their own location.
3. When the pursuing officer terminates the pursuit he or she shall notify Central Dispatch with their location and request any assistance deemed necessary.

#### **E. Supervisor's Responsibilities**

Upon becoming aware of a foot pursuit, the supervisor shall decide as soon as possible whether or not the pursuit shall continue.

- 1. The supervisor should allow the foot pursuit to continue if:
  - a. There are at least two officers working in tandem and there is reasonable belief that the suspect has committed an act that would permit detention or arrest or;
  - b. There is reasonable belief that the suspect poses an immediate threat to the safety of the public or other police officers; and
  - c. The pursuit does not violate provisions of this directive or other established directives.



2. The supervisor shall terminate a foot pursuit at any time they conclude that the danger outweighs the need for immediate apprehension.
3. The supervisor shall take command of the foot pursuit as soon as possible. Command should be taken even if the supervisor is not on scene.
4. At the conclusion of the pursuit, the supervisor shall respond to that location in order to maintain discipline and control if needed.
5. The supervisor should ensure that only emergency or pursuit related radio traffic is broadcast on the primary radio channel.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 415.0**

Subject: Written Directive System	Effective Date: February 24, 2011	Revised Date: March 22, 2011
Title: Electronic Recording of Interrog.	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of this Department to electronically record specific custodial interrogations in order to provide an evidentiary record of statements made by suspects of felony crimes and other crimes as deemed necessary.

**DEFINITIONS**

**Electronic Recording:** An audio and/or video recording whether using magnetic tape, digital means, or other recording media.

**Custody:** A suspect is "in custody" if he is under formal arrest or his freedom of movement has been restrained to the degree associated with a formal arrest.

**PROCEDURES****A. General Requirements**

1. Officers shall electronically record custodial interrogations involving all felony crimes and other crimes as deemed necessary.
2. Juveniles are not exempt from electronic recordings.
3. If electronic recordings cannot be conducted due to equipment failure, lack of suspect cooperation, or for other reasons deemed pertinent to successful interrogation by the Investigator, the basis for such occurrences shall be documented.

**B. Recording Protocol**

1. Suspects do not have to be informed they are being recorded.
2. The office of the prosecutor, the investigative case manager, or other authorized department official may direct that specific interrogations be recorded that do not meet the criteria of interview recordings.
3. Interrogations shall be recorded in their entirety starting with the Investigator's entrance into the interview room and concluding upon departure of the Investigator and suspect. An exception to this is when a suspect is giving confidential information in reference to other criminal activity.
4. When commencing the recording, the Investigator shall ensure the following:
  - a. Voice identification is made of officers, suspect, and any others present,
  - b. The date, time, and location of the interrogation are documented. When beginning a new recording, the Investigator shall document the date and time that the interrogation is being resumed.
  - c. Notation of the time the interrogation ends.
5. Any lapse in the recording for comfort breaks or other reasons shall be accounted for on the recording. As an alternative, during a short recess the recording may continue without interruption.
6. Recording and/or monitoring attorney-client conversations is prohibited where an expectation of privacy would reasonably exist.
7. Recordings of interrogations are considered evidence and shall be handled as such. Each item of evidence shall contain only one recorded interrogation.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 416.0**

Subject: Written Directive System	Effective Date: September 8, 2017	Revised Date: December 12, 2018
Title: Nasal Naloxone (Narcan)	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to establish guidelines and procedures regarding the issuance, maintenance, replacement, training, use and reporting procedures of nasal Naloxone.

**DEFINITIONS**

**Opioids:** A class of drugs that may be derived naturally from the poppy plant or from synthetically produced chemicals. The most common opioids are the street drug heroin and prescription pain medications, including morphine, codeine, methadone, oxycodone (Percocet, OxyContin), hydrocodone (Vicodin), hydromorphone, buprenorphine, and fentanyl. Opioids bind to specific receptors in the brain, spinal cord, and gastrointestinal tract that can affect a person's mood, blood pressure, and pain sensations.

**Opioid Overdose:** A serious medical condition that may lead to decreased or loss of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined.

**Naloxone:** Commonly known by the brand name Narcan, Naloxone is a drug that counteracts the effects of opioid overdose. The drug restores an overdose victim's ability to breath, frequently allowing him or her to survive a potentially fatal overdose.

**HOW NALOXONE WORKS**

Opioid drugs bind to receptors in the brain in a way that reduces pain and produces euphoric feelings. These receptors also control respiration. When the levels of opioids in the brain get too high, breathing slows down, eventually causing respiratory failure and lack of oxygen to the brain and central nervous system.



Naloxone works by displacing the opioids in the brain and blocking them from binding to the brain's receptors, so that the body can return to normal breathing. Because the drug reverses the effects of opioid overdose, Naloxone treatments are commonly referred to as reversals.

## **PROCEDURES**

Early intervention and administration of Naloxone are key factors in saving those suffering from an opiate overdose. As first responders, officers often arrive at the scene of overdoses before Emergency Medical Services personnel. The intranasal (nasal) administration of Naloxone (Narcan) has been approved for use by law enforcement officers to treat opioid overdoses and attempt to minimize overdose deaths.

### **A. ASSESS THE SITUATION**

During an opiate overdose, a person may suffer a disruption of normal breathing, which without intervention may lead to death. When Narcan is administered to a person who is not suffering an opiate overdose, it will do no harm.

1. When an officer arrives on the scene of a medical emergency prior to the arrival of Emergency Medical Services personnel, and determines that a person is suffering from an opiate overdose, the officer must contact his/her supervisor immediately.
2. The officer will ensure Emergency Medical Services have been summoned to the scene.
3. If the person is not breathing, the officer should administer CPR.
4. Indicators that a person is suffering from an overdose may include:
  - a. Unresponsiveness to verbal or physical stimulation, such as pinching their ear lobe or rubbing knuckles up and down the person's sternum. Whether or not they respond to this stimulation effectively draws the line between being really high versus overdosed.
  - b. Blood-shot eyes;
  - c. Pinpoint pupils, even in a darkened room/area;
  - d. Depressed or slow respiratory rate;
  - e. Difficulty breathing (labored breathing, shallow breaths);
  - f. Skin pale, blue or gray, including the lips, and/or fingernails;



- g. Snoring, gurgling, or choking sounds;
  - h. Decreased pulse rate;
  - i. Low blood pressure;
  - j. Loss of alertness (drowsiness);
  - k. Unresponsiveness;
  - l. Seizures;
  - m. Very limp body;
  - n. Evidence of ingestion, inhalation, injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.);
  - o. History of opioid use/abuse;
  - p. All these indicators need not be present at the same time.
5. When the decision is made to administer Narcan, the responding officer should take the following steps:
- a. Ensure the safety of the scene;
  - b. Utilize universal precautions. Minimum level of universal precautions is medical gloves;
  - c. Conduct a medical assessment of the person to the best of the officer's ability and surroundings, to include statements made by witnesses regarding drug use;
  - d. The person should be observed and treated by medical personnel as the situation dictates;
  - e. Check responsiveness;
  - f. Administer a dose of the Narcan using the intranasal Naloxone spray kit by delivering one spray into one nostril.



**Note: DO NOT** “prime” or test the spray device before spraying it into the nostril, as this will waste the medicine.

- g. If the person is not breathing on his or her own or breathing continues to be shallow, continue to perform CPR on him or her while waiting for the Narcan to take effect or EMS to arrive.
- h. Additional doses may be repeated within 2-3 minutes after the initial dose; however, under the normal circumstances, EMS should be on scene within that time.
- i. Reversal of an opiate overdose may cause the following:
  - i. Projectile vomiting and/or violent behavior;
  - ii. The person may feel physically ill;
  - iii. The person may experience withdrawal symptoms, which can be unpleasant, but not life-threatening;
  - iv. The person may become agitated and upset due to the withdrawal symptoms coming off the high;
  - v. The person may have a seizure;
  - vi. The person may require an additional dose if the overdose re-occurs, Narcan wears off in 30-90 minutes;
- j. Once EMS arrives on scene, they should be informed that Narcan was administered, the dosage, and the current condition of the patient;
- k. Officers will help ensure the person is transported to the hospital;
- l. If it determined that a criminal investigation is required, the case will be assigned to the Criminal Investigative Unit.

## **B. Reporting**

When Narcan is administered by an officer, the following documentation and procedures must be followed:



1. If the person survives the overdose, an incident report titled "Overdose" will be completed. If death occurs, an incident report titled "Death Investigation" will be completed.
2. In the event death occurs, the Criminal Investigation Division will be contacted, and the appropriate investigator(s) shall respond to the scene to investigate the circumstances surrounding the overdose.
3. The officer who administers Narcan will complete the Narcan Use Form, which will be forwarded to the Division Commander via the chain of command.
4. The officer who administers Narcan will complete the Narcan Use Form, which will be forwarded to the Division Commander via the chain of command.

### **C. ISSUANCE, MAINTENANCE, AND REPLACEMENT**

Narcan kits will be issued to a number of officers upon training by the Decatur Fire Department Training Division.

1. Once used, Narcan will be replenished at the scene by the Fire Department as needed.
2. Supervisors will be equipped with a storage container containing Naloxone kit
3. Officers will inspect their kits prior to each shift. Missing, damaged, or expired medication will be reported to their Division Commander immediately.
4. Naloxone is fairly tolerant of both cold and heat. Optimally, Naloxone should be stored at room temperature, but this may not be possible in a patrol vehicle. Care should be taken to avoid storage in direct sunlight in a patrol vehicle.

### **D. TRAINING**

1. Initial training for officers issued Narcan kits will be conducted under the direction of the Decatur Fire Department Training Division.
2. Refresher training will be conducted every two (2) years.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 417.0**

Subject: Written Directive System	Effective Date: September 17, 2018	Revised Date: March 13, 2019
Title: Criminal Intelligence	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 40.2.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will actively investigate intelligence of suspicious incidents relating to criminal activities. It is the policy of the Decatur Police Department to identify those types of criminal activities and share with local, state, federal and tribal law enforcement agencies by the use of crime analysis data.

**PURPOSE**

To establish operational procedures for the collection, processing and sharing of suspicious incidents and intelligence involving criminal activities (CALEA 40.2.3a).

**RESPONSIBILITIES (CALEA 40.2.3a)**

It is the responsibility of every member of the Decatur Police Department to investigate and properly report suspicious activities as defined in this directive.

**SCOPE**

This written directive is applicable to all personnel of the Decatur Police Department.

**DEFINITIONS**

**Information:** Simple data that has not been refined, sorted, and analyzed or placed in context of other relevant information.



**Intelligence:** A process through which information is identified, collected and analyzed in order to place into context of other relevant information.

**Unclassified (U):** Any information that is either public record or, in its original form, poses no direct threat to law enforcement or confidential information.

**Unclassified/Law Enforcement Sensitive (U/LES):** Any information that is unclassified but of a sensitive nature.

**Need to know:** When the requested information is pertinent and necessary to the requestor agency in initiating, furthering, or completing an investigation. Access to such information will be determined by a Division Commander.

**Right to know:** When a requestor has official capacity and statutory authority to the information being sought.

## **PROCEDURES**

### **A. HOMELAND SECURITY COORDINATOR RESPONSIBILITIES (CALEA 40.2.3a)**

The Homeland Security Coordinator's responsibility is to share sensitive intelligence information involving terrorist, terrorist related activities and other activities. The exchange of information facilitates information sharing and multijurisdictional preemption of terrorist acts or other events. Additionally, the Homeland Security Coordinator will:

1. Relay intelligence information to the appropriate division.
2. Provide awareness information within their service area and to other participating agencies. Such information should encourage and identify methods for reporting suspicious activities.
3. Ensure that the information collected is limited to criminal conduct or related activities that present a potential threat to the jurisdiction.
4. Provide awareness training to agency personnel when needed.

### **B. CID's RESPONSIBILITIES**

Members of the Criminal Investigation Division as well as the Homeland Security Liaison will have access to sensitive information as determined by a Division Commander.

**C. SAFEGUARDING AND STORING INFORMATION (CALEA 40.2.3b)**

1. The Homeland Security Coordinator will be responsible for the maintenance and security of the Criminal Intelligence files.
2. In order to maintain the physical security of intelligence files, the following guidelines must be followed:
  - a. Intelligence files shall remain apart from other department files. These files are to be protected or physically locked.
  - b. Access to intelligence files will be limited to individuals approved by a Division Commander.
3. In order to establish and maintain the security of the intelligence files, information will be released to law enforcement agencies and their personnel only on a right-to-know authority and a need-to-know responsibility.

**D. DOCUMENTATION, REPORTING, AND DISSEMINATION (CALEA 40.2.3c)**

Department personnel that receive criminal intelligence information will report it properly. This includes all information received in writing, by phone, by email, or any other means of communications whether during normal business hours or after hours. Department personnel must attempt to corroborate the information received to the extent possible, exhausting the means to investigate in the allowed time.

1. If criminal intelligence information received requires an immediate response (such as information that presents a grave threat to law enforcement, the community or an individual), the on-duty supervisor will be immediately notified so a response can occur. Otherwise, the information will be submitted in writing either by memo or email to the Homeland Security Coordinator and/or the Criminal Investigation Division, whichever applies. The submittal should include:
  - a. The type of suspected illegal activity, location, name, and addresses of suspects involved and information concerning the activities.
  - b. Complainant's name, address, and telephone number (if possible) if the information was received by a citizen.



2. When submitting criminal intelligence information, it may include but is not limited to the following:
  - a. Organized Crime takeover of legitimate business;
  - b. Criminal groups/persons and their activities;
  - c. Crimes targeting a victim or victims because of their sexual preference, race, gender, ethnic or religious backgrounds;
  - d. Crowd size during rallies, events or demonstrations to determine their potential for violence;
  - e. Protection of dignitaries (to include working with state and federal agencies in cooperation with the department);
  - f. Assistance in the use of electronic surveillance operations;
  - g. Terrorism and/or terrorist related activities/actions.

**E. INFORMATION/INTELLIGENCE RELATED TO TERRORISM (CALEA 40.2.3c)**

1. Information related to acts of a terrorist nature should be relayed to the proper task force or agency with the authority and resources to properly analyze and maintain such records.
2. Agencies that terrorism related information may be relayed to include but are not limited to:
  - i. The Federal Bureau of Investigation;
  - ii. Department of Homeland Security; or
  - iii. Any appropriate agency having jurisdiction, the resources and authority to follow up on the information.

**F. PURGING INTELLIGENCE FILES (CALEA 40.2.3d)**

The collection of intelligence data is only permitted to fulfill a criminal investigation purpose.



1. A Division Commander is responsible for ensuring that all files are maintained and reviewed. Only information that is timely and relevant to a current investigation will be included in the file.
2. All intelligence files should be audited annually and purged as required by law.
3. When it is permissible to do so, intelligence information will be destroyed by shredding hard copies of the files or by deleting any files within the designated computer software.
4. Homeland Security sensitive files will only be destroyed by the Homeland Security liaison, Criminal Investigation Division Commander and/or their designee.
5. Criminal intelligence information will not be released to a private firm for destruction.
6. The purging and/or destruction of information in a file will be documented in a memo to the appropriate Division Commander.

**G. ANNUAL REVIEW (CALEA 40.2.3e)**

1. The Homeland Security Liaison will provide an annual review of the Department's procedures and processes related to sensitive intelligence gathering.
2. The review will be submitted to the Chief of Police via the chain of command.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 418.0**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: March 15, 2019
Title: Preliminary Investigation	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 42	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department recognizes that the single most important determinant in solving a crime is the information supplied by the victim or witnesses to the initial responding officer. It shall be the policy of the Decatur Police Department that responding officers shall conduct the preliminary investigation into most cases. In unusually serious or complex crimes, officers shall notify their supervisor and request the aid of an investigator or other assistance as may appropriate.

**SCOPE**

This written directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It shall be the responsibility of all sworn personnel to comply with the guidelines established in this directive.

**PURPOSE**

This written directive has been established as a guideline for the conduct of preliminary investigations.

**PROCEDURES**

- A. The preliminary investigation begins when officers arrive at a scene or are informed by a complainant or victim that a crime may have been committed. The investigation shall



continue to the point when the transfer of responsibility will not jeopardize the successful completion of that investigation, until the case is solved or the investigation is postponed.

- B. Officers responsible for conducting a preliminary investigation into incidents they respond to may include, but are not limited to the following:
1. Observe all conditions, events and remarks (CALEA 42.2.1a);
  2. Ensure that anyone injured receives proper medical attention;
  3. Determine if an offense has actually been committed;
  4. Maintain and protect the crime scene to ensure that evidence is not lost or contaminated. Officers need to be aware that crime scenes are fluid, which can change as information is received (CALEA 42.2.1c).
  5. Arrange for the collection of evidence. Officers collecting evidence shall wear protective equipment (gloves, suits) when collecting evidence. A Crime Scene Technician may respond to collect evidence with approval of a supervisor (CALEA 42.2.1c);
  6. Officers securing a scene for an investigator and/or a crime scene technician shall ensure they do not disturb the scene (CALEA 42.2.1c).
  7. Caution tape may be used to secured a scene (CALEA 42.2.1c).
  8. Furnish other units with descriptions, method and direction of flight, and other relevant information concerning wanted persons or vehicles;
  9. Locate and obtain complete identification of all witnesses (CALEA 42.2.1b);
  10. Determine what information is known by the victims and witnesses;
  11. Determine in detail the exact information surrounding the offense;
  12. Interview and obtain written statements from complainants, victims, witnesses, and from the suspect if such can be obtained legally; (if the case is a felony and is to be turned over to CID the Investigator will determine who will take written statements) (CALEA 42.2.1d);
  13. Record completely and accurately all pertinent information in the proper form;



14. Instruct the complainant on the procedures for obtaining a warrant through the magistrate's office when the responsibility for prosecution rests with the complaint.
- C. Incidents of a serious nature often require the presence of a supervisor. The supervisor shall be notified and respond when appropriate. Such occasions may include, but are not limited to:
1. Incidents of violence or violent death;
  2. Incidents which may be a threat to public safety;
  3. Incidents when public or media presence would indicate the need for a supervisor;
  4. Complaints against the Department or an employee;
  5. Incidents when further professional or technical assistance is required;
  6. Accidents involving Decatur Police Department employees.
- D. When an officer makes an arrest and the arrestee obtains a defense attorney, all questions from the defense attorney will be routed through the prosecuting authority. Officers will not communicate directly with the defense attorney about the case unless it has been cleared through the prosecuting authority.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 419.0**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: March 19, 2019
Title: Criminal Investigation Case File Management	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapters 42	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

All cases assigned to the Criminal Investigation Division, whether actively investigated or not, will be recorded in the unit case file log. Additionally, Investigators will maintain an accurate case file for any case currently under investigation or any case concluded by investigation and awaiting court disposition.

**PURPOSE**

To establish a case file management system in the Criminal Investigation Division that provides an immediate information source to Investigators and Administrators on cases assigned for investigations.

**SCOPE**

This written directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It shall be the responsibility of all sworn personnel to comply with the guidelines established in this directive.



## PROCEDURES

### A. CASE STATUS

1. Case status is maintained for all cases within the department's computer file management system in which the case number, investigator assigned to the case, case status, date assigned, report due date and other pertinent data are recorded (CALEA 42.1.3a).
2. All offenses assigned to the Criminal Investigation Division will be classified under one of the following categories utilizing the following administrative designators as established by the Department of Justice (CALEA 42.1.3b):
  - a. **UNFOUNDED:** The facts of the case reveal that the criminal offense alleged has not occurred.
  - b. **CLEARED BY ARREST:** A case where the suspect(s) connected with the investigation have been arrested and/or charged.
  - c. **EXCEPTIONALLY CLEARED:** The case is satisfactorily concluded and prosecution of the suspect(s) is not being sought. In certain situations, elements beyond the department's control prevent the agency from arresting and formally charging the offender. When this occurs, the agency can clear the offense exceptionally, provided the following four conditions are met. The agency must have:
    - i. Identified the offender;
    - ii. Gathered enough evidence to support an arrest, make a charge and turn over the offender to the court for prosecution;
    - iii. Identified the offender's exact location so that the suspect could be taken into custody immediately;
    - iv. Encountered a circumstance outside the control of law enforcement that prohibits the agency from arresting, charging and prosecuting the offender.

**Note:** Examples of exceptional clearances include but are not limited to the death of the offender, the victim's refusal to cooperate with the prosecution after the offender has been identified or the denial of extradition because the offender committed a crime in another jurisdiction and is being prosecuted for that offense.



- d. **INACTIVE & ADMINISTRATIVELY CLOSED:** All available leads have been exhausted, but the case has not satisfactorily concluded and investigative efforts may continue. Supervisor approval is required to administratively close cases.
- e. **ACTIVE:** An open case currently assigned to an investigator for continuing investigation.

## **B. CASE LOG**

All cases assigned to the Criminal Investigation Division will be logged in a master case log and shall include the following information.

- 1. Case number;
- 2. Date of report;
- 3. Crime class;
- 4. Name of victim, business or individual;
- 5. Type of Crime: (B&E, Robbery, Theft, etc.);
- 6. Investigator or Detective assigned;
- 7. Zone where crime occurred;
- 8. Status date; and
- 9. Name of Suspect and/or description.

## **C. CASE FILE MAINTENANCE & ACCESS (CALEA 42.1.3c, CALEA 42.1.3d)**

- 1. Original reports: Original offense and supplement reports are maintained in the Records Unit of the Decatur Police Department (CALEA 42.1.3c).
- 2. Investigator's case file: In order to provide an immediate and easily accessible source of information about an active case, Investigators will be required to maintain an accurate working case file on all ongoing investigations. This case file should include:
  - a. A working copy of the offense report;



- b. Any statements;
  - c. Results of any forensic examinations;
  - d. Results of any polygraph examinations;
  - e. A copy of any property receipts;
  - f. Any other reports or documents pertaining to the investigation up to and including any evidence deemed exculpatory.
  - g. **ACTIVE MAJOR CASES:** Investigators shall maintain a working case file for all ongoing major case investigations indefinitely.
- 3. All documents will be scanned and uploaded directly into the Law Enforcement Records Management System (LERMS).
  - 4. Items that cannot be scanned will be placed into evidence in accordance with the evidence policy.
  - 5. All reports submitted through Mobile Client will be merged into the case file in LERMS.
  - 6. All uploaded documents will be copied to a disc at the conclusion of the investigation and the disc will be turned over to the District Attorney's Office. Documents from cases that have been administratively closed or that have been closed as unfounded will not be copied to a disc unless requested by the DA's office.
  - 7. Physical evidence will be documented on the report that is turned over to the DA's office, but the evidence will remain under the control of the evidence custodian until court proceedings.
  - 8. Accessibility: Documents, files, information about victims, suspects and vehicle information can only be accessed by logging into LERMS from a city computer depending on assignment.
  - 9. Certain cases within LERMS may be restricted only to the investigator assigned to the case. The restrictions may be applied by the unit Lieutenant with permission from the Division Commander. Restricted files may include, but are not limited to:
    - a. All ongoing homicide investigations;



- b. All ongoing narcotics investigations
  - c. All administrative and/or internal investigations; and
  - d. Any case deemed necessary by the Chief of Police.
10. When receiving a subpoena from an attorney regarding the release of documents and/or files from a case, the investigator assigned to the case will contact the prosecuting authority and deliver the subpoena to them. The officer/investigator assigned to the case will only follow the instructions from the prosecuting authority.

**D. PURGING FILES (CALEA 42.1.3e)**

- 1. Unless when ordered by the court or required by law:
  - a. All Incident/Offense reports shall be kept by the Records Unit for at least ten years.
  - b. All Arrest reports shall be kept by the Records Unit indefinitely.
- 2. When a report is to be purged, the Records unit will:
  - a. Contact the Department of Archives and History to follow the established guidelines for records destruction.
  - b. Contact a company in Decatur to have such record shredded.
  - c. Notify the Department of Archives and History after the record was shredded. The Department of Archives and History will send a confirmation letter, notifying that the record was officially destroyed.
  - d. The confirmation letter will be kept on file indefinitely.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 420.0**

Subject: Written Directive System	Effective Date: October 23, 2018	Revised Date: May 21, 2019
Title: Juvenile Operations	Pages: 10	Distribution: All Members
Cross Reference: CALEA Reference Chapter 44, 61.1.3b	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to establish operational guidelines and procedures for operations concerning juveniles.

**SCOPE**

The Decatur Police Department will manage each juvenile case in a manner that ensures appropriate enforcement action to best meet the needs of the juvenile and protect the public. All sworn personnel will support department efforts to prevent juvenile delinquency. Efforts will be coordinated, as appropriate with other agencies (CALEA 44.1.1).

**RESPONSIBILITY**

All sworn personnel will maintain a working knowledge of the law as it applies to juveniles. All sworn personnel are responsible for complying with this written directive and supporting juvenile operations.

**DEFINITIONS**

**Status Offense**: An offense that would not be a crime if committed by an adult.

**Juvenile**: An individual under the age of 18 or under 21 years of age and who appears before the juvenile court for a matter arising before that individual's 18<sup>th</sup> birthday. When a delinquent petition alleges that an individual, prior to the individual's 18<sup>th</sup> birthday, has committed an offense for which there is no statute of limitations pursuant to Section 15-3-5, the term child also shall include the individual subject to the petition, regardless of the age of the individual at the time of filing.

**Child in need of supervision**: A child who commits any of the following:



1. Being subject to compulsory school attendance; is habitually truant from school;
2. Disobeys the reasonable and lawful demands of the child's parents, guardian, or other custodian and is beyond their control;
3. Has committed an offense established by law, but not classified as criminal or one applicable to children;

**Delinquent Act:** An act committed by a child that is designated a violation, misdemeanor, or felony offense under the law of this state or of another state if the act occurred in another state or under federal law or a violation of a municipal ordinance except violations of municipal curfew ordinances.

**Delinquent Child:** A child who has committed a delinquent act and is in need of care or rehabilitation.

**Reasonable:** The term reasonable shall mean fair, proper, or moderate under the circumstances.

## **PROCEDURES**

Juveniles that are arrested for criminal offenses shall be subject to the same security requirements as adults and should be handcuffed or otherwise restrained as necessary during transport and processing and in accordance with policies # 105.0 – Arrest and # 701.1 – Prisoner Transportation.

1. Officers will advise dispatch to notify the processing center located at the Decatur Police Department for lockdown for juvenile processing.
2. Juveniles that are placed under arrest should be securely detained in a manner that is prescribed by state law to allow for identification, investigation, and processing.
3. All juveniles arrested will be processed at the processing center located at the Decatur Police Department. The juvenile will then be released to the juvenile's parents, legal guardian, legal custodian, or transferred to the juvenile facility or court.
4. Juveniles in custody shall only be processed in the booking room located within the Decatur Police Department and may only remain in the booking room long enough for processing as required by law (CALEA 71.1.1).

### **A. HANDLING JUVENILE OFFENDERS**



1. Although adjudication decisions are made by the judicial system and not members of this department, in some non-criminal instances, officers are afforded a certain amount of latitude in dealing with juveniles. Such instances include minor violations of city ordinances and state statutes, which can be effectively and efficiently dealt with by the officer at the time of the initial contact.
2. Officers should use the least restrictive alternatives balanced with preserving public safety and order including, but not limited to the following:
  - a. The release to a parent, legal guardian or other responsible adult with no further action (CALEA 44.2.1a). Factors to be considered should be:
    - i. The cooperation and attitude of all parties (child, parent, guardian victim/complainant) and the possibility of the offense being repeated;
    - ii. The degree of wrongful intent, violence, premeditation, knowledge of violation; and
    - iii. The likelihood that corrective action can or will be taken by the parent or guardian.
  - b. After the officer decides that the juvenile is to be released, the officer will utilize one of the following:
    - i. Give a verbal warning and release the juvenile to a parent or guardian;
    - ii. Require the parent or guardian to pick up the juvenile; or
    - iii. Take the juvenile home and inform the parent or guardian.
  - c. Generally, the following types of offenses may be handled in this manner; however, the list is not complete and officer's good judgment and discretion are important when dealing with:
    - i. Minor traffic violations;
    - ii. Other status offenses (non-criminal behavior).
  - d. Release may be made at the incident scene with verbal warning if the officer determines that custody is unnecessary or if the juvenile is involved in an incident of non-criminal behavior.



- e. Officers may turn juveniles over to a parent or guardian at a scene, transport the juvenile to a parent or guardian or to any relative who is capable of taking custody of the child.
- f. Officers must inform the parent or guardian or other relatives of the incident and should not take any further action. This action may be taken when the offense is not serious, but is necessary to have someone take charge of the child.
- g. Officers should use the Juvenile Field Interview Form to inform the Morgan County Juvenile Probation Office when appropriate.
- h. Whenever possible, officers may issue citations to juvenile offenders to appear at the Juvenile Probation Office or Decatur Municipal Court in lieu of taking the juvenile into physical custody.
- i. Juveniles involved in traffic offenses will be handled in accordance with applicable state laws, city ordinances and Decatur Police Department directives (CALEA 44.2.1b, 61.1.3b).
  - i. When issuing a citation to a juvenile less than sixteen (16) years of age, the juvenile shall be referred to the Morgan County Juvenile Probation Office
  - ii. When issuing a citation to a juvenile sixteen (16) years or older, the juvenile shall be referred to the Decatur City Municipal Court.

**B. REFERRALS (CALEA 44.2.1c, CALEA 44.2.1d)**

1. Some minor violations of city ordinances and state laws by juveniles may not require the officer to take the juvenile into custody; however, the officer may decide that the juvenile should be referred to the Juvenile Probation Office instead.
2. Officers should complete a juvenile field interview form and forward it to the Juvenile Probation Office.
3. Delinquent acts requiring referrals to the juvenile justice system include any delinquent act (CALEA 44.2.1d).
4. Referrals to other agencies or services for potential diversion alternatives should be handled by the Morgan County Juvenile Probation Office (CALEA 44.2.1c).

**C. TAKING JUVENILES INTO CUSTODY**



Juvenile arrests must be in accordance to the Arrest policy # 105.0. However, for the purposes of this directive the term "taking into custody" will include status offenses and protective custody situations, as well as those situations arising from criminal behavior.

1. A juvenile may be taken into custody by a law enforcement officer for any of the following reasons:
  - a. Pursuant to an order of the juvenile court;
  - b. When reasonable suspicion exist to believe that the child or minor has run away from juvenile detention, shelter or other care facility, parent or guardian or other legal custodian;
  - c. When an officer believes that the child or minor is suffering from an illness or injury or is in immediate danger from the surroundings of the child or minor and that the immediate removal of the child or minor from those surroundings is necessary for the protection of the health and safety of the child or minor.
  - d. For an alleged delinquent act pursuant to Alabama Code;
  - e. When reasonable cause exist to believe that the child has no parent, legal guardian, legal custodian or other suitable person able to provide supervision and care for the child.
  - f. At the direction of a juvenile probation officer pursuant to the Alabama Code section 12-15-107.
2. When any law enforcement officer takes an alleged juvenile offender into custody with or without a court order, the officer must:
  - a. Ensure that adult and juvenile prisoners are not transported together, unless they have been arrested as participants in the same offense or they are non-combative relatives.
  - b. Determine and take the appropriate action if the juvenile is alleged to have engaged in noncriminal misbehavior (a status offense) (CALEA 44.2.2a). Status offenses include, but are not limited to the following:
    - i. Truancy;
    - ii. Violation of municipal ordinances applicable only to children;



- iii. Runaway;
- iv. Juvenile who is beyond the control of their parent or guardian;
- v. Consumption or possession of tobacco products;
- c. Ensure the constitutional rights of the juvenile are protected.
- d. Determine whether the juvenile is alleged to have been harmed or in danger of being harmed (CALEA 44.2.2b).
  - i. If the juvenile has not been taken into custody, but they are believed to be suffering from an illness or injury, or is in immediate danger from the surroundings and the removal of such juvenile is necessary for their protection, health and safety, the officer will notify a supervisor.
  - ii. The supervisor will contact the Department of Human Resources. If there is no resolution after contacting DHR, the officer will release the juvenile to a competent adult that does not pose a danger to the juvenile.
  - iii. If the juvenile is in custody and will be transported to a detention center, but they have a mental health issue, they are a danger to themselves and/or others, or they are under the influence of alcohol and/or drugs, the officer will notify a supervisor as well as a JPO.
  - iv. The officer will transport the juvenile to a Hospital for an evaluation. The juvenile has to be cleared by a doctor before being accepted at the detention center.
  - v. If the juvenile is to be released to a parent or guardian, but they have a mental health issue, they are a danger to themselves and/or others, or they are under the influence of alcohol and/or drugs, the officer will instruct the parent or guardian to take the juvenile to the ER for an evaluation. This responsibility rests solely on the parent or guardian.
- e. Notify the Department of Human Resources and the Criminal Investigation Division if the juvenile is alleged to have been abused or neglected.
- f. Escort the juvenile charged with an act of delinquency to the Decatur Police Department Processing Center for fingerprinting and photographing.



- g. Transport to the Juvenile Probation Office without delay when there is an active pick up order and after processing at the Decatur Police Department Processing Center unless juveniles are in need of emergency medical treatment or unless instructed by JPO.
  - h. Contact the on-call Juvenile Probation Officer for instructions if the Juvenile Probation Office is closed, officers must
  - i. Release the juvenile to the parent, guardian, custodian, or designee as previously outlined in this policy if deemed unnecessary to continue custody,
3. In cases where the juvenile is charged with a criminal act, officers will:
- a. Take the juvenile into custody;
  - b. Conduct a formal interview, if applicable;
  - c. Transport/Escort the juvenile offender to the Decatur Police Department Processing Center for processing;
  - d. Complete a Juvenile Complaint Form listing all the charges and providing all the information pertaining to the arrest;
  - e. Contact the Juvenile Probation Office or the on-call Juvenile Probation Officer if after hours.
  - f. At the direction of JPO, release the juvenile to a parent or guardian or transport the juvenile to the Juvenile Detention Center. Only a Morgan County Juvenile Probation Officer can authorize the detention of a juvenile. All juvenile offenders that have been approved for intake will be transported, upon conclusion of processing, without delay to a detention facility, unless the juvenile is in need of emergency medical treatment (CALEA 44.2.2d).

#### **D. INTERROGATION/INTERVIEW (CALEA 44.2.3a, CALEA 44.2.3b)**

Interviews of juveniles should be done with consideration of the juvenile's age, mental age, other factors or influences experienced by the juvenile. The following guidelines apply:

- 1. Officers will afford juveniles the same respect and rights as are afforded adults, whether the juvenile is a victim or a witness.



2. When appropriate and requested by the juvenile, parents or guardians will be contacted prior to the interview (CALEA 44.2.2e).
3. If a child is under eighteen (18) and is the focus of an investigation, officers will transport the juvenile to an interview room located at the police department.
4. The Juvenile Miranda Form must be read prior to any questioning related to the crime. Appellate Courts hold that the admissibility of statements made by a juvenile during interviews depend on whether the Miranda Warning was given properly, whether the child understood the warning, and whether the juvenile waived their rights and made such statements freely, voluntarily, knowingly and intelligently.
3. If the juvenile agrees to talk with the officers, a signed voluntary statement should be secured from the juvenile by the investigating officer.
4. Interviews of juveniles should not extend over periods of time that could be considered unreasonable or harassing and should be conducted by only one or two officers at a time, whenever possible. The nature and severity of the crime under investigation, age, intelligence, education and condition of the juvenile shall govern the length of the interview session.
5. Ordinarily, no more than two interviewers should be directly involved in an interview at a time, unless safety considerations dictate otherwise.
6. Interviewing officers will preserve the constitutional rights of juveniles being interviewed. Additionally, officers will (CALEA 44.2.2c).
  - i. Ensure they read the Juvenile Miranda Rights when a juvenile is being interrogated;
  - ii. Maintain confidentiality of a juvenile's case.
7. Interviewing officers should explain applicable agency and juvenile justice system procedures to the juveniles.

#### **E. PARENTAL NOTIFICATION (CALEA 44.2.2e)**

Officers must:

1. Notify the juvenile's parent, guardian or custodian that the juvenile has been taken into custody.



2. Advise the parent, guardian or custodian that a determination is made as to the need for secure custody or parental release.

**F. REPORTING**

1. It will be the responsibility of the officer to submit all reports containing all the information in the possession of the officer pertaining to the juvenile, the parents or guardians and all other facts and circumstances which caused the juvenile to be arrested or taken into custody.
2. All documentation must be submitted before the end of the shift, unless exigent circumstances exist or as authorized by a supervisor.

**NOTE:** This written directive does not supersede Arrest policy # 105.0.



## JUVENILE FIELD INTERVIEW

Officer: \_\_\_\_\_

Date/Time of Contact: \_\_\_\_\_

Juvenile Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Home Address: \_\_\_\_\_

Clothing Description: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Parent/Guardian Name and Phone#: \_\_\_\_\_

Location of Contact: \_\_\_\_\_

Description of Contact: \_\_\_\_\_



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 421.0**

Subject: Written Directive System	Effective Date: November 2, 2018	Revised Date: March 19, 2019
Title: Interview, Temporary Detention & Processing Rooms	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 42 & 71	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Interview rooms are commonly used in the investigative process. The Decatur police department will ensure the safety of all personnel, witnesses, suspects and arrestees that enter any of the rooms designated for interviews (CALEA 71.1.1).

**PURPOSE**

To establish written guidelines for the proper use of interview, temporary detention and processing rooms while ensuring the safety of department personnel, witnesses, suspects and arrestees.

**SCOPE**

This written directive is applicable to all affected personnel.

**DEFINITIONS**

**Suspect:** A person believed to have committed crime who has not been arrested.

**Arrestee:** A person taken into custody of an officer based on probable cause that the person has committed a crime.

**Interview Rooms:** For the purpose of this policy an interview room is considered a temporary detention room. These rooms are located at the Decatur Police Department for the purpose of interviewing witnesses, suspects and/or arrestees (CALEA 71.1.1).



**Processing Room:** A room located at the Decatur Police Department for the purpose of fingerprinting and photographing juveniles under arrest as required by law (CALEA 71.1.1).

## **PROCEDURES**

### **A. MANAGEMENT & ACCOUNTABILITY (CALEA 71.3.1b)**

1. Criminal Investigation Division supervisors or their designee will be responsible for the overall operation of the interview rooms.
2. Officers will be accountable for the supervision of their witness, suspect or arrestee including processing, searching and temporary detention.

### **B. PROCESSING AREAS (CALEA 71.1.1)**

1. Juveniles in custody shall only be processed in the processing room, located within the Decatur Police Department.
2. Juveniles may only remain in the processing room long enough for processing as required by law.
3. Continued non-secured custody of a juvenile for the purposes of interrogations, contacting parents or arranging an alternative placement must occur outside of the processing room.

### **C. SECURITY & WEAPONS CONTROL (CALEA 42.2.8a, CALEA 71.3.3a)**

Interview rooms should be considered a safe and secure environment. As necessary, witnesses, suspects or arrestees will be taken to designated interview rooms within the department (CALEA 71.1.1).

1. Only authorized personnel will have access to interview rooms. Interviewing officers are responsible for the humane treatment, safety and security of all persons under their control (CALEA 71.3.3c).
2. Firearms and knives will be secured in a lockbox or in lockable desk during all interviews. Impact weapons will be holstered or properly secured without exceptions (CALEA 71.3.3a).
3. Interview rooms must be checked for weapons, contraband and damage prior to and after each use (CALEA 71.4.1).

**D. DURING USE (CALEA 42.2.8b)**

When the interview rooms are in use, officers must:

1. Perform a weapons pat-down for officer safety on all suspect or arrestee before placement in an interview room. All unauthorized items (such as cellphones, knives, any weapons, flammable items, etc.) will be secured and/or confiscated.
2. Officers are to document, in an I/O, I/O supplement and/or an arrest report the date, meals if any, reason for detention and time in & out of the room (CALEA 71.3.1a).
3. Monitor the suspects, arrestees and witnesses (attended or unattended) at all times to maintain the security of the police department, its employees, witnesses and suspects (CALEA 71.3.1c);
4. Constantly monitor suspects or arrestees not contained in a secured temporary detention area (CALEA 71.3.3e);
5. Conduct physical face-to-face visual checks at least every thirty (30) minutes. Detainees suspected of being suicidal, mentally ill, or demonstrating unusual or bizarre behavior will require constant face-to-face monitoring (CALEA 71.3.3f).
6. Use the temporary restraint devices as applicable. Detainees shall not be handcuffed to or otherwise secured to any immovable object for restraint purposes, unless such item is designed and intended for such use (e.g. cuff bench, bar, leg restraints Calea 71.3.1d, CALEA 71.3.2).
7. When available, rely on the use of audio/video recording devices to monitor unattended detainees between the thirty minutes face-to-face visual observations. Supervisors will review random selections of video and/or audio recorded interviews for compliance that were performed while the supervisor was not on duty. Interview rooms are equipped with both video and audio monitoring devices, which is available from any department computer connected to the City network via landline. Direct user access to the video recording system is based upon personnel assignment and/or rank (CALEA 42.2.8e, CALEA 71.3.1e, CALEA 71.3.3f, CALEA 71.3.3g).
  - a. Interviews will be copied to discs.
  - b. One disc will be placed in evidence while the other disc will be turned over to the DA's office along with a digital copy of the case report.



8. Have immediate access to their issued portable radio for summoning assistance. Officers will notify the Communications Center along with the on duty supervisor in the event of an emergency (CALEA 42.2.8d, CALEA 71.3.3b).
9. Suspects will not be in a room together unless exigent circumstances exist. Males and females suspects will not be placed in a room together and they will be separated by sight and sound (CALEA 71.3.1f).
10. Adults and juveniles will also be separated by sight and sound (CALEA 71.3.1f, CALEA 72.5.3).

#### **E. NUMBER OF PERSONNEL ALLOWED IN INTERVIEW ROOMS (Calea 42.2.8c)**

The maximum number of personnel allowed to be present in an interview room during non-emergency conditions is three (3). Although it is unusual to require more than two (2), it may be necessary for additional personnel to be present.

#### **F. EQUIPMENT IN INTERVIEW ROOMS (CALEA 42.2.8f)**

The interview rooms should contain, at a minimum, a table, chairs and instruments used to document the interview. Additional equipment may be brought into the interview room as needed.

#### **G. ACCESS TO RESTROOM, WATER & OTHER NECESSITIES (CALEA 42.2.8g, CALEA 71.4.1)**

Officers will ensure that persons (witnesses, suspects, arrestees) in the interview room are provided access to water, restroom and other needs such as comfort breaks.

#### **H. ARRESTS DURING INTERVIEWS**

1. If an adult is placed under arrest in an interview room, the arrestee will be handcuffed and transported to the Morgan County Jail.
2. In the case of a juvenile arrest, they will be handcuffed and escorted to the processing center located at the Decatur Police Department for processing.
3. If the interview will be jeopardized by the arrest, the interviewing officer may wait until the interview is completed before making the arrest.

**I. FIRE PREVENTION & EVACUATION (CALEA 71.4.2)**

The safety and security of all detainees and personnel will be of paramount importance in case of a fire in the interview/detention areas.

1. Personnel shall make every effort to prevent the occurrence of fires in the interview rooms through proper supervision of detainees and control of all flammable materials in and around those areas;
2. Smoking is not allowed within the Decatur Police Department;
3. Matches and cigarette lighters are not permitted in any of the interview rooms.
4. An emergency evacuation route is posted near the interview rooms in the event of fire;
5. The Decatur Police Department is equipped with an automatic fire alarm system and fire extinguishers, which are located near the interview rooms;
6. The automatic fire alarm system will be inspected and tested periodically by the appropriate personnel.
7. Fire alarms will be heard throughout the Decatur Police Department, as well as in the temporary detention areas;
8. Upon confirmation, Officers shall notify Central Dispatch of a fire and give the approximate location;
9. Other officers must be notified so verification can be made for signs of a fire or smoke;
10. Officers shall also notify the CID supervisor or an on duty supervisor if after business hours;
11. The CID supervisor or the on duty supervisor shall notify a Division Commander via the chain of Command;
12. If possible, officers will respond to the location of the fire to evaluate the extent and attempt to extinguish the fire;
13. Officers shall evacuate the detainees outside of the department, using the fire routes.



14. Restraint devices shall be applied as soon as practical to avoid any possibility of an escape.

## **J. ESCAPE PROCEDURES**

Sworn personnel shall prevent escapes and take immediate action to apprehend an escapee (CALEA 71.3.3d).

1. Officers shall ensure all interview rooms security and integrity is maintained at all times.
2. A CID supervisor or an on duty supervisor shall be notified immediately of any security issues that may lead to a breach of the facility.
3. If an escape attempt is discovered, personnel shall immediately place all interview rooms that are being used on lockdown and take immediate action to secure the facility.
4. If an escape occurs, all temporary detention/holding areas shall immediately be placed on lockdown and notification made to the following:
  - a. The Communications Center;
  - b. Front Desk Officer;
  - c. CID/On Duty Patrol Supervisor;
  - d. Division Commander;
  - e. Chief of Police.

## **K. PHYSICAL CONDITIONS (CALEA 71.4.1)**

1. All interview rooms shall be kept in a clean and safe condition.
2. The lights shall be on whenever the rooms are in use;
3. Any biohazard contamination shall be reported to a supervisor.
4. The CID Supervisor shall report any unsafe conditions to the maintenance department and to the Safety Coordinator.

**L. INSPECTIONS AND ADMINSTRATIVE REVIEW (CALEA 71.4.3)**

1. CID supervisors will conduct monthly inspections of the interview rooms (entire area from exterior entry/exit door) to ensure cleanliness, adequate supplies and to determine if any unsafe conditions are developing.
2. A documented annual administrative review will be completed in January of each year by the respective CID Commander. The review will ensure agency policy and procedures governing interview rooms and temporary detention areas are being followed.

**M. TRAINING (CALEA 71.2.1)**

1. The training unit or designee will ensure that documented training is provided initially to all personnel on interview room operations, which will include, but is not limited to the following:
  - a. Familiarization and use of the interview rooms.
  - b. The use of physical restraints to ensure the safety and security of staff and detainees.
  - c. Fire suppression, fire alarms and fire extinguisher operation.
2. Additionally, training will include but it is not limited to:
  - a. Resources available to agency personnel during a temporary detention phase;
  - b. Contingencies for dealing with unruly or combative detainees.
  - c. Policy review.
3. Retraining will occur as needed as determined by the Division Commander or at a minimum, once every four years (CALEA 71.2.1, CALEA 72.1.1).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 423.0**

Subject: Written Directive System	Effective Date: November 21, 2018	Revised Date: November 21, 2018
Title: Special Events Plan	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 46.2.7	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide planning for special events and to establish standards for police response in order to protect life and property. A Division Commander or the Chief of Police will determine whether an event qualifies as a "Special Event" requiring handling as per this directive.

**DEFINITION**

**Special Event:** An activity such as a parade, peaceful/lawful protest or public demonstrations or celebration, occurring on public property where the interest in public safety results in the need for traffic control, crowd control, etc.

**RESPONSIBILITY**

All Department personnel will comply with this directive.

**PROCEDURE****A. Permits**

1. Any group or organization seeking a permit for any special event will be directed to the office of the Chief of Police for an application permit. The permit must comply with all applicable city ordinances and state laws in planning and holding the event.
2. Once the permit is completed, it will be forwarded to the Chief of Police.



3. The special events supervisor will contact the event sponsor(s) to verify all the information included in the application permit and will prepare an event sheet.
4. The sheet will be forwarded to the Chief of Police along with the permit application for final approval.
5. The Chief of Police will forward the application and the plan to the Mayor.

**B. Event Supervisor****1. Assignment**

A Division Commander will designate personnel and a supervisor for a given event.

**2. Coordination with Sponsoring Group**

The event supervisor will contact and coordinate activities as needed with the staff of the group or organization holding such event.

**3. Coordination within the Department**

The event supervisor will coordinate operations as needed with other departmental components.

**4. Coordination with Outside Agencies**

The special events supervisor will coordinate Decatur Police Department operations with outside agencies as necessary.

**C. Planning**

1. Before planning the police operations, the event supervisor will ensure that a valid permit is in hand.
2. Event planning will be based on the history of past events, traffic conditions, workforce availability, estimated personnel and special equipment needs.

**D. Large Scale Events or Demonstrations**

For larger special events, protests or demonstrations when there is potential for violence, there may be a need for special considerations and additional planning:



1. The need to control traffic, block off streets and/or sidewalks to ensure the safety of the participants;
2. The number of personnel needed to handle the event;
3. The need for specialized personnel;
4. Additional logistical requirements;
5. Coordination with other agencies;
6. The need for additional radio channels, communication equipment and coordination with Communications Center;
7. The need to gather intelligence for various sources or groups planning activities which may involve violence.

**E. Event Written Plan**

When significant police personnel are required for a special event, the special event supervisor will provide a written plan for the handling of the event which will include, but it is not limited to:

1. Personnel needs, scheduling and assignment (to include a commanding officer);
2. Crowd control requirements;
3. Traffic rerouting and control requirements.

**F. Staffing Event Posts**

Personnel will remain at their post until relieved.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 424.0**

Subject: Written Directive System	Effective Date: November 30, 2018	Revised Date: November 30, 2018
Title: Critical Incident Stress Debriefing	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 22	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide assistance and support to all personnel with exposures to mentally painful and highly stressful situations.

**PURPOSE**

To establish a system to provide stress-related services to department personnel.

**DEFINITIONS**

**Critical Incident:** Any situation beyond the realm of a person's usual experiences that overwhelms their sense of vulnerability and/or sense of control. Critical incidents may cause law enforcement officers and support personnel to experience unusual emotional reactions that have the potential to interfere with their ability to function either at a scene or later.

**Post-Traumatic Stress Disorder:** An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

**Cumulative Stress:** The result of a collection of stressful events.

**PROCEDURES**

**A. CRITICAL INCIDENT STRESS DEBRIEFING (C.I.S.D.) OVERVIEW**

The primary purpose of the C.I.S.D. is to evaluate the impact of a specific traumatic event or series of events upon personnel. Such debriefings are highly recommended for personnel who are directly or indirectly involved in critical incidents. They provide the opportunity for



education and give the employee the opportunity to process the experience of the critical incident/traumatic incident.

1. Critical incidents are sudden and unexpected. They can have a strong emotional effect even on well-trained and experienced people.
2. Critical incidents may affect one or more individuals. The individuals affected can be those directly involved in the incident, but it may also include those indirectly involved such as family members, friends, etc.
3. Stress symptoms may be delayed when reactions do not surface for days, weeks or months after a critical incident.
4. Cumulative stress may result in conditions such as divorce, alcoholism, or the premature end to a career. Managing daily stress and utilizing the services available after a critical incident should assist in preventing cumulative stress.
5. Critical incident stress and post-traumatic stress may result from the same incident but the duration and impact on the individual are different. Post-traumatic stress disorder disrupts the normal functions of the individual's life, such as sleep, activities, relationships and health.
6. Only personnel who have received appropriate training will conduct debriefings (CALEA 22.1.7F).
7. The Debriefing is not an operational critique nor does it evaluate personnel. Additionally, it is not part of any investigation. The primary focus of the debriefing is to allow those involved to talk about the facts, their thoughts and reactions to a stressful event.

#### **B. PROGRAM AVAILABLE TO PERSONNEL (CALEA 22.1.7a, CALEA 22.1.7c)**

1. The City of Decatur provides both a voluntary and a mandatory Employee Assistance Program (E.A.P.) for all full time employees. The voluntary E.A.P. offers extended benefits for officers and eligible dependents. Sessions are completely confidential and the City will receive information on the whether or not the employee attended.
2. Additionally, the Decatur Police Department's Chaplain Program provides a source of religious strength to department members and their families upon request
3. Counseling activities are typically conducted within 24-72 hours after the incident, or as soon as possible.



4. Only personnel who have received appropriate training will conduct EAP counseling (CALEA 22.1.7f).
5. EAP may recommend additional sessions, follow ups or extended time from work should it appear necessary (CALEA 22.1.7d).

**C. C.I.S.D. PROCEDURES (CALEA 22.1.7b, CALEA 22.1.7d)**

1. Events that require mandatory referral debriefing or counseling of affected personnel include (CALEA 22.1.7e):
  - a. The witnessed violent death of another officer in the line of duty;
  - b. Officer is held hostage;
  - c. Officer witnesses fatal shooting;
2. Events that may require the debriefing or counseling of participants include, but are not limited to (CALEA 22.1.7e):
  - a. The suicide of an officer who was a close friend;
  - b. Officer receives a duty-related violent injury;
  - c. Witnessing an event which results in the premature, unnatural, or gruesome death/serious injury of a citizen;
  - d. The witnessed violent injury to another officer in the line of duty;
  - e. Responding to the scene of the violent non-accidental death of a child;
  - f. Witnessing the taking or holding of another officer or citizen as a hostage;
  - g. Officer is disarmed or witnesses the disarming of a fellow officer by a suspect;
  - h. Responding to or investigating a brutal child abuse case;
  - i. Responding to or investigating traffic collisions involving multiple fatalities;
  - j. Responding to man-made disasters (bombing, etc.) or natural disasters (flood, hurricanes, tornadoes);



- k. Mass casualty incidents.
- l. Any other situation which may cause law enforcement officers to experience unusually strong emotional reactions that have the potential to interfere with their ability to function either at a scene or later.
- 3. Employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance include, but are not limited to (CALEA 22.1.7f):
  - a. Changes in demeanor;
  - b. Incidents involving violent or threatening behavior;
  - c. Incidents related to substance abuse;
  - d. Incidents related to sexual impropriety;
  - e. Inappropriate behavior patterns: verbal/physical display of anger, destruction of property, sexist or racist remarks, harassment, abuse of authority;
  - f. Chronic absenteeism, manipulation or abuse of work time;
  - g. Life threatening behaviors toward self or others;
  - h. Other incidents as deemed necessary by the Chief of Police or designee.
- 4. Although personnel may request a voluntary referral, supervisors are responsible for monitoring personnel under their command for any signs of stress that may require a mandatory referral (CALEA 22.1.7f).
- 5. If a supervisor deems an employee requires a mandatory referral, they shall submit the referral to the Chief of Police via the chain of command (CALEA 22.1.7f).
- 6. The referral will be forwarded to the Department of Human Resources and Legal Department. All visits under the city approved program, voluntary or mandatory, will only be conducted by the city's authorized service provider (CALEA 22.1.7d).
- 7. The only response to the department by the mental health agency providing the debriefing will be to confirm the C.I.S.D. interview has taken place and any recommendations that may evolve from the interview.



8. In all occurrences requiring a debriefing, the appropriate Division Commander and the Chief of Police will be briefed of all events not of confidential nature.
9. Exceptions to confidentiality and anonymity extend only to state and federal statutes that mandate the reporting of behavior indicating risk to self or others and statutes governing the reporting of all known or suspected child abuse cases.

#### **D. ADMINISTRATIVE RELIEF OF DUTY (NON-DISCIPLINARY)**

1. An employee whose actions or response to resistance in an official capacity results in death or serious bodily injury to another person shall be removed from the line of duty, pending an administrative review and a fitness for duty evaluation at the direction of the Chief of Police in accordance with policy # 100.4A – Post Deadly Force.
2. In all other critical incident events, assignment of administrative leave or reassignment of the officer to administrative duties will be at the discretion of the Chief of Police.

#### **E. TRAINING**

1. The department will provide employees with training pertaining to critical incident stress debriefing and the procedures contained within this policy as needed.
2. Supervisors are responsible for making available to their personnel information about the Department's mental health services and the use of peer counseling groups (CALEA 22.1.7f).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 425.0**

Subject: Written Directive System	Effective Date: January 15, 2019	Revised Date: January 15, 2019
Title: Crime Analysis	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter: 40.1.1	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It shall be the policy of the Decatur Police Department to maintain a Crime Analysis Unit to provide collection, collation, analysis and dissemination of crime information to affected departmental personnel and other law enforcement agencies as needed.

**PURPOSE**

To provide for the establishment and continuing operation of the Crime Analysis Unit within the Decatur Police Department.

**SCOPE**

This written directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It shall be the responsibility of all sworn personnel to comply with this directive.

**CRIME ANALYSIS UNIT AND PROCEDURES**

In order to provide early awareness, the Crime Analysis Unit shall assist the department in providing effective and efficient collation and analysis of crime data received.

**A. Collection of Crime Data (CALEA 40.1.1a)**



The crime analyst shall be familiar with the crime data available and have access to these files. Source documents utilized by the Crime Analysis Unit include but are not limited to:

1. Offense reports, supplemental reports, arrest reports, calls for service reports, field interview reports, UCR data, intelligence reports and vehicle reports;
2. Online crime information; and
3. Reports and crime information received from other law enforcement agencies.

## **B. Analysis of Crime Data, Patterns and Problems**

Analysis is defined as the process of separating crime patterns into its parts, with an examination of these parts to find out the time of day, day of week, specific crime pattern type. Analysis factors may include:

1. Frequency by type of crime;
2. Geographic factors;
3. Chronological/Temporal factors;
4. Victim and Target descriptors/demographics;
5. Suspect descriptors/demographics;
6. Suspect vehicle descriptors;
7. Modus Operandi factors;
8. Physical Evidence Information;
9. Problem Oriented or Community Policing Strategies, if any.

## **C. Geographic and Temporal Distribution of Selected Crimes**

When a selected crime causes a problem for the community, that crime can be tracked by geographic and temporal factors. These crimes, with efficient analysis, have the potential to be impacted by line units. This type of analysis can include crimes by type, geographic location, date, time, day of the week and modus operandi, if available. Some ways of distributing this information are through the use of pin maps or temporal graphs.

**D. Dissemination of Analyzed Crime Information (CALEA 40.1.1c)**

It is recognized that effective functioning of a crime analysis system requires that information be disseminated to the appropriate units or persons on a timely basis.

1. Dissemination of information may come in the form of a structured routine report such as a memorandums, emails and/or informal communication.
2. Requests for a specialized analysis of any type will be forwarded in memorandum form to the Crime Analysis Unit.
3. Statistical information will be forwarded to Administrative Division Commanders for their review, prior to the distribution.
4. The Administrative Division Commander will brief the Chief of Police on crime patterns and trends as needed, or as directed or requested by the Chief of Police (CALEA 40.1.1d).
5. In addition to the Administrative Division Commander, requests for specific analysis will be forwarded to the requesting unit/division. It shall be that division's responsibility to ensure that all affected units or personnel have access to this information.

**E. Distribution of Information to Outside Sources**

1. Information developed through crime analysis may be released to outside sources after review by the Chief of Police or his designee (CALEA 40.1.1d).
2. Information may be released by the Crime Analyst directly to other law enforcement agencies with approval from the Administrative Division Commander; however, material considered classified or sensitive will be carefully controlled and can only be released after approval by the Chief of Police or his designee.
3. Information that is approved for release to any media source shall be directed to the Public Information Specialist.

**F. Feedback Analysis (CALEA 40.1.1b)**

Feedback is essential to evaluate accuracy, validity and worthiness of crime analysis information. The information steps shall be taken to ensure that feedback is possible to:

1. Establish an open channel of communication between the Crime Analysis Unit and police personnel by encouraging recipients to evaluate the effectiveness of the information given



and submit comments, recommendations and benefits, in writing (through memo or e-mail) and forward them to the Crime Analysis Unit. The Crime Analyst will review the information and, when possible, make necessary changes.

2. Track special requests for crime analysis.
3. Further input shall be received from discussions held during patrol roll call, investigative intelligence meetings, divisional vertical staff meetings and departmental staff meetings.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 426.0**

Subject: Written Directive System	Effective Date: September 25, 2019	Revised Date: October 1, 2019
Title: Immigration Procedures	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapters N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to comply with local, state or federal laws while protecting the rights of all citizens living or visiting our community.

**DEFINITIONS**

**Section 287(g) Agreement:** Partnership between ICE and a state or local law enforcement agency that delegates authority to state and local enforcement officers to perform immigration enforcement functions.

**PROCEDURES**

The enforcement of immigration law is primarily the responsibility of the federal government, through the United States Immigration and Custom Enforcement Agency ("ICE").

1. Section 287(g) agreements under 8 U.S.C. 1357 are voluntary agreements which require local consent. DPD will refrain from entering into these agreements, as they are not consistent with furthering DPD's community policing philosophy.
2. Officers will not undertake any immigration-related deportation or detainer investigation unless said operation involves an individual who has committed crime(s) directly related to public safety.
3. In the event that ICE requests non-emergency assistance from DPD to further the enforcement of civil immigration laws DPD will make every effort to assist as it would with any federal or state agency seeking such assistance provided such request is approved by the



Chief of Police and such assistance can be provided without undue hindrance of the provision of police services to the City at large.

4. Individuals may not be arrested solely for a suspected violation of immigration laws and will only be detained for immigration law violations if they are already in custody for non-immigration charge and a detainer is requested by ICE. Such detainer may be requested by DPD whenever the suspect is in custody at the request of ICE but the detainer may only be valid for a period of up to 24 hours beyond the time the other charges were holding the suspect in custody.
5. Additionally, DPD may assist ICE agents when they anticipate or encounter violent resistance and/or with the approval of a Division Commander or the Chief of the Police.
6. Any notification or contact with ICE for the purpose of detaining or apprehending individuals who are not being held on other criminal charges should only be made with the approval of a Division Commander or the Chief of Police.
7. An individual's right to file a police report or otherwise receive services from DPD is not contingent upon their citizenship or immigration status.
8. Officers shall strive to treat all individuals equally and fairly regardless of their immigration status.
9. Officers shall not inquire into the immigration status of persons encountered during police operations unless reasonable suspicion or probable cause exists to believe the person committed a crime and the person is believed to be undocumented. Officers shall not ask any individual to produce a passport, Alien Registration Card (Green Card) or any other immigration documentation. This does not prohibit an officer from considering these documents as appropriate forms of identification when voluntarily provided by the individual to establish someone's identity. Referrals to ICE concerning detainers or apprehension shall be made in accordance to number 6.
10. Although officers will not request identification to determine a person's immigration status, they may request identification from individuals as they enforce traffic violations and/or conduct criminal investigations. Referrals to ICE concerning detainers or apprehension shall be made in accordance to number 6.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 427.0**

Subject: Written Directive System	Effective Date: May 4, 2020	Revised Date: May 11, 2020
Title: Pandemic Response	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The following measures will be taken to reduce the potential risk of police personnel being infected with a pandemic virus.

**PURPOSE**

The purpose of this policy is to protect police personnel during a declared state of emergency as a result of any pandemic. Other department policies cover how the department coordinates response with other agencies/entities; however, the sole purpose of this policy is the protection of departmental personnel. Pandemics changes and information gathered in response to an outbreak require protocols to adapt. For this reason, anytime this policy is utilized in connection to an outbreak a full review of the procedures **MUST** be done, and necessary changes **MUST** be made. This policy can also be used as a guide during a declared epidemic.

**DEFINITIONS**

**Epidemic** - A sudden increase in the number of cases of a disease above what is normally expected.

**Pandemic** - An epidemic that has spread over several countries or continents, affecting many people.



## MEASURES

### A. PROTECT YOURSELF AND OTHERS

1. Practice all Social Distancing Guidelines as recommended by the CDC, the government or the State Health Department (six feet apart).  
[https://www.cdc.gov/phlp/publications/social\\_distancing.html](https://www.cdc.gov/phlp/publications/social_distancing.html)
2. Wash hands often, use hand sanitizer and practice sanitary measures as recommended by CDC or State Health Department. <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>
3. If you have touched anything such as doorknobs, desktops, paperwork, money, etc. do not touch your face until you sanitize your hands. <https://www.webmd.com/cold-and-flu/ss/slideshow-germiest-things>
4. Routinely clean commonly touched surfaces and sanitize all areas of your workspace(s) and equipment. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
5. The Decatur Police Department provides procedures to protect departmental employees from unnecessary exposure to blood borne pathogens, viruses, or bodily fluids. Reference policy # 202.4 – Infectious Disease.
6. If an employee experiences a known exposure and/or is exhibiting symptoms, the employee will immediately contact their supervisor, and is to voluntarily go home and/or will be sent home immediately by their supervisor upon notification to Human Resources/Safety Specialist. City of Decatur policies will apply.
7. If an employee is diagnosed/confirmed positive with the virus, their work area must be disinfected by Fleet before allowing additional employees access.  
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>
8. If an employee is diagnosed/confirmed positive, their vehicles should be shut down and disinfected by Fleet before allowing another employee to use the vehicle.  
<https://www.cdc.gov/flu/pandemic-resources/archived/cleaning-trucking.html>
9. Limit the number of personnel in close contact at the station and remain 6 feet apart.
10. Confine your activities to your assigned section. If you don't work in records, patrol, CID, Evidence, or the Administrative offices, then don't hangout out in those areas.

**B. ADDITIONAL MEASURES**

1. All patrol shifts are placed on modified roll call. Officers will not meet in the squad room prior to shift. All pass-on information conducted in regular roll call will be done outside the Police Depot or via the Mobile Data Terminal (MDT) to each patrol vehicle.
2. If an alternative Response (AR) to calls for service is established, two officers will be assigned to the front desk to complete Incident/ Offense Reports via telephone.
3. Officers will be evaluating non-emergency and non-violent calls for service where the perpetrator is not present to determine whether a report can be taken via telephone instead of in-person. **Calls fitting the criteria for alternative call for service response will include but are not limited to:**
  - a. Non-injury minor vehicle crashes on private property that are not blocking a roadway, where there is no dispute between drivers, no driver impairment, and no vehicles that have to be towed;
  - b. Lost property (wallet, purse, phone, etc.), excluding firearms or narcotics;
  - c. Identity theft with no physical evidence to collect;
  - d. Thefts from a publicly accessible space, including shoplifting, and thefts from yards, construction sites, public storage facilities and detached garages where the perpetrator is not present, the loss is less than \$500.
  - e. Thefts from vehicles, excluding firearms.
  - f. Vandalism or damage to property where the perpetrator is not present and the loss is less than \$500.
  - g. Traffic related issues.
4. **Calls not eligible for limited response under this temporary alternative program include those involving, but not limited to:**
  - a. An ongoing or immediate threat involving bodily injury;
  - b. Ongoing or active criminal activity;
  - c. Calls where potential evidence collection or photographs may be required;



- d. Motor vehicle thefts;
  - e. Motor vehicle recoveries;
  - f. Juvenile runaways or those who escape judicial confinement.
  - g. All Domestic Violence calls.
5. Officers cannot cancel themselves from calls they feel are unnecessary; however, officers may contact their supervisor if they feel they are being dispatched to an unnecessary call.
  6. Supervisors should closely monitor the radio traffic to determine if an officer response is necessary or if it is something that can be handled by the officers at the front desk. If it can be handled by the front desk officer, the supervisor will advise dispatch over the radio to have that person contact the front desk. This should be done over the radio so dispatch is not swamped with additional phone calls and the officers clearly hear the call being cancelled or re-routed.
  7. School Resource Officers will be reassigned to other duties as required or needed at the discretion of the Chief of Police.
  8. Detectives will continue to operate at the discretion of the Chief of Police.
  9. Sworn personnel are directed to use discretion on criminal offenses that do not absolutely require a physical arrest. When applicable, sworn personnel are instructed to complete a report and follow-up on the action by swearing to an arrest warrant later. The exception is domestic violence, violent felonies, or cases that require an arrest. Personnel should wear your PPE at these times.
  10. Officers should maintain and wear their issued masks in accordance to policy # 509.0. If available, spit hoods should also be used when necessary. <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-and-surgical-masks-face-masks>
  11. When available, officers are to maintain Personal Protective Equipment PPE and other first aid equipment in a state of operational readiness. The Administrative Division Commander or their designee will ensure necessary PPE supplies are kept on hand.
  12. The most up to date CDC guidelines for law enforcement personnel can be located at url: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>



13. Alabama's COVID-19 Data and Surveillance Dashboard website -  
<https://alpublichealth.maps.arcgis.com/apps/opsdashboard/index.html#/6d2771faa9da4a2786a509d82c8cf0f7>
14. Alabama Public Health Website -  
<https://www.alabamapublichealth.gov/infectiousdiseases/2019-coronavirus.html>
15. Command Staff will participate in conference calls three times a week or as needed and decided by Chief of Police, on the current status of the virus, health care system, and other public safety and stakeholder operations.
16. Do not let anyone into the station beyond the lobby unless necessary.
17. On medical calls, only enter with medical personnel if necessary. If you do enter, wear mask and gloves. Observe from a distance.
18. On death calls, assume the deceased has the virus and suit up in PPE.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 500.1**

Subject: Written Directive System	Effective Date: October 16, 2013	Revised Date: March 19, 2019
Title: Office of Professional Standards	Pages: 9	Distribution: All Members
Cross Reference: CALEA Reference Chapter 26	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Establishment of procedures for investigating complaints and allegations of employee misconduct is crucial to demonstrate and protect the integrity of the Decatur Police Department. The Decatur Police Department shall accept and investigate fairly and impartially all complaints, internal or external, including anonymous complaints, against the department and of employee conduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner and the following procedures shall apply (CALEA 26.2.1).

**DEFINITIONS**

Office of Professional Standards (OPS): The designated unit with primary responsibility for conducting investigations of employee misconduct allegations and the authority to report directly to the Chief of Police.

**PROCEDURES****A. Basis for Discipline**

1. Employees are subject to discipline for violations of law, city or agency policy, rules, and regulations.
2. All disciplinary actions taken under this policy are subject to, and shall be consistent with applicable state law, local ordinances, and administrative rulings.



3. Employees who withhold information from, or fail to cooperate with, internal investigations or who fail to report misconduct of employees are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation.

**B. Acceptance /Filing of Complaints**

1. Employees shall provide assistance to those who express the desire to lodge complaints against any employee(s) of this agency. This includes but is not limited to:
  - a. Explaining the agency's complaint process,
  - b. Calling a supervisor to their location to document the complaint,
  - c. Providing referrals to the appropriate supervisor or OPS when complaints can be made in person,
  - d. Explaining alternative means for lodging complaints, such as by phone or mail.
2. Complaints may be received by supervisory members of this agency either in person, over the telephone, in writing, or by any other means.
3. Individuals wanting to file complaints shall be referred to OPS during business hours and while on duty.
4. Outside of business hours or off duty, the individual shall be referred to the highest ranking supervisor of the division where the employee is assigned.
5. If no supervisor is on duty for the appropriate division, the individual shall be referred to the highest ranking supervisor on duty, excluding the Chief of Police and Captains.
6. Complaints may be lodged anonymously.
7. The procedures to register complaints against or commend the agency or its employees shall be made available to the public as follows (CALEA 26.2.4, CALEA 26.3.2):
  - a. Members of the public wishing to notify the department of a commendation, complaint, or concern regarding officers' misconduct should contact OPS.
  - b. A member of that division may be sought out to seek a resolution to the complaint.



- c. After discussing the issue with an OPS investigator, the individual may choose to make a formal complaint.
- d. The Chief of Police will be notified by the OPS investigator of all investigations of complaints, whether anonymous or not (CALEA 26.3.2).
- e. The OPS investigator will schedule a meeting with the individual seeking to file a formal complaint. The person seeking to file a formal complaint will be provided with the written complaint forms, which must be completed and signed under penalty of perjury.
- f. A formal signed complaint will initiate an investigation to determine if an officer has violated a department policy, directive, or a local, state, or federal law.
- g. Individuals who knowingly make false statements or accusations may be subject to prosecution.
- h. In the event an anonymous complaint is received, the OPS investigator will investigate to the validity of the complaint. If there is evidence to believe that there is violation of a policy, or a local, state, or federal law, an administrative investigation will be conducted.
- i. The results of that investigation will be reviewed by the Chief of Police (CALEA 26.3.2).

### **C. Investigation of Public Complaints – Supervisor’s Role/Responsibility**

- 1. Supervisory personnel shall cause a preliminary inquiry to be conducted to determine if grounds exist to conduct an administrative investigation for all types.
- 2. The Supervisor shall complete a Citizen Complaint Form which the complainant will be asked to sign, indicating that it is a complete and accurate account. If the complainant elects not to sign, this shall be documented on the complaint form and the investigation will proceed.
  - a. If the inquiry finds that agency policy and procedures have been followed, the supervisor will explain to the complainant the investigative steps that were taken by the agency together with the findings and conclusions of the investigation. If appropriate, the supervisor shall explain agency procedures, a misunderstanding of which may have precipitated the complaint.



- b. If the supervisor's preliminary investigation identifies grounds that may support disciplinary action, the supervisor shall cause further investigation of the complaint and shall notify OPS. Any complaints shall be investigated by order of the Chief of Police.
3. As directed by the Chief of Police, OPS may assume concurrent or sole authority for the investigation at any point in the investigation upon notification of the subject employee's supervisor and a Division Commander.
  - a. Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the Chief of Police and OPS as soon as possible.
  - b. The supervisor or OPS investigator assuming responsibility of the investigation shall ensure that the complainant, if known, receives verification that the complaint is being investigated, periodic status reports, and notification of the results of the investigation upon conclusion.
  - c. Copies of all complaints shall be forwarded to OPS. OPS shall review the investigation and provide a recommended adjudication and forward to the Chief of Police.

#### **D. Investigation of Public Complaints OPS Role/Responsibility**

1. OPS has primary responsibility for review of all complaints against employees, whether initiated by the public or by a member of the department.
2. OPS may assume primary responsibility for a supervisor's complaint investigation at any stage in the investigative process upon notification of the supervisor involved. OPS may also initiate an investigation of alleged employee misconduct, with or without a formal complaint, with prior approval of the Chief of Police or his/her designee.
3. OPS shall have the following additional responsibilities:
  - a. Maintain a complaint log;
  - b. Maintain a central file for complaints in a secured area for a period of time defined by state law:
    - Felony investigations 25 years
    - Misdemeanor investigations 10 years



- Investigations that do not result in criminal charges 10 years after any statute of limitations has expired
- c. Conduct a regular audit of complaints to ascertain the need for changes in training or policy;
- d. Maintain statistical and related information to identify trends involving all complaints of excessive force and abuse of authority;
- e. Track complaints against individual employees to assist in employee risk analysis; and
- f. Provide the Chief of Police with an annual summary of complaints against employees and final dispositions that may be made available to the public or otherwise used at the discretion of the Chief of Police.

#### **E. Investigative Interviews and Procedures**

1. Prior to being interviewed, the subject employee shall be advised in writing of the nature of the allegations and the employee's rights and responsibilities relative to the investigation (CALEA 26.3.5).
2. Whenever possible, all interviews will be conducted while the employee is on duty, unless the seriousness of the investigation is such that an immediate interview is required.
3. During interviews conducted by OPS, there will be one investigator designated as the primary interviewer.
4. The complete interview shall be recorded. The recording will note the time at which breaks are taken in the interview process, who requested the break, and the time at which the interview resumed.
5. The employee shall be provided with the name, rank, and command of all persons present during the questioning. The employee shall be advised of the following:
  - a. The employee can be asked and is required to answer all questions specifically related to the performance of official duties and fitness for office.



- b. Refusal to answer these questions may result in discipline up to and including dismissal. Knowingly giving false statements may also result in discipline.
- c. Answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.

#### 6. Counsel at Interview

- a. Employees may have an attorney, supervisor, or personal representative with them during any internal investigative interview so long as the individual is not involved in any manner with the incident under investigation.
- b. The employee representative's role is primarily that of observer. The representative should be advised not to intervene in the interview unless requested to do so by the subject employee or unless the interview leads to issues of potential criminal activity.

#### 7. Examinations and Searches

- a. The agency may direct that the employee undergo a breath, blood, urine, psychological, polygraph, and medical examination or any other examination not prohibited by law if it is believed that such an examination is pertinent to the investigation.
- b. An on duty supervisor may direct an employee to submit to an alcohol and/or drug test when there is reasonable suspicion that alcohol and/or drug use is directly related to allegations of misconduct.
- c. Employees may have their photograph taken and/or be required to participate in a lineup if it is used solely for administrative purposes.
- d. Employees may be directed to submit to a polygraph examination if the results are to be used solely for administrative purposes.
- e. Employee may be required to submit financial disclosure statements if the information obtained is used solely for administrative purposes.
- f. Property belonging to the law enforcement agency is subject to inspection while the employee is present for investigative purposes unless the employee has been granted a reasonable expectation of privacy in vehicles, desks, files, storage lockers, computers or similar items or places.



## F. Disposition

1. The investigation of complaints shall be completed within 365 days from receipt of the complaint to its disposition unless a waiver is granted by the Chief of Police or his/her designee. Requests for extension must be in writing, directed to the Chief of Police (CALEA 26.3.3).
2. A copy of the findings and recommended adjudication shall be submitted for review to OPS prior to submission to the Chief of Police if OPS is not the primary investigative authority. OPS may make any additional inquiries or investigative measures deemed necessary to verify, authenticate or clarify findings of the investigative report and shall include such findings and disposition recommendations with the report submitted to the Chief of Police.
3. OPS will review the investigative report and supporting documents and provide a recommended adjudication for each charge as follows:
  - a. **Sustained:** The investigation disclosed sufficient evidence to prove the allegations made in the complaint.
  - b. **Not sustained:** The investigation failed to disclose sufficient evidence to prove the allegations made in the complaint.
  - c. **Exonerated:** The acts that provided the basis for the complaint or allegations occurred; however, the investigation revealed that they were justified, lawful and proper.
  - d. **Unfounded:** The investigation conclusively proved that the act or acts complained of did not occur.
  - e. **Policy Failure:** The incident may or may not have occurred but the investigation disclosed faulty policies, procedures or rules which contributed to the incident.
  - f. **Sustained Misconduct for reason other than complaint:** The complaint may or may not be supported by evidence, but other misconduct not alleged in the complaint was discovered during the investigation.
4. OPS shall forward the investigative report along with recommended adjudication to the Chief of Police.



5. Upon final approval, the Chief of Police shall make his recommendation to the Appointing Authority for what disciplinary action, if any, is appropriate.
6. The employee shall receive written notification of any recommendations made to the Appointing Authority by the Chief of Police.

#### **G. Disciplinary Actions without Charges and Specifications**

1. A supervisor may administer an oral or written reprimand for complaints that would not merit demotion, suspension, or termination.
2. The Chief of Police may administer a written reprimand of record for complaints that would not merit demotion, suspension, or termination.
3. There is no provision for appeals of disciplinary actions that do not involve demotion, suspension or termination by the Personnel Board of the City of Decatur. Appeals involving demotion, suspension, or termination may only be made to the Personnel Board and Appointing Authority.

#### **H. Disciplinary Actions With Charges and Specifications**

1. When the recommended disciplinary action may result in demotion, suspension, or termination, a formal statement of charges and specifications shall be prepared.
2. The formal statement shall include:
  - a. The rule(s) alleged to have been violated;
  - b. The date(s) and place(s) that the alleged conduct occurred;
  - c. A statement describing the alleged conduct;
  - d. The recommended disciplinary action;
  - e. The employee's right to appeal to the Personnel Board and the appropriate appeal process to follow including the statute of limitations as mandated by the Merit System Rules and Regulations of the Personnel Board of the City of Decatur.
  - f. The preliminary hearing date



3. The supervisor of the accused shall serve the charges and specifications upon the officer within the specified time period prior to any hearing before the Appointing Authority.
  - a. When possible, the service shall be made while the employee is on duty.
  - b. When on duty service is not feasible, the employee may be served at another location.
4. The decision of the Appointing Authority shall be final, except that the employee may appeal the final decision to the Personnel Board of the City of Decatur.

**I. Notification of the Complainant**

Following final disposition of the complaint, a letter shall be sent to the complainant from the Chief of Police or designee explaining the final disposition.

**J. Legal Action for Filing False Reports**

Employees having a complaint lodged against them may pursue criminal charges against a complainant determined to have filed a false report after notifying a Division Commander through the chain of command.

**K. OPS Records and Confidentiality (CALEA 26.2.2)**

1. OPS shall be informed of all final disciplinary decisions.
2. OPS shall forward a copy of all final disciplinary decisions to the agency's central personnel authority.
3. OPS will maintain a record of all complaints against the agency or its employees.
4. OPS case files and information shall be maintained separately from personnel records.
5. OPS information is considered confidential and will be retained under secure conditions within OPS. OPS case files and personnel dispositions may not be released to any source without prior approval of the agency Chief of Police unless otherwise provided by law.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 501.0**

Subject: Written Directive System	Effective Date: December 8, 1997	Revised Date: October 29, 2018
Title: Polygraph Examinations	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapters 31 & 42	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The polygraph examination is a valuable investigative aid when used in conjunction with, but not a substitute for, a thorough investigation. The polygraph may be employed, consistent with this directive, to detect deception and verify the truth of statements through the administration of a validated specific issue or screening polygraph examination.

**PURPOSE**

It is the purpose of this directive to establish guidelines pertaining to the administration of polygraph examinations.

**DEFINITION**

**Polygraph:** The polygraph is an instrument that records certain physiological changes in a person undergoing questioning in an effort to determine truth or deception. A polygraph simultaneously records a minimum of respiratory activity, galvanic skin resistance or conductivity and cardiovascular activity.

**PROCEDURES**

**A. Requesting Polygraph Examinations**

1. Following approval by their immediate supervisor, investigators may request a polygraph examination from one of its authorized polygraph examiners.



2. Polygraph examinations may be authorized when consistent with state law and Department policy.
3. The polygraph should not be used to verify a victim's allegation without sufficient grounds for suspecting that the victim has given false or misleading statements.
4. Requests for polygraph examinations from another law enforcement agency pursuant to an internal investigation must be in writing and be approved by the Decatur Police Chief of Police or his designee.
5. Submission to a polygraph examination must be a voluntary action with the exception of employees of this Department formally directed to take an examination as part of an administrative investigation. In all other cases, polygraph examinations shall not be administered without the subject's written approval, waiver or other instrument as required by law.

#### **B. Preparing for Polygraph Administration**

1. The requesting officer is responsible for providing the examiner with all pertinent information concerning the case and for reviewing, clarifying or elaborating on that information as the examiner may deem necessary.
2. If possible, the requesting officer shall report with the subject and any other authorized persons such as attorneys, parents or legal guardians to the examination location and shall remain on hand until completion of the test. The polygraph examiner shall be solely responsible for authorizing any persons inside the examination or observation rooms.

#### **C. Conducting Polygraph Examinations (CALEA 42.2.5)**

1. Only licensed, and Department approved, polygraph examiners or intern polygraph examiners under their direction are authorized to administer polygraph examinations.
2. An examiner shall not conduct a polygraph examination upon a subject if it is felt for any reason that an unbiased examination cannot be given.
3. When appropriate, the examiner shall read Miranda rights to the subject and explain the voluntary nature of the test. When required, the examiner shall obtain a signed consent prior to administering the examination as well as a signed waiver of Miranda rights.
4. An examination shall immediately cease if the subject requests so.



5. All examinations shall be conducted in compliance with the Alabama Board of Polygraph Examiners Rules and Regulations chapter 740-x-5.

#### **D. Pre-Employment Examinations**

1. Candidates for employment will be provided with a list of areas from which questions will be drawn prior to the polygraph examination (CALEA 31.5.3).
2. Polygraph examinations and the evaluation of the results will only be conducted by certified polygraph examiners (CALEA 31.5.4).
3. Polygraph examinations shall not be used as the sole determinant of suitability for employment (CALEA 31.5.5).
4. The polygraph examination is only a part of the polygraph process. The decision as to whether or not the "polygraph process" has been completed to satisfaction rests solely with the Chief of Police.

#### **E. Equipment and Record Keeping**

1. Polygraph examiners are responsible for the maintenance, safe-keeping and integrity of the polygraph equipment.
2. Polygraph examiners are responsible for preserving and maintaining all opinions, reports, charts, question lists, audio and video files and other recordings pertaining to the polygraph examination pursuant to the Alabama Board of Polygraph Examiners Rules and Regulations chapter 740-x-6-.04.

#### **F. Equipment**

Polygraph instruments used shall comply with the Alabama Criminal Code governing polygraph examiners, specifically section 34-25-3; Instrumentation.

#### References

<http://alisondb.legislature.state.al.us/acas/CodeOfAlabama/1975/coatoc.htm>

<http://www.polygraph.alabama.gov/BoardMembers.htm>

<http://www.alabamaadministrativecode.state.al.us/docs/poly/w2wtoc.htm>



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 502.0**

Subject: Written Directive System	Effective Date: November 2, 2000	Revised Date: November 14, 2018
Title: Media Policy	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 54.1.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

No employee shall knowingly or intentionally release any information that would jeopardize an active investigation, prejudice any accused person's right to a fair trial or violate the law. A positive working relationship with the media is mutually beneficial. When appropriate, information may be released to the news media in an impartial, accurate and timely fashion. It shall be the responsibility of each employee to abide by this philosophy of cooperation.

**PROCEDURE**

The Decatur Police Department will make available complete and accurate information within legal and investigative limitations as quickly as possible to all media representatives. Formal news releases will be issued in the name of the Decatur Police Department and by authority of the Chief of Police.

**A. Media Identification**

When a member is contacted by a media representative whose identity is unknown, proper identification may be requested. The request for identification should be made in a courteous manner. If a member is contacted by phone by a media representative whose identity is unknown to the member, the member may, refer that person to the Public Information Specialist.

**B. Media Entering Major Crime Scenes or Disaster Areas (CALEA 54.1.3)**

Depending upon the situation or likelihood of jeopardizing department operations, the media may be allowed into a designated staging area near the proximity of the scene. The decision



will be made by the supervisor in charge of the scene. To ensure this is completed within department guidelines, the media will be accompanied by the department Public Information Specialist.

### **C. Requesting Withholding of Publication**

The media may photograph or report anything they observe when legally present at police scenes from the designated staging area from behind the crime scene barricade. The withholding of publication is dependent upon the cooperative press. The department will not attempt to censor the media, or interfere with these activities as long as they are legally present and are not posing an immediate danger to themselves or others.

### **D. Responsibility For Release of Information**

1. General – Members will ensure that all information which is to be released is:
  - a. Accurate;
  - b. Does not interfere with the conclusion of an investigation or pose a security threat to any individual;
  - c. Is not prejudicial to the rights of a suspect or accused;
  - d. Is in accordance with established department policies.
2. Inquiries concerning an arrest or incident for which no release is available should be referred to the Public Information Specialist if available, and if not, to the person who is in charge of the investigation or their immediate supervisor. If neither is immediately available and the matter is deemed critical or urgent, the Division Commander should be contacted. Any oral release shall be within these guidelines.
3. Inquiries concerning departmental policy shall be referred to the related Division Commander or the Chief of Police.

### **E. Special Circumstances**

#### **1. Photographs and/or video tapes by media**

- a. No member of the department shall attempt to prevent or interfere with the media taking photographs or the televising of an event when the media is lawfully present, except when exigent circumstances exist.



- b. Members of the department shall not deliberately pose a suspect or accused for the media.
- c. Department photographs or films should not be released by the Public Information Specialist:
  - 1. Crime Scenes;
  - 2. Suspects of crimes, vehicle crashes or deaths;
  - 3. Victims of crimes, vehicle crashes or deaths;
  - 4. Juveniles.

## **2. Names of Juveniles**

- a. In compliance with state law, names of juveniles will not be released unless expressly authorized by the Juvenile Court Judge, or the juvenile has been charged as an adult pursuant to state law.
- b. All questions referring to the identity of juveniles and the identification that is being withheld will be referred to the District Attorney or the Juvenile Court Judge.

## **3. Sensitive and Confidential Operations**

Media inquiries concerning undercover operations and confidential operations shall be forwarded to the Public Information Specialist.

## **4. Withholding Information**

Freedom of information requests for departmental information will be filed with the City of Decatur's Legal Department through the assistance of the City Clerk's office. The Legal Department serves as the custodian of the request and determines all necessary actions.

## **F. Arrest Situations**

- 1. **Pre-arrest Procedures** – information which may be released:
  - a. A description of the exact offense, including a brief summary of events;
  - b. Location and time of offense;



- c. Injuries sustained or damages resulting from the action;
  - d. Identity of the victim, except from sex crime victims;
  - e. Whether or not there are suspects;
  - f. Information about unidentified suspects, such as physical descriptions or vehicle descriptions;
  - g. Identifications of fugitives;
  - h. Criminal background of a fugitive when the public should be alerted to danger;
  - i. Method of complaint (Officer observation, citizen warrant, indictment, etc.);
  - j. Length of investigation and name of the Officer in Charge of the investigation (Undercover operations may require withholding the Officer's identity).
2. **Pre-arrest Procedures** – information which may not be released:
- a. Identity of suspects who are interviewed but not charged;
  - b. Identity of witnesses where such information could subject them to danger or extreme embarrassment;
  - c. Identity of sex crime victims (general information is sufficient: race, sex, age);
  - d. Exact address of a sex offense, where such information could lead to the identity of a victim;
  - e. Exact identifying information about the weapon or other physical evidence;
  - f. Any information that could be known only to the guilty party, i.e., "investigative keys";
  - g. Information about valuable items not stolen;
  - h. Conjecture about suspects or fugitives;
  - i. The amount taken in a robbery;
  - j. Identity of victims in death investigations until notification of relatives has been made;



- k. Misleading or false information (planted stories).
3. **Post-arrest Procedures** – information that may be released:
- a. Time and place of arrest;
  - b. Defendant's name, age, address, usual occupation, marital status and similar background;
  - c. The exact charge;
  - d. Facts and circumstances relating to the arrest, such as resistance, pursuit, possession or use of a weapon, description of contraband discovered;
  - e. Identity of the unit responsible for the arrest, including the name of the arresting officer (undercover operations may require withholding the officer's name);
  - f. Duration of the investigation;
  - g. Pre-trial release or detention arrangements (including amount of bond, location of defendant, etc.).
4. **Post-arrest Procedures** – information that may not be released without the expressed approval of the Chief of Police:
- a. Name of the defendant's employer;
  - b. Comments about the character or reputation of the defendant;
  - c. Names of juvenile defendants unless expressly authorized by a Juvenile Court Judge or the juvenile has been charged as an adult pursuant to state law.
  - d. Prior criminal record of defendant (records section may release such information on request of news media in accordance with State and Federal statutes);
  - e. The refusal of the accused to make a statement;
  - f. The refusal of the accused to submit to tests or examinations;
  - g. Results of any examinations or tests;



- h. Descriptions or results of laboratory examinations or physical evidence;
- i. Re-enactment of the crime;
- j. Any remarks about the assumed guilt or innocence of the defendant;
- k. Revelation that the defendant directed the investigators to the location of a weapon, contraband or other evidence;
- l. Comments about the credibility of testimony;
- m. Whether the information about the arrest was derived from an informant.

#### **5. In Custody Suspects – General**

- a. News media interviews of subjects in custody are not granted without first consulting the prosecuting attorney having jurisdiction over the matter. Members **MAY NOT** prevent brief comments by arrestees to reporters while in public places, e.g., at the arrest scene or in the lobby.
- b. The news media shall not be allowed to photograph subjects in custody within areas of the department off limits to the public at large. Members may not prevent photographs of subjects in custody while in public places, e.g., while seated in a police car or being escorted through the lobby or the county jail.

**Note:** Sworn officers may be required to speak with the media at any given time. When speaking to the media, officers shall abide by this policy.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 503.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: October 1, 2014
Title: Citizen Observer Program	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

It shall be the policy of the Decatur Police Department to allow citizens to ride with officers during a normal tour of duty.

**PURPOSE**

To establish a policy and procedure for a citizen ride-along program. This program will strive to promote positive relations between the community and law enforcement

**CRITERIA**

To be eligible for the ride-a-long program, the person must be at least 21 years of age and meet one of the following criteria:

1. Be a resident or business owner in the City of Decatur;
2. Be a spouse or relative of an officer;
3. Be an applicant for the position of police officer with the city of Decatur;
4. Be a civilian employee of the police department.

Sworn Decatur Police Officers may ride off duty with permission of the shift lieutenant (no application required).

Under special circumstances approved by the Chief of Police or the Operations Division Commander other individuals may ride with an officer as an observer.

**PROCEDURES**

- A. The Citizen Observer Program application/waiver form must be completed and submitted to the Operations Division Commander who will verify that applicants meet the criteria for the program.



- B. The Operations Division Commander will forward the application to Records for an NCIC check. Records will attach the results of the inquiry to the application, including criminal history printout if applicable, and return it to the Operations Division Commander within 48 hours. Contact shall be made by the Operations Division Commander to the Organized Crime Unit reference the citizen.
- C. The Operations Division Commander shall then approve or deny the application and contact the citizen. Attempts will be made to honor the date and/or shift requested subject to scheduling conflicts or manpower restrictions. If a citizen is denied, the reasons shall be noted under the comments section. Approved application/waivers shall then be forwarded to the shift lieutenant's office. The application shall be retained there until the applicant is scheduled to ride.
1. When the applicant appears to ride on the scheduled date, the shift lieutenant or their designee shall complete the application by adding the officer's name with whom the citizen is assigned to ride. The date and shift the citizen rode will be filled in and the application signed by a supervisor.
  2. Assigned officers will insure the citizen is aware of the rules/regulations of the program. The officer who has a citizen observer will explain his/her job as fully as possible and attempt to create a favorable impression of the department.
  3. The officer may instruct the observer to remain or to return to the police vehicle if their presence would unduly endanger the observer, officer, or other persons present, or if their presence would hamper an investigation.
  4. The officer shall immediately report to their supervisor any time the observer interferes with his/her duties or willfully refuses to comply with the officer's directions. Any supervisor, at their discretion, may terminate the observer's tour at any time. All problems of this sort shall be documented on the application form.
  5. Upon completion of a citizen's riding assignment the supervisor or officer may write comments regarding any problems or observations on the application. The form will then be forwarded back to the Operations Division Commander's Office for filing. Completed ride-alongs will be retained for a minimum of three years.

## **GENERAL REGULATIONS**

1. Under no circumstances shall a civilian participant in the observer program be armed, regardless of whether or not they possess a pistol permit.
2. Citizen observer ride-alongs are restricted to one tour of duty in a six month period.
3. Observers shall be assigned with officers of the same gender whenever possible and assignment to the same shift as a relative shall be at the discretion of the Operations Division Commander.



4. This directive shall also pertain to any sworn officer that participates in this program and is not a member of the Decatur Police Department, except for Federal, State, or Local officers who normally have jurisdiction in Decatur. Exceptions will only be granted by the Chief of Police or his/her designee.
5. The Chief of Police reserves the right to deny any person permission to participate in this program if the person's participation could pose a threat to the security or be detrimental to the operations of the Decatur Police Department.

**DECATUR POLICE DEPARTMENT**  
**Decatur, Alabama****General Order No. 503.0A**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: October 1, 2014
Title: Citizen Observer Program Application	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

The Citizen observer Program is designed to allow citizens a "behind the scenes" look at the Decatur Police Department in action. It is our hope that the insight into the line operations of the Department will be both informative and enjoyable. We want you to be fully aware of the conditions and circumstances under which this program operates:

1. You will be assigned to ride with a police officer.
  2. Police Officers can be, and often are, assigned duties which involve danger and serious risks. Duties which involve emergencies or danger will not be avoided because you are present.
  3. While every effort will be made to ensure your safety, the Police Officer's first responsibility will be to carry out assigned duties.
  4. The Police Officer you accompany will be happy to discuss duties and responsibilities insofar as time permits. If some emergency should arise, you must immediately and without question comply with any orders or directions given to you by the officer, as it is for your own safety.
  5. The duration of the ride is at the discretion of the shift lieutenant and the officer after consultation with the shift lieutenant.
  6. No cameras or tape recorders are permitted to be used by the citizens while riding due to possible conflicts with evidence collection.
  7. Citizens are required to present a neat and clean appearance. (NO JEANS).
  8. Citizens are not to leave the patrol car at the scene of police activity without obtaining permission of the officer.
  9. Citizens shall NOT be armed, regardless of whether or not they possess a pistol permit.
- PLEASE COMPLETE THIS PORTION OF THE APPLICATION AND SUBMIT THIS FORM TO THE UNIFORM DIVISION OFFICE FOR PROCESSING. PLEASE PRINT CLEARLY.**

Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



"Dedication, Duty and Honor"



Person to Notify in Case of Emergency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Are you currently applying for employment with the Decatur Police Department?

Yes \_\_\_\_\_ No \_\_\_\_\_

Date Citizen desires to ride: \_\_\_\_\_

Shift Hours Requested: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Records check status – Negative \_\_\_\_\_ History on File \_\_\_\_\_ Initials \_\_\_\_\_

Computer status - Negative \_\_\_\_\_ History on File \_\_\_\_\_ Initials \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Operations Division Commander)

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**TO BE FILLED OUT BY SHIFT SUPERVISOR AT TIME OF RIDE**

Citizen Assigned to: \_\_\_\_\_ (Officer's Name)

Date Citizen Rode: \_\_\_\_\_ Shift: \_\_\_\_\_

Shift Supervisor's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 503.0B**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 9, 2018
Title: Hold Harmless Agreement	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

STATE OF ALABAMA     )  
  )  
COUNTY OF MORGAN    )

**RELEASE AND HOLD HARMLESS AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS that the undersigned, \_\_\_\_\_, being over nineteen (19) years of age or being eighteen (18) years of age with parent/guardian permission, for and in consideration of the City of Decatur, Alabama, a municipal corporation in the State of Alabama, permitting the undersigned to accompany \_\_\_\_\_ (City Employee) in a city-owned vehicle on a trip to \_\_\_\_\_ between the dates of \_\_\_\_\_ and \_\_\_\_\_, does hereby and for \_\_\_\_\_ (his/her) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Decatur, a municipal corporation, its officers, agents, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs expenses and liability whatsoever, including, but not limited to, liability arising from any and all known an unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequences thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying \_\_\_\_\_ (City Employee) in a city vehicle on the herein above said trip.

The undersigned hereby declares and represents that the terms of this release and Hold Harmless Agreement have been completely read and are fully understood and voluntarily accepted for the purpose of protecting the City of Decatur, its officers, agents, employees, successors and assigns, from any and all claims arising out of the undersigned accompanying \_\_\_\_\_ (City Employee) on the herein above said trip. The undersigned further declares and represents that no promise or agreement not herein expressed has been made to them and that this Release and Hold Harmless Agreement contains the entire agreement between the parties hereto. It is understood and agreed that the terms hereof are contractual and not a mere recital.



"Dedication, Duty and Honor"



THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this \_\_\_\_ day of ,

\_\_\_\_\_

\_\_\_\_\_

(Parent/Guardian)

STATE OF ALABAMA     )

)

COUNTY OF MORGAN     )

I, \_\_\_\_\_, a Notary Public in and for said County and State, hereby certify that \_\_\_\_\_, whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this day that, being fully informed of the contents of said conveyance, did execute the same voluntarily on the day the same bears date.

Given under the hand this \_\_\_\_ day of , 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for Alabama

My Commission Expires: \_\_\_\_\_



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 504.0**

Subject: Written Directive System	Effective Date: July 17, 2017	Revised Date: July 17, 2017
Title: Decatur Police Explorers	Pages: 8	Distribution: All Members
Cross Reference:	Chief of Police Approval <b>Nathaniel Allen</b>	

**DECATUR POLICE EXPLORERS  
DECATUR, ALABAMA**

**Standard Operating Procedure – Explorer Program**

This is the standard operating procedure of the Decatur Police Explorers of the Decatur Police Department.



*"Dedication, Duty and Honor"*



## TABLE OF CONTENTS

**No table of contents entries found.**



## I. Explorer Post Function

- A. The Decatur Police Explorer is a volunteer organization that was formed to provide a law enforcement background to young men and women.
- B. The goal of the Police Explorers is to encourage individuals between the ages of 14 and 17 years of age to become police officers through education, training, service, and practical work experience. Exploring provides the law enforcement profession an opportunity to further an investment in its own future through constructive relationships with young adults contemplating a career in the field of criminal justice.
- C. The benefits to the young men and women participating in the explorer program include:
  - 1. Exposure to the criminal justice careers;
  - 2. Obtain experience and awareness helping the explorer make an informed decision on a career in law enforcement or a related field;
  - 3. Receive comprehensive career focused training;
  - 4. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and high standards of performance and personal conduct;
  - 5. Enhance character development and improve physical and mental fitness;
  - 6. Learn responsibility to self and others through leadership;
  - 7. Serve their community

## II. Chain of Command

- A. The Explorer Program comes under the supervision of the Management Services Commander and is assigned to the Safety Education Unit. Sworn police officers are advisors and managers of the program. They will supervise and oversee all activities in which the Explorers are involved.
- B. Explorers will be limited to duties and responsibilities as outlined in this Standard Operating Procedure, and/or at the discretion of the Management Services Commander or Chief of Police. Activities must be coordinated and directed by a sworn officer at all times.



### Requirements

- A. The applicant must be a U.S. Citizen at least 14 years of age. The applicant may be no older than 17 years of age and:
  - 1. Must have no criminal history;
  - 2. Must maintain a professional demeanor and attitude on and off duty;
  - 3. Must attend an orientation program with their parent(s) or legal guardian;
  - 4. Must complete a hold harmless agreement in conjunction with their parents or guardians.
- B. The explorer will be required to attend the weekly training sessions during the academy with only 1 excused absences permitted. They must complete the academy with an academic grade of 80% before being fully accepted as a working member of the Explorer team.
- C. After the initial academy, explorers must attend training and events as offered by the department with minimal absence.
- D. Explorers will remain active in activities and departmental events.

### III. Duties and Responsibilities

- A. Explorers do not have arrest powers, and should not be placed in high-risk situations, but may assist the Decatur Police Department with the following:
  - 1. Traffic direction and crowd control;
  - 2. Assisting our volunteer unit;
  - 3. Crime prevention and community relations functions and meetings; and
  - 4. Other activities as approved by the Management Services Commander or Chief of Police.
- B. Explorers must work under the direction and supervision of a full-time Decatur Police Officer at all times.



- C. Explorers must abide by all applicable Decatur Police Department General Orders, Policies, and Standard Operating Procedures.
- D. Explorers must pass a final written exam with an 80%.
- E. Explorers must not engage in any illegal conduct or behavior that would bring discredit to the Police Department.
- F. Explorers are volunteers with no employment rights of protection and serve at the discretion of the Chief of Police.

#### IV. Uniforms

- A. During the Basic Explorer Academy, shirts will be provided by the Decatur Police Department. Explorers are required to provide their own uniform consisting of:
  - 1. Khaki pants;
  - 2. Navy shorts;
  - 3. Black belt and black shoes.
- B. To avoid confusion on the part of the general public, the Explorer uniform will be distinguishable (in terms of color and/or design) from the uniform of the sworn officers of the department, and will also include word "Explorer," to identify them as an explorer.
- C. The uniform, or any portion, may not be worn unless the explorer is acting in a preapproved official capacity. No portion of the uniform may be worn with the civilian dress.

#### V. Equipment

- A. In the event of poor attendance, unacceptable behavior, or low performance issues on the part of the explorer after the equipment is issued, all equipment will be collected by the Advisor until the explorer's performance improves and an Advisor approves the equipment reissue.
- B. Explorers are not permitted to carry offensive or defensive weapons to include firearms, TASERS, batons, or chemical sprays.



## VI. Rank Structure and Duties

### A. Explorer Recruit

During the basic recruit academy, explorers hold the rank of recruit. During this time, the recruit must attend meetings and training in order to learn the skills needed to become an explorer. This time also will serve as a probationary period, in which their performance will be monitored and evaluated. Explorer recruits are not allowed to participate in any unsupervised police-related assignments or events.

### B. Explorer Officer

Explorer who successfully graduate from the basic academy will be promoted to the rank of Explorer Officer. Explorer officers are expected to attend the majority of meetings, training, and events.

### C. Explorer Squad Leader

Explorer are eligible to be a squad leader after being an Explorer Officer for one (1) year with no disciplinary actions taken against them. Eligibility is dependent on the need, and the position is appointed by the Explorer Advisor. The Squad Leader will be assigned a squad that will consist of three to five Explorer Officers. The Squad Leader is responsible for maintaining administrative information on their Explorers, supervising their Explorers at events, and maintaining communications with their Explorers at all times.

## VII. Attendance Requirements

- A. Explorers are required to maintain a certain level of attendance to maintain training and communicate post activities. Tardiness is unacceptable, and explorers are expected to be on time for all assignments and meetings.
- B. Problems resulting from absences and/or tardiness will result in meeting with supervisors and advisors.
- C. Discipline resulting from absences and/or tardiness can be appealed to the Department Command Staff if there is reasonable cause present.
- D. Absences are only considered excused if the explorer notifies their explorer squad leader or advisor in advance, and only legitimate reasons will be accepted. These



reasons will include illness, death in the family, school function, work, or a family function.

- E. Explorers in good standing may request to be placed on a leave of absence from the Explorer Post if the explorer is aware of excusable obligations that will take the explorer away from post meetings and activities for a period of up to three months. This reflects an absence of at least six consecutive meetings. This request should be made in writing by the explorer, in conjunction with the parent/legal guardian, and submitted to the Advisor. The explorer at the beginning of the leave of absence will return all issued equipment. Failure of the explorer to return at the conclusion of the agreed time off may result in disciplinary action specified for unexcused absences.
- F. Absence from the explorer program for more than three months will result in termination unless approved by the Explorer Advisor.
- G. In order to be eligible for special activities such as trips, special assignments, or other activities designated by the advisor, the explorer must have participated in one-half of all activities, events, meetings, and trainings up to that point from the start of that calendar year.

#### IV. Training

- A. Regular Monthly Meetings and other training as needed.
  - 1. During a boot camp or other specialized training, the meetings may be held on a weekly basis; and
  - 2. Inspections, administrative matters, filling of assignments, in-service and specialized training will take place at the meetings.
- B. Explorer Basic Academy is about 36 hours in length. It may be held annually, dependent upon the number of applicants, the number of current explorers, department needs, and instructor availability. This academy will:
  - 1. Be held Monday, Wednesday, and Friday 1200-1600hrs;
  - 2. Cover the basic skills and knowledge required to performed explorer;
  - 3. Use full-time police officers to conduct the training for the boot camp with assistance from other Decatur Police Department personnel with experience in the area of instruction;



4. Due to the important nature of basic recruit training, recruits must not miss more than 1 day of the academy or they may be dismissed from the program with the opportunity to reapply later;
  5. Require Explorers to abide by boot camp rules that coincide with the Decatur Police Training Academy Rules and all departmental policies;
  6. Explorers (both as recruits and throughout the program) are required to maintain an 80% academic average to coincide with the Decatur Police Training Academy standards. There will be evaluation points throughout the boot camp that this will be reviewed, and recruits will be advised of these at the beginning of training.
  7. The training will include, but is not limited to:
    - a. Overview of the police department;
    - b. Basic criminal law;
    - c. Traffic Control;
    - d. Officer Survival;
    - e. Patrol Procedures; and
    - f. Radio Procedure.
- C. Annual in-service training will occur and will include areas that are essential and often used. In-service training includes those courses of instruction that was attended by the explorer in the recruit boot camp and is deemed necessary by the Explorer Advisor to be included in annual refresher training. The advisors will determine each year the classes to be covered during in-service, and all explorers will be required to attend.



**Decatur Police Department**  
**Decatur, Alabama**

**General Order No. 505.0**

Subject: Written Directive System	Effective Date: February 9, 2018	Revised Date: February 9, 2018
Title: Police Volunteers	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapters 45	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

This policy establishes this department's position on the utility and management of its Police Volunteer program and provides guidance on its management and administration. The Police Volunteer program is a non-sworn position intended to supplement and support the police department in non-enforcement related activities (CALEA 45.3.1).

**SCOPE**

Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase police community responsiveness, service delivery, information input, and provide new program ideas. The mission of the Police Volunteer program is to enhance the effectiveness of the Decatur Police department by serving as a community oriented entity.

**PROCEDURE**

**A. POLICE VOLUNTEER FUNCTION**

1. The Decatur Police Volunteers is an organization that was formed to improve community partnerships between citizens and the police department. The Police Volunteer program exists to enhance the Decatur Police Department's ability to serve the city of Decatur. Volunteers are an integral part of our organization and assist the Decatur Police Department in providing transparency to the public.
2. The goal of the Police Volunteers is to provide services to the Decatur Police Department that would be beneficial to both the department and the community.



3. The benefits to individuals participating in the Police Volunteer program:
  - a. Exposure to the criminal justice careers;
  - b. Obtain experience and awareness helping the volunteer to better understand law enforcement;
  - c. Receive comprehensive and focused training on Departmental policies, procedures and laws.
  - d. Gain interpersonal growth through self-discipline, teamwork, experiences, and high standards of performance and personal conduct;
  - e. Serve their community.

## **B. CHAIN OF COMMAND**

1. The Police Volunteer Program comes under the supervision of the Management Services Commander and is assigned to the Safety Education Unit. Sworn police officers are advisors and managers of the program. They will supervise and oversee all activities in which the volunteers are involved.
2. Volunteers are not sworn officers. (CALEA 45.3.1).
3. Activities must be coordinated and directed by a sworn officer at all times, unless otherwise directed by the Management Services Commander or Chief of Police.

## **C. REQUIREMENTS**

1. Eligibility Requirements:
  - a. The applicant must be a U.S. Citizen at least 19 years of age, or 18 years of age with parent/custodian permission, and:
  - b. Must not have had any arrest or conviction for a serious crime or crime of moral turpitude unless approved by the Chief of Police. Applicants having multiple traffic violations may be excluded from eligibility at the discretion of the Chief of Police;
  - c. Must maintain a professional demeanor and attitude;
  - d. Must complete the Police Volunteer Academy;



- e. Must complete a hold harmless and confidentiality agreement and a personal information form for emergency notification(s);
2. The Volunteer will be required to attend the weekly training sessions during the Police Volunteer Academy with only two (2) excused absences permitted.
3. Volunteers will remain active in activities and departmental events.

#### **D. DUTIES AND RESPONSIBILITIES (CALEA 45.3.1b)**

1. Volunteers do not have arrest powers, and should not be placed in high-risk situations, but may assist the Decatur Police Department with the following:
  - a. Traffic/crowd barricade set-up and take down;
  - b. Non-hazardous traffic/crowd control at barricades, festivals, parades, or other approved events;
  - c. Crime prevention and community relations functions, meetings, and events;
  - d. Assisting with the Police Volunteer Academy, Explorer Program, and departmental training activities;
  - e. Assisting with clerical and other duties that are deemed essential to the functionality of the police department;
2. Volunteers must work under the direction and supervision of a full-time Decatur Police Officer at all times.
3. Volunteers must abide by all applicable Decatur Police Department general policies.
4. Volunteers must not engage in any illegal conduct or behavior that would bring discredit to the police department.
5. Volunteers have no employment rights of protection and serve at the discretion of the Chief of Police.
6. At no time will a Police Volunteer act or perform actions or activities that are designated as sworn employee duties. Police Volunteers will not be involved in:
  - a. Interviewing or interrogating witnesses or suspects;



- b. Participating in or being left in control of the arrest of any person;
- c. Issuing citations or parking violations, unless approved by the Chief of Police;
- d. Controlling the freedom and/or restraint of citizens;
- e. Responding to high-risk calls or incidents;
- f. Unnecessary radio communications;
- g. Conducting unauthorized volunteer program activities or tasks.
- h. Carrying of any firearms or self-defense devices.

#### **E. UNIFORMS**

1. During the Police Volunteer Academy, potential volunteers shall dress appropriately for a professional environment. Volunteers should not wear t-shirts, tank tops, etc.
2. Police Volunteers will be provided a uniform as designated by the Chief of Police and are required to wear this uniform when working in conjunction with and providing services to the police department.
3. To avoid confusion on the part of the general public, the Police Volunteer uniform will be distinguishable (in terms of color and/or design) from the uniform of the sworn officers of the department, and will also include the word "Volunteer" to identify them as such (CALEA 45.3.3).
4. Volunteers must wear reflective clothing and a traffic vest when conducting traffic control

#### **F. EQUIPMENT**

1. In the event of poor attendance, unacceptable behavior, or poor performance issues on the part of the volunteer after the equipment is issued, all equipment will be collected by the Management Services Commander or designee until the volunteer's performance improves. The Management Services Commander or designee shall then approve the reissue of equipment.
2. Volunteers are not permitted to carry offensive or defensive weapons to include firearms, TASERS, batons, or chemical sprays.



## **G. RANK STRUCTURE AND POLICE VOLUNTEER LEADER DUTIES**

Volunteers are eligible to become a Police Volunteer Leader after being a Police Volunteer for one (1) year with no disciplinary actions taken against them. Eligibility is dependent on the need, and the position is appointed by the Management Services Commander or their designee. The Police Volunteer Leader is responsible for maintaining administrative information on volunteers, supervising volunteers at events, and maintaining communication with the volunteers at all times. The Police Volunteer Leader is also responsible for assigning volunteers as needed for events and other duties as deemed necessary by the Management Services Commander or their designee.

## **H. ATTENDANCE REQUIREMENTS**

1. Volunteers are required to maintain a certain level of attendance to maintain training and communicate activities. Tardiness is unacceptable, and volunteers are expected to be on time for all assignments and meetings.
2. If six (6) months have passed without the volunteer participating in any events, meetings, or training, the Police Volunteer will be temporarily removed from the current volunteer registry, pending a meeting with the Management Services Commander.
3. Volunteers are encouraged to participate in the Ride-Along program with full time officers.

## **I. TRAINING**

Police Volunteer Academy may be held annually, dependent upon the number of applicants, the number of current volunteers, department needs, and instructor availability. This academy will:

1. Be held once a week for nine (9) weeks;
2. Cover the basic skills and knowledge required to perform as a Police Volunteer, including training in authorized areas and assigned duties (CALEA 45.3.2).
3. Use full-time police officers to conduct the training for the academy with assistance from other Decatur Police Department personnel;
4. Due to the important nature of the Police Volunteer Academy, volunteers must not miss more than two (2) days of the academy or they may be dismissed from the program with the opportunity to reapply later;



5. The training will include, but is not limited to:
  - a. Overview of the police department policies and procedures;
  - b. Criminal Investigation;
  - c. Traffic control;
  - d. Officer safety;
  - e. Patrol procedures;
  - f. Homeland security issues.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 506.0**

Subject: Written Directive System	Effective Date: June 1, 2018	Revised Date: February 13, 2020
Title: Decatur Animal Services Volunteers	Pages:	Distribution: All Members
Cross Reference: CALEA Reference Chapter 45	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department's Animal Services Unit (DAS) to provide information on procedures, safety guidelines and expectations for our Volunteers.

**PURPOSE**

The purpose of the DAS Volunteer Program is to help provide care of our animals, provide aid to our staff and to help serve the customers. When becoming a part of DAS' volunteer program, volunteers will be required to follow all procedures, safety guidelines and expectations as outlined in the DAS volunteer manual.

The Chief of Police holds the right to approve, deny, or make exception to any of the following written rules, regulations, volunteer forms and/or waiver.

**PROCEDURE****A. VOLUNTEER HANDBOOK**

1. All applicable forms included in the Volunteer handbook need to be reviewed and completed prior to becoming a volunteer. These forms include, but are not limited to: Orientation forms, desired volunteer hours and originating organization, standard operating procedures and guidelines, code of conduct, policy and waivers.
2. DAS's volunteer handbook provides detailed information on topics including dress codes, safety rules, code of conduct, expectations, do's and don'ts, fostering, and frequently asked questions and all volunteer related forms.
3. Persons 13-17 will be required to have a release of liability form signed by their legal



guardian.

4. Persons 18 years or older will be required to sign a criminal history release form.

**Note:** DAS reserves the right to reject any potential volunteers or terminate an existing volunteer's position at any time for any reason at the discretion of the Chief of Police or designee.

## **B. Volunteer Orientation Class**

All volunteers that wish to interact with animals (outside of basic cleaning duties) must attend a DAS volunteer orientation class, review and sign all orientation related forms. This volunteer class will also explain the steps required to become a volunteer, cover the information handbook and the forms to be filled out.

## **C. Miscellaneous**

1. Volunteers will not smoke in any public accessible areas;
2. Volunteers should understand that they represent DAS at all times;
3. Volunteers must not possess or be under the influence of illegal drugs or alcohol;
4. Weapons are not permitted;
5. Acts of violence, such as harassment or horse playing, along with failing to comply with rules listed in the code of conduct or handbook, will not be permitted and can be punishable, including disciplinary action up to suspension or termination.
6. Volunteers should not speak to the media on behalf of DAS without permission from the manager. Social media interactions relating to DAS also requires permission from the manager.

## **D. Temporary and Full-Time Volunteers**

1. Temporary volunteers will be working less hours than full time volunteers. Applicants under this description will not be handling animals and will not be required to attend an orientation class.
2. Temporary volunteers must agree to an eight hour minimum of service to participate in the temporary volunteer program. DAS staff will not sign any forms of hours completed until the minimum time is met.



3. All volunteers shall wear the appropriate badge for identification purposes.
4. Full-Time volunteers are expected to make multiple visits for an undetermined amount of time as a result of any school or community service program or personal goal.
5. Shadow training will include, but it is not limited to:
  - a. Hands on care of small and large breed dogs and cats;
  - b. Handling of cages, including cleaning and preventing cross contamination;
  - c. Proper leashing and animal cleaning procedures.
6. Full time volunteers must be 18 years of age or older.
7. Volunteers between the ages of 13 – 17 may only participate in the temporary volunteer program with adult supervision, unless a waiver is signed by a legal guardian to operate as a full time volunteer and permission is granted by the Chief of Police.
8. Any volunteer, full time or temporary under the age of 16 will require adult supervision.
9. Persons under the age of 13 will not be able to participate in the volunteer program, unless a special approval is granted by the Chief of Police.

#### **E. Liabilities**

1. DAS is not liable or responsible for any damages, injuries, or losses to one's self or personal property while participating in the program, on or off DAS property.
2. The volunteer handbook will be made available online and by hard copies located at DAS' front desk.
3. Temporary volunteers will be required to review and sign the following forms:
  - a. Criminal information release form (if over eighteen years of age);
  - b. Conduct and policies overview;
  - c. Volunteer standard operating procedures and guidelines;
  - d. Desired volunteer hours and originating organization;



- e. Volunteer handbook;
  - f. Appropriate waivers.
4. Full-Time volunteers will be required to review and sign the following forms:
- a. The volunteer orientation form;
  - b. The volunteer standard operating procedure guidelines;
  - c. The conduct and policies overview;
  - d. Criminal information release form;
  - e. Volunteer handbook;
  - f. Applicable waiver.
5. Under no circumstance should any volunteer handle stray cats or dog breeds large or small without permission from full time staff.
6. DAS will only accept volunteers attempting to acquire community service for court ordered infractions with written approval from the Chief of Police.

# **Decatur Animal Services (DAS)**

## **Decatur, Alabama**



### **Volunteer Handbook**

**(DAS505.10F)**

#### **Decatur Animal Services**

300A Beltline Road SW  
Decatur AL 35601  
Telephone: (256) 341-4790  
Fax: (256) 341-4794

# TABLE OF CONTENTS

---

Welcome.....3

What Do Volunteers Do? .....3-4

Volunteer Do's and Don'ts.....4-7

What Do Volunteers Do Cont'd.....7-8

Adoption and Surrender Procedures.....8-9

Holding Periods.....9-10

Euthanasia.....10-11

Is DAS A No-Kill Shelter? .....11-12

Fostering.....13

FAQ'S.....13-16

Forms and Waivers.....17-30

The Chief of Police or Designee holds the right to approve, deny or make exception to any of the following written rules, regulations, volunteer forms, and or waivers. Please ask if you have any questions or concerns about your current or future volunteering capacity, exceptions may be met.

# **WELCOME!**

Welcome to the Decatur Animal Services! After attending orientation we hope that you will further consider becoming a volunteer with us. The desire to help animals has brought you to us as a volunteer. We hope that you take with you a better understanding of animal sheltering, animal welfare and animal care issues. Our volunteers are our link to the community and we rely on you to be an advocate for the shelter and animal issues within our community. Volunteers are an essential part of sheltering. We value your help greatly. Thank you for considering volunteering at our shelter. We hope that you will find your experience here rewarding and educational.

## **ABOUT OUR SHELTER**

Decatur Animal Services is a municipal animal shelter operated by the City of Decatur. **DAS ONLY** provides animal care and control services for the city of Decatur. In addition to enforcement of local animal ordinances and cruelty investigations, programs include adoptions, education, volunteerism, rescue, transport and Special Events. Our adoption process is designed to facilitate placement of animals in safe, loving, and permanent homes.

## **SHELTER MISSION STATEMENT**

\*The mission of the Decatur Animal Shelter is to foster and ensure the humane care, treatment, health and protection of homeless, abandoned, neglected, abused or unattended animals in the Decatur area.

\*The Shelter Manager, the Animal Shelter board, the Mayor, the Police Department, and the City Council shall work in concert to see that the mission and the responsibilities of the Decatur Animal Shelter are carried out, ensure that all shelter facilities are maintained, preserved and operated in a responsible manner, and act in combination with the community to establish goals for the proper care and treatment of animals.

## **Goals of the Animal Shelter Board**

- \* Improve and expand the Decatur Animal Shelter facilities.
- \* Develop community education and awareness programs with special emphasis on responsible pet ownership.
- \* Act as advocates for those unable to speak for themselves.
- \* To collectively help establish and approve ideas and allot funds for the betterment of the shelter to expound upon the Animal Services mission.

## **WHAT DO VOLUNTEERS DO?**

Volunteers are an essential part of our shelter and our mission. We appreciate you!! There are many volunteering opportunities, each one with its own duties. Many volunteers choose to start

volunteering within the shelter by assisting with animal care. Here is a list of what volunteers can do at the shelter.

- Walk dogs and continue the training or behavior modification set in place by volunteers and staff.
- Foster a dog or cat at your home. This gives us an idea of how they will behave in a home and gives them a break from the kennels. You will have to be approved after filling out a form and turning in for fostering.
- Socialize with the cats in our adoption areas. Play interactively with toys, groom and brush the cats, get to know their personalities and report their likes and dislikes to the staff!
- Groom or bathe a dog (ask the staff first please). This makes them more appealing for adoption. Grooming means brushing a dog or cat.
- Throughout the day in the cat adoption, areas scoop out dirty litter boxes, replace with new litter material and lining, and replenish water in cages.
- Become a greeter/matchmaker for individuals interested in adoption of one of our pets.
- Help at off-site adoption events.
- Help with visits to and from schools, scout troops, etc.
- Assist staff in cleaning adoption area and cat cages.

These are just some of the things that need to be done on a daily basis at the shelter. Each day is different! There is always something to be done, so please ensure that your time volunteering with us maximizes your positive impact on shelter operations. You can always ask a staff member if you are unsure of our needs that day. If you are interested in such activities please see the Volunteer Coordinator (**See, “what do volunteer’s do cont’d”, for detailed task instructions**).

## **VOLUNTEER DO’S AND Don’ts**

### **Safety**

- Follow all safety requirements.
- Keep safety at the forefront of all volunteer activities.
- Follow the rules presented to you in training.
- Respect and use equipment and supplies as they are intended.
- Report all injuries immediately to a staff member.
- Report any signs of illness in an animal to an animal care staff member.
- Wash your hands between handling each animal and use all required supplies to

protect the animals against the spread of diseases.

- Clean up after yourself, whether in the office, grooming area, laundry room or kennels.
- Use common sense; if you are uncomfortable or afraid to do something, DON'T do it. Ask for help.
- Do not mix chemicals.
- Do not feed animals unless you discuss with a staff member.
- Do not enter the parts of the building that are off limits to the general public unless given permission by a staff member (i.e. stray hold areas, isolation, and quarantine).
- If escorting someone to a stray hold area there should be no touching animals unless given permission by a staff member. You should not enter these areas without an access flag. (See front desk). These stray areas need to be entered with caution.
- If you see something that concerns you, speak up, no one else may be aware.
- Filming and taking pictures are prohibited unless given permission from the Manager.
- Be a positive influence. Negativity or gossip does not help any situation. Address your concerns with the volunteer coordinator or a staff supervisor so we can help.

## **Respect**

- Respect others even when you disagree with them.
- Display courtesy, sensitivity, consideration and compassion for people and animals.
- Use good judgment in recognizing the scope of authority of staff members.
- We want DAS to be human friendly too, but do not use the shelter as a place to socialize with your friends. Please do not congregate in the front lobby, it is a small place as it is. Focus on helping the animals while you are here.
- Encourage your friends to become volunteers too!
- Please do not go behind the front counter and occupy the limited space or answer phones unless a staff member has requested or okayed it. Once you are done assisting the staff behind the counter please return to volunteering. We are appreciative but our spaces are limited.

## **Quality**

- Perform all tasks to the best of your ability.
- Ask for help when needed.
- Recognize training is essential to maintain safe shelter practices.

## **Schedule Volunteer Time and Time Management**

- Sign in & out on the volunteer log at the volunteer entrance.
- The staff may ask for your help with any variety of tasks, if you are not currently busy this should be your next objective.
- Wear a name tag at all times.
- Wear appropriate clothing and shoes (no flip-flops or sandals or torn shirts or shorts)
- Maintain and exhibit a neat and professional appearance.
- Show up to work rain or shine! The animals depend on you to get time out of their kennels and much more.
- If you need direction and are not sure what to do please ask a staff member and we will help get you started on something.

## Communication

- Recognize that you communicate both verbally and non-verbally.
- Listen to the needs of others.
- Advise **DAS** personnel of relevant information regarding the animals and your involvement at the shelter.
- Help potential adopters get the information they need.
- DON'T involve yourself with 'an owner's request for euthanasia and DON'T openly question or criticize euthanasia decisions in front of the public.
- Discuss behavioral observations of the animal with potential adopters.
- Educate the companion animal owner about providing a good home.
- Be empathetic to people and companion animals.

- Remember that we want animals to have the best possible homes. It may not be in the best interest of an animal to "push" for its adoption by a person who is not ready or capable of giving the animal the care it deserves. Do not hide the euthanasia rate either.

## **Commitment**

- Recognize that commitment comes from within.
- Respect that people and animals count on you to honor your commitments.
- Work together with staff and other volunteers to meet *DAS* goals.

## **Welfare**

- Value my role in the maintenance and growth of the organization.
- Strive to promote a positive environment.
- Respect and support all people and animals.
- If a kennel or cage needs cleaning, please do it.
- DON'T bring your companion animals to the center.

## **Policy**

- Remember why we are all here - to help the animals find homes and have the best possible quality of life while in our care! Stay focused on that goal and use your time wisely. Volunteers are a huge part of that process & we need you!
- **DO not** add anything to the windows or walls without permission from the Manager.
- ***DAS respects your right of free speech, but when you are performing your volunteer duties, you have to follow DAS policies.***
- Learn and follow all *DAS* policies. Do not use your personal feelings as expertise when talking to the public.
- Familiarize yourself with the literature in the center so you can give appropriate information to the public if they have questions.
- Learn the jurisdictions of our center and others so you can correctly advise people as to where and how they should continue looking for their lost pet.
- DON'T remove any animals from the premises without the express permission of the kennel supervisor or supervising staff.

**Do not speak as a representative of DAS without specific permission from the Manager.**

## **ADOPTION PROCEDURES**

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The staff members handle adoptions at our facility. Volunteer input is always welcome regarding animal personalities, likes and dislikes etc. If there is a concern about a potential adopter please feel free to pull a staff member to the side and voice your concerns. Ultimately the decision is up to our trained adoption staff. If someone is interested in adopting an animal, one of our staff adoption counselors will ask them a series of questions to see what kind of animal they are interested in adopting and what their lifestyle is like (for example kids or no kids, pets or no other pets). The staff will then show the potential adopter the animals that might be compatible with them. If the person decides that they would like to adopt a particular animal then the staff member will give them a pre-adoption application.

To adopt an animal from the shelter, a City-approved adoption application must be completed and signed. Failure to agree to and comply with the terms of the adoption agreement shall be grounds for disqualification to adopt an animal. Animal Services has the right to select the best possible placement for any animal and to deny a request to adopt an animal if not convinced the adopter can provide a suitable home or care for the animal.

There is a 10-day grace period when an animal is adopted in which he/she may be returned for another animal but no refunds are given. After that, if the pet has to be returned or he/she becomes sick, please return all paperwork and a veterinary diagnosis, and the adoption fee can be applied towards another pet. Adopters must be 19 years of age with picture identification.

Never promise or guarantee an animal to anyone. Currently, we do not hold animals for people unless there are special circumstances approved by the manager.

**DAS reserves the right to refuse an adoption.**

## **SURRENDER PROCEDURES**

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We are a Municipal Department and an open admission facility. If an owner wishes to surrender a pet and is a resident of Decatur, Alabama, we will accept the animal unless capacity issues prevent the intake. Other arrangements can be made for accommodation.

We require the person to complete an owner surrender questionnaire so that we can determine what type of new adoptive home the animal would be suitable for. The person will be required to show official identification with his/her name and address.

**The surrender of the mother of the litter or proof that the mother has been spayed is required before DAS will accept a litter of puppies or a litter of kittens.**

## **HOLDING PERIODS**

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Once a new animal is brought into the shelter it is then put into our stray hold areas. Different

scenarios will determine the length of the stray hold period. After the stray hold period, the animal may be evaluated and tested.

After an animal is deemed ready for adoption it will be placed in one of our adoption areas. It is our goal to provide the necessary requirements for it to remain mentally and physically healthy. There is no pre-determined length of time in which the animal has to be adopted. Again, as long as physical and mental health is maintained an animal can be sheltered until it is placed in a loving permanent home.

It is our goal to **ADOPT ALL ADOPTABLE ANIMALS**. If an animal's mental or physical health declines and cannot be improved, or an animal is deemed too aggressive or ill for adoption, staff in consultation with the manager may choose to humanely euthanize the animal.

Aggression and mental health issues are determined by our trained staff. Physical issues are determined by one of our veterinarians. It is our duty and priority to provide a good quality of life for our animals.

Only the manager, or the kennel supervisor in the manager's absence, may authorize the euthanasia of a domestic animal. As discussed below, this is not a decision that is ever taken lightly, but is sometimes an unfortunate necessity.

## **EUTHANASIA?**

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Euthanasia is an unfortunate but necessary part of animal sheltering. Millions of lost, abused, unwanted and abandoned animals come into shelters every year. We do our best to place every adoptable animal that comes to our shelter. Animals that are diagnosed with life threatening illnesses, extreme medical problems or display aggression towards other animals or people are not placed for adoption. In these cases the animal is euthanized using a humane method of lethal injection of sodium pentobarbital. This injection is administered intravenously and is an overdose of the anesthetic.

Only veterinarians and state-licensed technicians may administer the injection. The procedure is quick and painless. The staff is with the animals until the very end. It is the most humane and painless method of euthanasia available.

Stray animals must be held a minimum of 48 hours up to seven days to give the owners a chance to claim them. Decatur Animal Services evaluates all animals for health, temperament and general well-being. Animals that are sick or injured beyond which can be appropriately

dealt with at Animal Services are humanely euthanized. Animals that are biting or vicious are also euthanized.

Animals are offered for adoption as long as possible. However, there are times when otherwise adoptable animals may be euthanized due to the volume of incoming animals requiring cage space.

If an animal is sick, injured or aggressive, we strongly encourage the owner to consult a veterinarian for treatment, training recommendations, or euthanasia. This could be the last act of kindness you can give a beloved family pet.

## **DO VOLUNTEERS TAKE PART IN EUTHANASIA?**

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**ABSOLUTELY NOT!** We do not expect volunteers to take part in euthanasia.

When the decision is made by staff to euthanize an animal it is an extremely difficult one. The staff is here because we love animals and want to do our best to make the world a better place for them. Every animal deserves a home. If an animal is not adoptable and cannot be provided with an acceptable quality of life, we feel that it is not humane to let them linger indefinitely in the shelter. While volunteers do not take part in the process, you will need to be able to come to terms with the fact that it does happen.

Volunteers are expected to show consideration to the staff that is involved in euthanizing animals. If you would like to discuss euthanasia or our policy further, please see the Manager.

Do not challenge anyone surrendering an animal, but you do not have to hide the potential of euthanasia.

## **WHAT IF A PARTICULAR ANIMAL IS GONE WHEN I COME IN?**

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Please ask the staff about the animal. If you are only volunteering once a week the animal may have been adopted out another day. If the animal was euthanized we will be honest with you about it and let you know the reason why. **DO NOT give** any Staff member a difficult time regarding euthanasia. These decisions are difficult enough without a volunteer voicing their opinion about the Shelter process.

## **ARE WE A "NO-KILL" SHELTER?**

The most accurate answer is we are striving to minimize euthanizing at our shelter and are committed to do everything in our power to avoid the euthanizing of healthy, adoptable animals. Unfortunately, there is still much debate on the definition of "no-kill", often due to lack of agreement on the definition of "adoptable animals."

Our shelter is an "Open Admission" shelter. This means that we do not turn away sick, injured or aggressive animals that are brought in by the residents of our City or the Animal Control Officers. All animals will receive the best care, respect and treatment at our facility.

We will do our best to prepare an animal for an adoptive home. Often animals come to us with behavior problems or terminal illnesses or injuries. We will do whatever is reasonably within our capability to rehabilitate these animals. Unlike some shelters, we do not have funding for professional behavioral and/or rehabilitation specialists. In the instance where an animal is terminally ill or injured and suffering, or so aggressive that it poses a risk to the public, we will make the responsible choice to humanely euthanize those animals. All reasonable efforts will be exhausted before such a decision is made. We believe every animal has the right to be free of suffering and the right to be placed in a loving and caring home. For those very reasons we believe it is not fair to indefinitely house animals that are unable to be rehabilitated.

There is no time limit for the adoptable animals at our shelter. Once an animal is placed up for adoption and remains mentally and physically healthy, it will remain at the shelter or in one of our approved foster homes until it is adopted and space is available.

## **TRANSPARENCY**

Our statistics can be provided upon request. We do not try to sugar coat reality. Use tact and be nice, but you should use the fact of euthanasia to discourage people from surrendering their animals and to encourage people to adopt.

The *DAS* Manager has an "open door" policy. If you have any questions, comments or observations, they are appreciated.

You are encouraged to contact the volunteer coordinator or the manager if you have concerns that need to be addressed immediately or concerns that are not being handled appropriately. If your concerns still go unresolved please contact the Chief of Police.

# FOSTERING

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One of the most important things a volunteer can do to help save animal lives is fostering. There are a number of reasons we often need fosters:

- Overcrowding at the shelter.
- Controlled environment needed for medical treatment.
- Providing experience in a home so we can tell adopters more about him/her.
- Temporary living space while waiting for rescue transport.

Foster families must provide all the basics for the animal.

It is important to note that all animals released into the temporary custody of *DAS* approved foster homes are the legal property of *DAS* and remain the property of *DAS* while in the foster home.

*DAS* makes the final determination of all decisions concerning the animal, such as adoption approvals and medical treatment.

Foster animals requiring medical attention during business hours must be brought to the City Veterinarian. Any procedure must be approved by the Shelter Manager. After hours, they must be taken to a medical facility designated by *DAS*. Unapproved medical expenses will not be reimbursed by *DAS*.

To be considered as a foster, please request a Foster Application. After it is approved you will be placed on file as a potential foster and will be contacted as needs arise. The Application allows you to specify preferred size, age, species, and so on. Fosters must also sign a Medical Care Guidelines agreement which provides information regarding medical treatment of the foster animals.

## What Do Volunteers Do Cont'd (Detailed instruction)

### Walking Dogs:

1. Notify a staff member you are taking a dog for a walk.
2. Make sure the collar is snug and you have a good grip on leash.
3. One dog per one person.
4. If you are getting a large breed dog out make sure you take them out of the kennel on the opposite side from where the other dogs are. Failure to comply can result in your termination as a volunteer.

5. Make sure the animal goes back in same kennel.
6. Initial the appropriate calendar on the appropriate kennel.
7. No dog is to be left unattended in play yard for any reason. If this is unavoidable please notify a staff member immediately.

#### **Small Dogs:**

1. See above for walking dogs outside the building.
2. Read kennel cards to make sure the dog can go for a walk.
3. Do not leave the dog unattended outside.

#### **Puppies: You must be approved for the puppy room.**

1. No puppies on the floor.
2. If a client is interested in seeing a puppy be sure to disinfect the necessary room both prior and after visiting with the animal.
3. Do not over handle the puppies.

#### **Escorting for adoption:**

1. Learn to read the kennel cards and know the adoption process.
2. Get to know the animals.
3. Let people visit the animals in the exercise yard or get acquainted room.

#### **Escorting for missing an animal:**

1. If you are asked by a member of the staff to escort a client to the stray side because they are missing a dog, you must take them to every stray room, small breed stray, large breed stray, police drop off, isolation, observation or cat stray and cat sick room and adoption areas just to be safe. Make sure to go inside and outside (**carry the access flag**). Lastly, do not allow any touching or pictures of any animals even if it is theirs. The staff member can approve the releasing of the animal and who should be retrieving it from the kennel, at that point it may be escorted out. This should be done after the paperwork is completed.

#### **General Maintenance:**

1. Sort newspapers, remove slick ads and put in recycle bin.
2. Keep public areas clean.
3. Keep a supply of towels in grooming room.
4. Keep up with laundry (wash and fold) put damaged toys aside for repair.
5. Empty trash cans in the evening if full, or let an employee know that you need assistance with emptying the cans.

#### **Bathing animals:**

1. Ask a staff member first.
2. Bathing animals is done in the grooming room unless otherwise specified.
3. Use appropriate shampoo.
4. Never leave an animal unattended in the tub.
5. Dry the animal as best as possible.
6. Brush when necessary.

7. Make sure water is turned off when you are done.
8. Sanitize the tub.

**Cat Cuddling:**

1. Check kennel cards to see which cats have been played with the least amount of times.
2. Take those cats to the community rooms and give them time to adjust to the new room before playing with them.
3. Only use the far hallway by main cat room to transport cats back and forth to kennels
4. Return the cats to the appropriate kennel.
5. Write a comment card about their behaviors and place in their kennel card.

# FREQUENTLY ASKED QUESTIONS

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What should I do if a shelter animal bites me? Or if I am injured in any way?  
Report it to shelter staff ***IMMEDIATELY***.

What should I do if I have a health concern about an animal?  
If you think it is potentially life threatening, inform a *DAS* staff immediately even if non- life threatening.

## **What should I do if I see shelter animals fighting?**

Inform *DAS* staff immediately. DON'T get in the middle of an animal fight. You place your own safety in danger and you may actually make the situation worse by frightening the animals.

## **How long should a dog walk last?**

Typically, a ten or fifteen minute walk is adequate. One lap around the gravel path is good for most dogs, but smaller or older dogs may need less and high energy dogs may need more. If there are enough volunteers to easily walk the dogs in a shift, spend more time if you want to. If we are short of volunteers in a shift, the focus needs to be on getting all the dogs out so the walks may have to be shorter.

## **Should I try to teach basic commands like sit and stay?**

Absolutely. We are trying to make the animals more adoptable. That includes helping them become better leash walkers and at least learning "sit".

## **Can dogs play together in our play yards?**

Not unless the dogs share a kennel inside. Knowledgeable staff are allowed to put two dogs together when monitored carefully.

## **Can more than one cat at a time play together?**

Only if those cats are listed as compatible playmates on the chart inside the adult cat room.

## **Can I take a dog into Wilson Morgan Park?**

Only with staff permission.

If a public dog approaches you while you are walking a shelter dog, DON'T allow the dogs to interact.

## **Can I leave a dog unattended?**

DON'T leave them unattended. Some of our dogs are very athletic and can climb fences or dig under them.

### **Should I clean a kennel if I notice it's dirty?**

Yes. **DAS** staff regularly cleans and sanitizes each kennel every morning and then cleans as necessary throughout the day, the dogs DON'T use the bathroom based on our schedule. If you see that a kennel needs cleaning, ask a Staff member to show you how. It's easy and only takes a minute. If you take an animal out you must clean the cage or kennel if needed before returning the animal.

### **I just came in and the shelter smells bad?**

Tell **DAS** staff immediately. **DON'T** be shy. Even if you are able to tolerate the smell, it can better the chance of adoptions, if the shelter smells good.

### **Should I feed and water the dogs if their bowls are empty?**

DO NOT FEED THE DOGS UNLESS APPROVED **BY DAS STAFF**. They are fed on a schedule and some of them may be on restricted diets. ALWAYS fill empty water bowls.

### **Should I feed and water the cats if their bowls are empty?**

DO NOT FEED THE CATS UNLESS APPROVED **BY DAS STAFF**. They are fed on a schedule and some of them may be on restricted diets. ALWAYS fill empty water bowls.

### **What times of day are the most volunteers needed?**

Volunteers are needed at all hours of the day. Please get with the volunteer coordinator or a staff member to help find a time that works for both parties that utilizes your time the best.

### **What does it mean when a dog is going to Rescue?**

It means that dog is effectively adopted. We work with only the most reputable rescue groups and have working relationships that have been developed over a period of years

### **Do cats get rescued too?**

Absolutely. The difference is they usually find homes in this area.

### **Is there a specific place I should park when volunteering?**

Please leave the spaces closest to the front door open for potential adopters. There is plenty of parking in the back of the shelter.

### **Why do I need to record my hours when I volunteer?**

Some of the grant programs available to us require that we provide an accounting of our volunteer involvement. Also, many of our volunteers want us to track their hours for community service. The sign in sheets are how we track hours. It also helps us detect patterns and determine when we need to build up our volunteer participation.

### **Where can people see photos of adoptable animals?**

We feature pets from [https://www.petfinder.com/pet-search?shelter\\_id=AL184&preview=1](https://www.petfinder.com/pet-search?shelter_id=AL184&preview=1), Facebook, Instagram, and Adopt-A-Pet.

### **What will I learn at the one-on-one training that I DON'T learn at the Orientation Class?**

The Orientation Class is set up to provide general information about the shelter and to educate potential volunteers about the various jobs that are available. The one-on-ones are very important to help new volunteers learn the basics of a job. For example, dog walkers are shown how to properly hold a leash, how to safely enter and exit the building with a dog, what to do when you encounter another dog walker in the building or outside, how to remove dogs from their kennels safely and return them the same way, etc.

### **What should I do to help potential adopters?**

Treat them as if you work in a retail establishment. Provide them a high level of service by asking if you can answer any questions about a particular dog or cat. Perhaps ask them why they are looking at a certain dog. **DON'T** be judgmental - try to help. If you are not comfortable talking to people or feel you **DON'T** know enough to be helpful, ask someone else to help them.

### **Does *DAS* accept wild or exotic animals?**

**DAS** receives domestic pets, such as dogs and cats, from residents of Decatur. It is helpful for all information and medical records to accompany owner-surrendered pets to assist in their adoption. Exotic pets are accepted on a case by case basis as long as the caging accompanies them or appropriate caging is available at the shelter; inquire first.

*DAS* does not accept wild animals.

### **Do I put my own animals at risk by volunteering?**

As long as your pets are current on vaccinations there is minimal risk. Wash and sanitize your hands often at the shelter. Please ask if you would like more information on common shelter diseases.

### **Can volunteers have keys to *DAS*?**

No.

### **Can I raise funds for other organizations while I am actually volunteering for *DAS*?**

No. What you do during your own time is your own business. However, while you are actually volunteering, you may not solicit funds or support for any other organization or activity on city owned property without prior manager approval. All donations given within the confines of the shelter or fundraised at *DAS* will be placed in the donation box. The idea is for the activities regarding donations to directly benefit the Animal Shelter.

### **Why have a volunteer handbook? Haven't things worked just fine in the past?**

**DAS** needs and appreciates our volunteers. As part of increased transparency, **DAS** wants all potential volunteers to know what is expected of them.

### **I have been a volunteer in the past, why do I have to re-apply to be a volunteer now?**

*DAS* wants everyone to understand what the *DAS* rules and policies encompass. There are new guidelines, policies and rules to follow. Each volunteer needs to understand the expectations to better coordinate the activities and operations at *DAS*. *DAS* believes it is beneficial to educate the volunteers and have the volunteers to commit and recommit to follow the established rules, guidelines and policies in providing the volunteer services. A Volunteer needs to understand that failure to comply with the established rules, guidelines and policies will result in that volunteer potentially being asked to leave the volunteer service. *DAS* relies on our volunteers to continue to provide vital services for the care of the

animals in a proper manner. It is important that staff and volunteers work together. The best interest of DAS is served by the volunteers and staff being united in their efforts to follow the rules, guidelines and policies. The City wants to keep a record of who volunteers and who is handling city property in order to operate DAS more efficiently and better manage the facilities and activities. The volunteers must understand there are new management procedures to respect along with the staff. The City certainly appreciates volunteers and their service but in the end without the volunteers' cooperation, the City cannot properly fulfill its responsibility to operate DAS.

### **Is everyone that volunteers accepted?**

We truly appreciate your willingness to give of your time and talents for the benefit of these special creatures. If you are not selected for the duties you desire, we will attempt to find a role that combines your special talents with the needs of **DAS**.

DAS reserves the right to reject a Volunteer application due to incompatibility with animals, background check, reference check and or unspecified concerns of the staff.

The DAS Staff is required to work in tandem with Volunteers. **A safe workplace takes precedence over any volunteer's desire or wish to work at the Shelter.** Remember DAS reserves the right to reject any volunteer application or terminate an existing volunteer at any time for any reason at the discretion of the Chief of Police or designee.

# Volunteer Shadow Orientation

(DAS505.10G)

Name and Email: \_\_\_\_\_

Phone Number (Home and or Cell) \_\_\_\_\_

Please have a senior volunteer or staff member date and initial each completed mandatory requirement.

Orientation Class (Full-time Vol. Only) \_\_\_\_\_

Shadow (Large, small, cat) 1.) \_\_\_\_\_

Shadow (Large, small, cat) 2.) \_\_\_\_\_

Shadow (Large, small, cat) 3.) \_\_\_\_\_

# Volunteer Hours and Organizations Form

(DAS505.10H)



City of Decatur Animal Services  
300A Beltline Rd SW, Decatur AL 35601  
256-341-4790 FAX 256-341-4794

[www.DecaturAlabamaUSA.com](http://www.DecaturAlabamaUSA.com) and [www.decatgur.petfinder.org](http://www.decatgur.petfinder.org)

In order to allow completion of these hours the following information is required along with a signed waiver and emergency contact information (to be filled out separately). All applicants must go through a background check excluding DHA applicants and minors. A minimum of eight volunteer hours is required to participate. No court ordered volunteering will be permitted in this program. **For ages 13-17 or smaller hourly volunteer portions animal assignments and orientation class will not be allowed or required.**

Participant Name: \_\_\_\_\_

Age: \_\_\_\_\_

Participant Address: \_\_\_\_\_

Participant phone #: \_\_\_\_\_

Company or Organization requesting the hours: \_\_\_\_\_

Amount of hours to be completed: \_\_\_\_\_

Must be completed by (date): \_\_\_\_\_

Any Special instructions as to how the hours need to be completed:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Company/Organization Representative  
(Print)

\_\_\_\_\_  
Company/Organization Representative  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant (Print)

\_\_\_\_\_  
Participant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Animal Services Manager (Print)

\_\_\_\_\_  
Animal Services Manager (Signature)

\_\_\_\_\_  
Date

<b>Date:</b>	<b>Time in:</b>	<b>Time Out:</b>	<b>Hours completed :</b>	<b>Hours Accumulated:</b>	<b>Initial of DAS Staff</b>

I \_\_\_\_\_, hereby sign stating that \_\_\_\_\_, has completed \_\_\_\_\_ hours of community service at our facility.

\_\_\_\_\_  
Animal Services Staff (print)                      Animal Services Staff (signature)                      Date

\_\_\_\_\_  
Participant (print)                      Participant (signature)                      Date



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## Adult Volunteer Waiver

(DAS505.10I)

By signing this waiver, you agree that you may be giving up legal rights and remedies available to you and your family. Please read and complete this waiver carefully. If you have any questions, please contact an attorney. No court ordered volunteer service will be permitted for this program.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email \_\_\_\_\_

Age (18 or older): \_\_\_\_\_

1. I recognize and acknowledge that by volunteering at Decatur Animal Services I will be exercising and interacting with the shelter animals. I understand the benefits, risks and responsibility involved and I assume all risks in volunteering. I release *the City of Decatur, Alabama* and all of its staff, agents, volunteers and advisors from any and all claims, loss, cost, damage or expense arising out of or from any accident or other occurrence that causes injury to any person or property, including but not limited to any personal property.
2. I understand that volunteering involves certain risks beyond the reasonable control of *the City of Decatur, Alabama*, its officers, consultants, directors, volunteers, and agents, including but not limited to accidents, emergencies, exposure to the conduct of other persons, unique animal behavior and/or negligence of the city's personnel and consultants; and that *the City of Decatur, its personnel, agents, officials, and consultants* disclaim any and all responsibility for any such risks. I understand that volunteers provide the service at their own risk and are subject to all terms and conditions set by Decatur Animal Services.
3. By signing this Waiver of Liability/Indemnification, I agree and acknowledge that I may be giving up important legal rights and remedies available to myself, my family, my heirs, successors, and assigns. I agree on behalf of myself (please print name) \_\_\_\_\_, my heirs, successors, and assigns ("My Behalf") that I assume all risks and waive any liability of any nature whatsoever against and agree to indemnify and hold harmless the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials with respect to any and all actions, claims or demands that may be made or brought on My Behalf against any entity or individual arising out of or in connection with my volunteering.

Further, for any injury to third parties that may arise because of my actions or omissions, I agree to hold harmless and defend *the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials* with respect to any and all actions, claims, expenses, or demands arising there from that may be made or brought against *the City of Decatur and/or any entity or individual* including but not limited to reasonable attorney's fees and expenses arising in connection therewith.

4. I, \_\_\_\_\_ agree and acknowledge as a volunteer that I will to the best of my ability and judgment follow the guidelines and policies established by Decatur Animal Services. I understand by signing this waiver that I acknowledge there is risk involved and I assume that risk knowingly in consideration of the benefits I receive from volunteering.

I fully understand the consequences of and sign this Waiver knowingly, freely, and willingly.

Printed name of volunteer \_\_\_\_\_ Signature of volunteer \_\_\_\_\_

Printed name of witness \_\_\_\_\_ Signature of Witness \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*If you are enlisting in our volunteer program for any community service, housing or other similar reason please list all relevant related details and contact information (ex: organization, number of hours needed etc.). Also, if you have not done so already please inform either a staff member or the volunteer director of your situation.**

**Emergency contact and medical information please turn over and complete:**

## Emergency Information

### **In case of emergency notify:**

(List in order to be contacted, must list two, they do not all have to live here.)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

Do you have any illness that might, at some point, require medical care; IE: Diabetes, heart condition, epilepsy etc... YES or No

If so please list: \_\_\_\_\_

Do you have any allergies that might, at some point, require emergency medical care; IE: bee stings, chemicals, latex etc. YES or NO

If so please list: \_\_\_\_\_

Do you have any allergies to drugs that medical personnel should be aware of in the event you require emergency treatment: YES or NO

If so please list: \_\_\_\_\_



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**Parental Guardian Youth Volunteer Waiver (17 & under)**  
(DAS505.10J)

Please read and complete this waiver carefully. If you have any questions, please contact an attorney. You must be 16 years of age or be accompanied by an adult to volunteer. No persons under thirteen will be able to participate in our program. Under sixteen youth will only be eligible for the temporary volunteer program.

Youth's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Age: (Under 18 only): \_\_\_\_\_

5. I recognize, acknowledge and grant my permission for my (Relation of Volunteer) \_\_\_\_\_ to volunteer at Decatur Animal Services and will be exercising and interacting with shelter animals. I believe he or she understands the benefits, risks and responsibilities involved in volunteering. I assume all risks undertaken by my (Relation to Volunteer) \_\_\_\_\_. I believe he or she will benefit from being a volunteer and this is part of the consideration for granting permission for him/her to volunteer. I release *the City of Decatur, Alabama* and all of its staff, agents, volunteers and advisors from any and all claims, loss, cost, damage or expense arising out of or from any accident or other occurrence that causes injury to any person or property, including but not limited to any personal property. I understand and agree that youth volunteers under the age of 16 will be accompanied by an adult at all times.
6. I understand that volunteering involves certain risks beyond the reasonable control of *the City of Decatur, Alabama*, its officers, consultants, directors, volunteers, and agents, including but not limited to accidents, emergencies, exposure to the conduct of other persons, unique animal behavior and/or negligence of the city's personnel and consultants; and that *the City of Decatur, its personnel, agents, officials, and consultants* disclaim any and all responsibility for any such risks. I understand that volunteers provide the service at their own risk and are subject to all terms and conditions set by Decatur Animal Services.
7. By signing this Waiver of Liability/Indemnification, I agree and acknowledge that I may be giving up important legal rights and remedies available to myself, my family, my heirs, successors, and assigns. I agree on behalf of myself, my child's other parent/guardian if applicable, my (Relation to Volunteer) \_\_\_\_\_, our heirs, successors, and assigns ("Our Behalf") that I assume all risks and waive any liability of any nature whatsoever against and agree to indemnify and hold harmless the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials with respect to any and all actions, claims or demands that may be made or brought on Our Behalf against *any entity or individual* against *any entity or individual* arising out of or in connection with my (Relation to Volunteer) \_\_\_\_\_ participation as a volunteer.

Further, for any injury to third parties that may arise because of my or my (Relation to Volunteer) \_\_\_\_\_ actions or omissions, I agree to hold harmless and defend *the City of Decatur, Alabama, its employees, agents, servants, consultants, and officials* with respect to any and all actions, claims, expenses, or demands arising

**Please continue on back**

there from that may be made or brought against *the City of Decatur and/or any entity or individual* including but not limited to reasonable attorney's fees and expenses arising in connection therewith.

8. I, (Volunteer) \_\_\_\_\_ agree and acknowledge as a volunteer that I will to the best of my ability and judgment follow the guidelines and policies established by City of Decatur Animal Services. I understand by signing this waiver that I acknowledge there is risk involved and I assume that risk knowingly in consideration of the benefits I receive from volunteering.

I fully understand the consequences of and sign this Waiver knowingly, freely, and willingly.

Printed name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Printed name of youth volunteer: \_\_\_\_\_

Signature of youth volunteer: \_\_\_\_\_

Printed name of witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*If you are enlisting in our volunteer program for any community service, housing or other similar reason please list all relevant related details and contact information (ex: organization, number of hours needed etc.). Also, if you have not done so already please inform either a staff member or the volunteer director of your situation. Court ordered infractions required to volunteer will not be able to participate in this program.**

## Emergency Information

### In case of emergency notify:

(List in order to be contacted, must list two, they do not all have to live here.)

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

Do you have any illness that might, at some point, require medical care; IE: Diabetes, heart condition, epilepsy etc... YES or No

If so please list: \_\_\_\_\_

Do you have any allergies that might, at some point, require emergency medical care; IE: bee stings, chemicals, latex etc. YES or NO

If so please list: \_\_\_\_\_

Do you have any allergies to drugs that medical personnel should be aware of in the event you require emergency treatment: YES or NO

If so please list: \_\_\_\_\_

**CRIMINAL HISTORY INFORMATION RELEASE FORM**

\_\_\_\_\_  
Last Name\* First Name\* Middle Name\* Maiden Name\*

\_\_\_\_\_  
All other names used\*

\_\_\_\_\_  
Sex\*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security Number\* Birth Date (MM/DD/YYYY)\*

\_\_\_\_\_  
Address City State Zip Code

List County & State of previous places of residence and/or employment for past 7 years:

\_\_\_\_\_  
County State How Long? County State How Long?

\_\_\_\_\_  
County State How Long? County State How Long?

\_\_\_\_\_  
Telephone # \*

\_\_\_\_\_  
Driver's License # \* State\* Expiration Date \*

\_\_\_\_\_  
**AFFIDAVIT FOR RELEASE OF INFORMATION**

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the City of Decatur and its agents from any and all claims, actions or causes of action, which may arise as a consequence of the release of the criminal history information.

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the release of any and all criminal history to:

Lt. Rick Archer, Decatur Police Department, 402 Lee St. NE Decatur, AL. 35601

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name.

\_\_\_\_\_  
Signature of Applicant\* Date

(\*) indicates required information Page 2 of 2

The following space allows you to voluntarily divulge any information in your background which may be reported to the City of Decatur by a review of public records. This information will be held in strictest confidence. The purpose of your voluntary divulgence is solely to allow the City's representative to assess your suitability for the position you are seeking.

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_ Yes \_\_\_\_ No

[illegible]

# Volunteer S.O.P. and Guidelines Form

(DAS.505.10L)

Volunteer Coordinator: Helen Debuty ([grammeebear@bellsouth.net](mailto:grammeebear@bellsouth.net))

Home: 256-353-7357

Cell: 256-606-1996

1. Volunteers read and sign all applicable literature and forms.
2. Must be 16 years old to volunteer or be accompanied by an adult. Ages thirteen to seventeen will only be able to participate in a temporary volunteer capacity. No volunteers under thirteen will be able to participate in our volunteer program.
3. Volunteers must sign in and out every visit.
4. You must wear appropriate clothing. (See handbook)
5. Do not go in restricted areas unless staff has asked you to do so.
6. Do not hang out in the front offices or lobby.
7. Use hand sanitizer after each animal.
8. Report any signs of sickness, undesirable behaviors etc. to a staff member.
9. Do not mix chemicals.
10. Do not discuss other people's personal information that you overhear at the shelter.
11. Do not feed any animals unless directly asked to do so from a staff member.
12. Family and friends are not allowed to shadow you or hang out unless participating in the program.
13. No court ordered volunteer service will be permitted to participate in this program.
14. Failure to comply with any of these guidelines can result in program suspension or permanent removal by the Chief of Police or designee.

## **Walking Dogs:**

8. Notify a staff member you are taking a dog for a walk.
9. Make sure the collar is snug-and you have a good grip on leash.
10. One dog per one person
11. If you are getting a large breed dog out make sure you take them out of the kennel on the opposite side from where the other dogs are. Failure to comply will result in your termination as a volunteer.
12. Make sure the animal goes back in same kennel
13. Mark the large breed calendar on large breed side when you took them out.
14. No dog is to be left unattended in play yard for any reason.

## **Small Dogs:**

4. See above for walking dogs outside the building.
5. Read kennel cards to make sure the dog can go for a walk.
6. Do not leave the dog unattended outside.
7. Clean the kennel before putting dog back in the kennel. You can use an empty cage to place the dog in until its kennel is clean. Clean the temporary kennel back out when you are done.

## **Puppies: You must be approved for the puppy room.**

4. No puppies on the floor
5. If a client is interested make sure to take the puppy into a clean get acquainted room, when you put the puppy back make sure to clean the get acquainted room.

6. Do not over handle the puppies.

**Escorting for adoption:**

4. Learn to read the kennel cards and know the adoption process.
5. Get to know the animal
6. Let people visit the animals in the exercise yard or get acquainted room

**Escorting for missing an animal:**

2. If you are asked by a member of the staff to escort a client to the stray side because they are missing a dog, you must take them to every stray room, small breed stray, large breed stray, police drop off, isolation, observation or cat stray and cat sick room. Make sure to go inside and outside.

**General Maintenance:**

6. Sort newspapers, remove slick ads and put in recycle bin
7. Keep public areas clean
8. Keep a supply of towels in grooming room
9. Keep up with laundry (wash and fold) put damaged toys aside for repair.
10. Empty trash cans in the evening if full, or let an employee know that you need assistance with emptying the cans.

**Bathing animals:**

9. Ask a staff member first.
10. Bathing animals is done in the grooming room unless otherwise specified.
11. Use appropriate shampoo
12. Never leave an animal unattended in the tub
13. Dry the animal as best as possible
14. Brush when necessary
15. Make sure water is turned off when you are done.
16. Sanitize the tub.

**Cat Cuddling:**

6. Check kennel cards to see which cats have been played with the least amount of times.
7. Take those cats to the community rooms and give them time to adjust to the new room before playing with them.
8. Only use the far hallway by main cat room to transport cats back and forth to kennels
9. Return the cats to the appropriate kennel.
10. Write a comment card about their behaviors and place in their kennel card.

## DAS Volunteer Conduct and Policies Overview

(DAS505.10M)

- ❖ It is the policy of the Decatur Police Department's Animal Services Division to provide information on procedures, safety guidelines and expectations for our Volunteers, to give them the best opportunity for success here at Decatur Animal Services.

### ❖ Volunteer's Purpose:

- The purpose of our volunteer program is to help provide a key role in taking care of our animals, provide aid to our staff and to help serve the public.
- When becoming a part of DAS's volunteer program volunteers will be required to follow all procedures, safety guidelines and expectations. Our volunteer handbook will provide this information.

### ❖ The Volunteer Handbook:

- The Volunteer handbook will contain all volunteer related forms. These forms include; conduct and policy overview, volunteer guidelines, orientation shadow program, hours and organizations, liability waivers, and a criminal history release form. The criminal history release form is for anyone eighteen years of age or older to help create a safe work environment for all staff, volunteers, and the public. DAS's volunteer handbook provides detailed information on topics including dress codes, safety rules, code of conduct, expectations, do's and don'ts, fostering, and FAQ's.
- DAS reserves the right to reject any potential volunteers or terminate an existing volunteer's position at any time for any reason.

### ❖ Volunteer Orientation Class:

- All volunteers that wish to interact with animals (outside of basic cleaning duties) must attend the volunteer orientation class. This volunteer class will also help verbally explain the steps to become a volunteer and cover the handbook information and the forms to be filled out.

### ❖ Miscellaneous and Conduct

- Volunteers will not smoke in any public accessible areas.
- Volunteers should understand that they represent DAS at all times.
- Volunteers must not possess or be under the influence of drugs or alcohol.
- Weapons are not permitted.
- Acts of violence, harassment or horse playing along with failing to comply with further rules listed in the code of conduct or handbook will not be permitted and can be punishable up to suspension or termination.
- Volunteers should not speak to the media on behalf of DAS without permission from the manager. Social media interactions relating to DAS also requires permission from the manager/director.
- No court ordered volunteer service will be permitted to do this program.
- I agree to conduct myself in an appropriate and professional manner while volunteering for DAS, following & publicly supporting DAS programs, policies and practices. In my capacity as a volunteer, I agree to consistently conduct myself in a manner consistent with humane treatment of DAS animals and professional interaction with DAS employees, patrons, other volunteers, and members of the public.
- I understand that DAS welcomes & relies upon volunteer feedback. If I ever disagree with any philosophy, policy or practice at DAS, I agree to immediately address any concerns to the Volunteer Coordinator or the DAS Manager.
- I know that as a DAS volunteer, I represent Decatur Animal Services, and agree not to engage in any activity that may cause harm to the reputation of DAS. I agree to be a role model for the humane treatment of animals, at home and in all places as well as while working with the shelter animals.

### ❖ Temporary and Full-Time Volunteers:

- Temporary volunteers in most cases are volunteers working smaller hourly portions for DHA purposes or to fill a Community service hourly quota. Under this description these applicants will not be handling animals and will not require an orientation class.
  - Temporary volunteers must agree to an eight hour minimum of service to participate in the temporary volunteer program. DAS staff will not sign off on any hours completed forms until the minimum time is met.
  - A Full-Time volunteer in most cases is described as any volunteer looking to interact with our animals and or are looking to make multiple repeated visits for an undetermined amount of time not required for any program, school, or community service type. Full-Time volunteers will be required to take the orientation class and complete the job shadow checklist.
  - All volunteers will need to wear appropriate full-time badges for identification purposes.
    - ❖ Liabilities
  - DAS, as stated in both youth and adult waiver forms, is not liable or responsible for any damages, injuries, or losses to one's self or personal property.
- 
- ✚ The volunteer handbook will be made available online and hard copies will be available at the shelter front desk when requested to spotlight the information in this policy and to give a standard outline for volunteer services here at DAS.
  - ✚ Full-Time volunteers will be required to review and sign the following forms; the volunteer handbook, volunteer guidelines, conduct and policies overview, criminal information release, orientation shadow, and appropriate waivers determined by age.
  - ✚ Temporary Volunteers will be required to review and sign the following forms; criminal information release (if over eighteen years of age), conduct and policies overview, the volunteer handbook, hours and organization (if applicable), and the appropriate waivers determined by age.
  - ✚ Under no circumstance should any volunteer handle stray cats or dog breeds large or small unless given permission from staff.
  - ✚ DAS will not accept volunteers attempting to acquire community service for court ordered infractions.

**Decatur Police Department  
Decatur, Alabama****General Order No. 507.0**

Subject: Written Directive System	Effective Date: February 5, 2020	Revised Date: February 5, 2020
Title: Decatur Animal Services Notifications & Overtime Protocol	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter N/A	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of Decatur Animal Services to respond to injured animal calls after business hours.

**PROCEDURES**

The following procedures apply to Decatur Animal Control Officers (ACO) when responding to injured animal calls after business hours. ACO will determine the level of injury before contacting the City Veterinarian based upon the following guidelines.

**A. Minor injuries or no injuries at all**

If there are no visible signs of fractures, lesions, heavy bleeding, heavy breathing, distress, and all responses from the animal appear normal or the animal shows small bumps and/or cuts:

1. ACO will take the animal to the shelter in accordance with the stray protocol.
2. The City Veterinarian does not need to be contacted.

**B. Minor, Moderate and Major Injuries**

If the animal shows large bumps, bruises, lesions, has fractures, is limping, has clear signs of larger injuries, moderate to severe distress and/or breathing, ACO will:

1. Place the animal in a crate/box and secure it in the vehicle.



2. Call the City Veterinarian and explain the situation and any issues related to the animal in question. The City Veterinarian will advise further actions as deemed necessary. If there is no answer from the City Veterinarian, leave a message on the voicemail if possible.
3. If the animal is transported to the veterinarian after-hours facility, it will be secured in one of the stalls with food and water access.
4. Secure the facility door upon exit.
5. Follow up with the Veterinarian by 10:00AM the following morning.
6. Inform the Kennel Supervisor and DAS Manager by 10:00am the following morning.
7. If the animal shows large wounds, excessive bleeding, compound fractures, extreme agonal breathing and/or distress, euthanasia will be performed. ACO will:
  - a. Call the City Veterinarian. If there is no answer, make a second call. If the Vet does not answer the second time, the ACO will contact the DAS Manager or a designee before conducting euthanasia.
  - b. Euthanize the animal with approval from DAS Manager or a designee and in accordance with established guidelines.
  - c. Inform the Kennel Supervisor and the DAS Manager by 10:00am the following morning.
  - d. Contact the City Veterinarian the following morning by 10:00am to advise them the animal was euthanized.

### **C. Documentation**

1. The ACO will thoroughly document whatever plan of action is ordered by the City Veterinarian or supervisor when applicable at the end of shift or overtime call in Adopt-A-Friend software.
2. All intake/outtake cards are due by the end of shift or overtime call.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 508.0**

Subject: Written Directive System	Effective Date: February 20, 2020	Revised Date: February 20, 2020
Title: Revenue	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

All persons conducting or engaging in business within the corporate limits of the City of Decatur or conducting or engaging in business outside the corporate limits but within the police jurisdiction are required to obtain a business license or a privilege license prior to engaging in such activities.

**PURPOSE**

The purpose of this directive is to provide enforcement guidelines pertaining to business licenses.

**RESPONSIBILITY**

This policy is applicable to sworn personnel.

**DUTIES**

Duties of the revenue officer may include but are not limited to:

1. Check businesses operating within the city of Decatur or the corporate limits of the police jurisdiction;
2. Inspect business licenses at local businesses to ensure proper license and taxation;
3. Inspect licenses at commercial and industrial projects to ensure that all contractors are licensed;
4. Maintain a subcontractor list for each commercial and industrial project in the city and the Police Jurisdiction;



5. Investigate citizen complaints concerning business licenses, zoning and permits;
6. Maintain information collected in the field as well as amounts collected;
7. Receive payments for license and tax fees and provide a receipt. While taking payments, the bodycam shall be used in accordance to policy # 401.19 – Body Worn Camera.
8. Issue business licenses.

## **PROCEDURES**

It shall be unlawful for any person, taxpayer or agent of a person or taxpayer to engage in business or vocations in a municipality for which a license may be required without first having procured a license, in accordance with AL Code 11-51-93.

1. Conducting business within the City of Decatur without a license is a violation;
2. A summons or citation may be issued if the violator can be sufficiently identified.
3. The officer may cite the person present who is in charge, the owner, manager, agent, clerk or the corporation provided there is sufficient identifiable information.
4. If the violator refuses to cooperate, the officer may order the violator to seize the operation.
5. If the violator continues to operate while unlicensed, they may arrested pursuant to 11-51-93, when all other alternatives have been exhausted.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 600.1**

Subject: Written Directive System	Effective Date: May 21, 2007	Revised Date: August 21, 2019
Title: Radar/Speed Detection	Pages: 3	Distribution: All Members
Cross Reference: CALEA Reference Chapter 61.1.8	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Police Department may use speed measuring devices to enforce traffic laws. Only those officers who have successfully completed a training course in the operation of speed measuring devices shall use them (CALEA 61.1.8e). The training unit will provide operational and law updates as necessary. Officers shall adhere to the following procedures.

**A. EQUIPMENT**

All radar and laser speed detection devices used for enforcement will meet or exceed the specifications established by the National Highway Traffic Safety Administration. Officers are not allowed to purchase their own speed measuring devices.

1. The Decatur Police Department currently uses the following radar units (CALEA 61.1.8a):

**a. Handheld Radars:**

- i. Stalker II SDR
- ii. Genesis GHD
- iii. Genesis GHS
- iv. Genesis VP
- v. VH – 1

**b. Moving Radars (In Car)**

- i. Stalker Dual DSR
- ii. Stalker Dual SL
- iii. Stalker DSR 2X

**c. Lasers**

- Pro Laser III
2. All speed detection devices shall be in good working order. Defective units shall be reported to a traffic supervisor, who shall ensure all radar units are repaired in a timely manner (CALEA 61.1.8c).
  3. Speed detection devices must pass all calibration tests as recommended by the manufacture prior to use and rechecked at the end of shift (CALEA 61.1.8c).
  4. Only certified tuning forks will be used to test any radar device. The tuning forks will be maintained as recommended by the manufacturer. The certifications will be kept on file with the assigned unit Lieutenant (CALEA 61.1.8c).
  5. The traffic sergeant will maintain a history on each, listing all calibrations and repairs (CALEA 61.1.8d).
  6. If the unit mileage is over 100,000 the speedometer will be checked annually.

**B. Operational Procedures (CALEA 61.1.8b)**

1. Operational procedures shall conform to those recommended by the NHTSA and as taught during radar training.
2. Locations for the operation of any speed measuring device should provide a clear, unobstructed view for the officer to allow a good tracking history.
3. Officers must avoid operating a radar/laser from private property without permission from the owner.
4. Officers shall choose locations that allow safe egress of the officers to stop or pursue the violator. Care must be used to prevent creating a hazard for other motorists.



5. Radar or laser are not to be used when it is raining, sleeting, snowing or when there is fog, since these weather conditions can affect the operations of a radar and laser.
6. The effective range of a particular radar or laser unit must be thoroughly understood by the operator, so visual observations can support speed meter readings.
7. The following elements must be established in court by the officer when radar speed violation charges are placed:
  - a. The time, place and location of the vehicle stopped;
  - b. Identity of operator, speed of vehicle;
  - c. Tracking history of the violator vehicle
    - i. Visual observation of violator vehicle;
    - ii. Audio Doppler/solid constant tone to ensure the radar is not receiving multiple signals;
    - iii. Display readout for accurate speed consistent with visual observation;
    - iv. Speed verification – moving/in car radar.
  - d. Speed limit in zone where violation occurred and be familiar with location of posted speed limit signs.
8. When pacing in absence of or in conjunction with radar units, officers shall match the speed of the police vehicle with that of the suspect vehicle for a distance long enough to obtain a good determination of speed.

### **C. Citations**

Citations issued for speeding using radar or laser shall have the serial number of the radar/laser unit listed in the comment area.

### **D. Training (CALEA 61.1.8e)**

Officers who have successfully completed the appropriate training course in the operations of these devices shall use them.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 601.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 21, 2019
Title: Traffic Enforcement	Pages: 10	Distribution: All Members
Cross Reference: CALEA Reference Chapters 1.2.5, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 82.3.4	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will fairly and equitably enforce the traffic laws and ordinances of the City of Decatur, State of Alabama and the United States as adopted.

**SCOPE**

This directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It is the responsibility of all sworn members to comply with this written directive.

**PURPOSE**

To establish Department procedures for the basic enforcement of traffic related laws.

**ADMINISTRATIVE PROCEDURES****A. ISSUANCE (CALEA 82.3.4a)**

1. Uniform Traffic Citation books will be issued consecutively by book number, by department personnel.
2. The receiving officer will check each citation book to ensure that all citations are present.



3. The officer will then sign for the book, listing employee ID number.

**Note:** Depending on equipment availability, officers must use E-Cite, and only use the Uniform Traffic Citation Book when E-Cite is inoperable.

## **B. LOSS TO BE REPORTED**

Each officer possessing a Uniform Traffic Citation book will be accountable for its condition. The loss of a Uniform Traffic Citation book or any part of a book will be reported in a memorandum to the Chief of Police via the chain of command. This report will include all missing citation numbers and an explanation of the circumstances surrounding the loss.

## **C. VOIDING CITATIONS**

In the event it becomes necessary to void a Uniform Traffic Citation, the officer will clearly mark all copies "Void." The officer will then attach all copies of the voided citation to a memorandum directed to the Chief of Police via the chain of command. This report will include the reason for voiding the citation and the number of the citations issued in its place.

**Note:** E-Citations should be voided within the designated program using the proper procedure.

## **D. INSTRUCTIONS (CALEA 61.1.2b)**

A Uniform Traffic Ticket and Complaint may not be issued for a felony charge. Only one violation may be cited on each Uniform Traffic Citation. The issuing officer will complete the Uniform Traffic Citation in accordance with the guidelines established by the State of Alabama. These guidelines are available in the Municipal Court. They encompass statued law Titles 12-12-50 through 12-12-56, Title 12-14-8, the Rules of Judicial Administration: Rule 19 and the Uniform Traffic Ticket and Complaint Manual of the Administration of Courts.

1. Officers will review the citation for accuracy and completeness prior to asking for the violator's signature. Upon issuance of a Uniform Traffic Citation, the officer will provide the violator with an appropriate court date in accordance with the Decatur Police Department written directive concerning traffic law enforcement Municipal Court arraignments.
2. Officers should refer the violator to the City of Decatur Magistrate's Office for any information regarding optional or mandatory nature of court appearance (CALEA 61.1.4b).



3. Violators will be referred to the City of Decatur Magistrate's Office to find out if they are allowed to enter a plea and/or pay the fine by mail or in person before the court date (CALEA 61.1.4c).
4. Officers will not attempt to answer any questions concerning the amount of a fine or related court cost. Instead, officers will provide any reasonable information requested by the violator prior to their release (CALEA 61.1.4d).
5. Officers will present the completed Uniform Traffic Citation to a Municipal Court magistrate, at which time they will swear to or affirm the validity of the citation before the magistrate. This procedure will be conducted as prescribed by the municipal court magistrate.

#### **E. SECURITY OF CITATION (CALEA 82.3.4c)**

1. Officers will be responsible for the security of citations until they are turned into the Decatur Municipal Court or the Morgan County Juvenile Probation Office.
2. **Handwritten citations:**
  - a. Officers shall ensure the citations are stored at secured locations within their assigned vehicles at all times.
  - b. Once a citation has been issued, a copy of such citation will be filed with the Decatur Municipal Court or the Morgan County Juvenile Probation Office.
  - c. The other copy will be filed with the Decatur Police Department's Record Unit.
3. **E-Citations**
  - a. Officers may download up to two warning citation and/or citation books within E-Cite. Each book contains a block of 50 citations that are arranged in sequential numbers.
  - b. Once a citation has been printed, it is to be turned into the Decatur Municipal Court or the Morgan County Juvenile Probation Office to be filed without delay.

#### **F. ACCOUNTABILITY FOR CITATIONS (CALEA 82.3.4b)**

1. To ensure accountability for citations the Operations Division Commander will ensure that checks are made of issued citations at least annually. Citations will be checked by random selection. This check will search for citation numbers missing from the database.



2. Once a citation has been determined to be missing, the Operations Division Commander or a designee will determine if that citation was turned into the Court or if it may have been lost or otherwise disposed of in an unauthorized manner.
3. If it appears that the citation was improperly disposed of, the matter will then be referred to the officer's immediate supervisor for investigation and recommendation.
4. No member of the Decatur Police Department will participate in the improper disposal or adjudication of any traffic citation.

## **ENFORCEMENT PROCEDURES**

### **A. CITATIONS NOT RESULTING IN CUSTODIAL ARREST (CALEA 61.1.4a)**

When violators are permitted to be released on their own bond, the court date for the Uniform Traffic Citation(s) must be set no less than thirty (30) days after the date of issuance of the citation. The court date on all non-custodial arrests will be set according to the Decatur City Magistrate and are subject to change.

### **B. TRAFFIC ARREST WITH SIGNATURE BOND (CALEA 61.1.2b)**

Current Alabama law requires that almost all persons arrested for traffic violations be released on their signature bond, except when using E-Cite. Few cases exist where this is not true. Examples include but are not limited to the following:

1. Officers may find that in some cases it is not reasonable to effect the arrest of an offender at the time of the violation. Officers may want to obtain a warrant for an arrest of the violator at a more advantageous time. In these cases, the officers must have the correct identification and vehicle information needed for a citation.
2. The officer will then complete a citation and deliver it to the Magistrate's office to obtain an arrest warrant for the offender.
3. If a warrant is issued, it is to be served once it is in hand.

### **A. PHYSICAL ARREST (CALEA 61.1.2a, CALEA 1.2.5)**

1. Officers may arrest persons in violation of those traffic laws pertaining to driving under the influence of intoxicants.



2. Officers will arrest persons in violation of traffic offenses committed during the commission of crimes.
3. Officers will contact their supervisor, who will determine if a citation will be issued or a warrant at a later time.
4. Some arrests do not allow for the signature bond of the traffic violator. These arrestees will be required to have a bond posted with the Municipal Court.
5. If applicable, the officer must allow the violator the opportunity to:
  - a. Sign the Uniform Traffic Citation, if applicable; or
  - b. Post their driver's license as bond. This opinion is entirely the violator's decision and is not mandatory.
  - c. It is recommended that if the violator refuses to sign the citation, the Officer will write "Refused to Sign" on the signature section. Physical arrest is not the preferred course of action for a refusal to sign, but in the event of an arrest, a supervisor must be contacted.
6. A signature is not required when using E-cite; however, in the event that E-cite is inoperable or unavailable the Uniform Traffic Citation Books must be used.

## **B. ARREST REPORTS**

Upon the arrest of a traffic violator, a Uniform Traffic Citation will be completed for each traffic offense, along with an Arrest Report.

1. Violators will be given their copy of the traffic citation(s), unless circumstances prohibit doing so.
2. The arrest report will be given to the Municipal Court magistrate, along with the original Uniform Traffic Citation(s).

## **C. VEHICLE SECURITY UPON TRAFFIC ARREST**

In the event a traffic violator is placed under physical arrest, the officer will determine if the violator's vehicle poses an immediate traffic hazard.



1. If the vehicle poses an immediate traffic hazard and cannot be removed from the roadway, the vehicle will be impounded.
2. If the vehicle does not pose an immediate traffic hazard, the officer will inform the arrestees of the options of impounding the vehicle at the violator's expenses, releasing the vehicle to a person of the violator's own choosing or leaving the vehicle unattended. By refusing the impoundment or releasing the vehicle to another, the violator accepts all responsibility for the vehicle and its contents. This includes any theft, damage or loss that occurs as a result.
3. All impoundments will be made in accordance with the Decatur Police Department written directive concerning vehicle impoundment procedures.
4. Officers should avoid driving the violator's vehicle, or any citizen's vehicle, unless to ensure the vehicle is operable in a DUI case.

#### **D. ENFORCEMENT GUIDELINES**

The enforcement policies of the Decatur Police Department cannot and should not interfere with an individual officer's discretion in the issuance of a Uniform Traffic Citation. The officer's discretion should be based on training and professional judgment. The following are general enforcement policies that should guide officers in taking enforcement action against traffic violators.

#### **E. MOVING VIOLATIONS / UNIFORM TRAFFIC CITATION (Calea 61.1.5c)**

1. A Uniform Traffic Citation should be issued to violators who jeopardize the safety and welfare of vehicle and pedestrian traffic, citing the specific law or municipal ordinance violated.
2. This includes hazardous and non-hazardous violations, operating unsafe or improperly equipped vehicles and license violations.

#### **F. NON MOVING VIOLATIONS / PARKING CITATIONS (CALEA 61.1.5d)**

1. A Parking Summons and Complaints will be utilized to cite violations of illegal, improper or hazardous parking, citing the municipal ordinance being violated. A Uniform Traffic Citation will not be used to enforce a parking violation.



- a. Parking Summons and Complaints issued for parking violations occurring on private property will be in accordance with the Decatur Police Department written directive concerning the enforcement of Parking Ordinances.
  - b. Handicap parking enforcement will be in accordance with Decatur Police Department written directive concerning handicap parking.
2. A Uniform Traffic Citation should be issued to violators who operate their vehicles with equipment violations, detailing the specific law or municipal ordinance.

#### **G. VERBAL WARNING (CALEA 61.1.2c)**

A verbal warning may be appropriate when the violator commits an act due to lack of knowledge of a law or ordinance, or when equipment failure has occurred and the driver is unaware of the failure.

#### **H. DRIVING UNDER THE INFLUENCE (CALEA 61.1.5a)**

The policy of the Decatur Police Department is to arrest persons found to be driving under the influence of any substance which impairs their ability to safely operate a motor vehicle upon public or private property. Procedures for DUI arrest are established in other written directives.

#### **I. HAZARDOUS VIOLATIONS**

In most cases violators may be issued a citation only when the violation is observed by the officer.

1. Officers should concentrate their enforcement efforts in areas with a previous history of high accident occurrence.
2. Hazardous violations consist of any violation of a law or ordinance which presents an immediate danger to vehicular or pedestrian traffic. This includes unsafe behavior or an unsafe condition relating to the driver or vehicle.
3. Hazardous violations include but are not limited to DUI, speeding, running stop sign or signal, failure to yield the right of way, reckless driving and following too closely.
4. Officers should consider hazardous violations an important part of their enforcement effort.

#### **J. NON-HAZARDOUS VIOLATIONS**



Violators may be issued a citation only when the violation is observed by an officer. Non-hazardous violations consist of any violation of an enacted law or ordinance which is not a hazardous violation as defined above. These include but are not limited to revenue, licensing and equipment violation not creating an unreasonable risk to the public.

#### **K. MULTIPLE VIOLATIONS (CALEA 61.1.5f)**

A Uniform Traffic Citation may be issued for each violation that is not a lesser included offense of the more serious violation. For example, instead of issuing several citations for multiple moving violations, officers may issue a citation for reckless driving when warranted.

#### **L. PUBLIC CARRIER AND COMMERCIAL VEHICLE VIOLATIONS (CALEA 61.1.5e)**

Only officers who have been certified by ALEA and approved by the Chief of Police as Motor Carrier Safety Officer will inspect commercial vehicles to check for violations of the Federal Motor Carrier Safety Regulations. Stops by non-Motor Carrier officers based on probable cause that a violation has occurred are always permitted and encouraged. Operators of commercial motor vehicles can be issued a Uniform Traffic Citation or warning as prescribed in this directive by any sworn officer.

#### **M. POST ACCIDENT ENFORCEMENT (CALEA 61.1.5h)**

1. Alabama law allows for unwitnessed traffic arrests by officers. Enforcement of traffic laws may still be accomplished by officers explaining to accident victims the provisions for obtaining an arrest warrant for a traffic offender.
2. Officers may issue citations to the driver of a motor vehicle involved in an accident when, based on personal investigation, the officers have prima facie evidence demonstrating grounds to believe that the driver of such vehicle has committed any offense under chapters 5, 5A, 6, 7, or 7A of Title 32 of the Alabama Code.

#### **N. REVOKED OR SUSPENDED DRIVING PRIVILEGES (CALEA 61.1.5b)**

1. Motorists operating a motor vehicle after their driving privileges have been revoked or suspended will be issued a Uniform Traffic Citation. Officers will not give the violators permission or allow them to operate a motor vehicle.
2. Officers may impound the violator's vehicle in accordance to Alabama Title 32, Motor Vehicle and Traffic or City of Decatur Ordinance 22-43, unless specifically required by State law.

**O. OFF-ROAD RECREATIONAL VEHICLES AND BICYCLE ENFORCEMENT  
(CALEA 61.1.5i)**

Off-road recreational vehicles and bicycles will be expected to obey all laws and ordinances of the State of Alabama and City of Decatur. Enforcement of these violations will be in accordance with procedures set forth in this written directive. The age of the offender may influence the degree of enforcement action taken. A citation cannot be issued to a juvenile offender under the age of 16 years. Notifying the parents or legal guardian of a juvenile violator should be considered as an alternative to issuing a Uniform Traffic Citation.

**P. PEDESTRIAN ENFORCEMENT (CALEA 61.1.5i)**

In areas where pedestrian accidents occur, officers should concentrate their efforts to enforce pedestrian traffic laws. Enforcement will consist of all measures outlined in this directive for vehicular violator and as allowed by law for application to pedestrian violators. Such areas will include, but are not limited to school crossings, malls, shopping centers, etc.

**Q. NEWLY ENACTED LAWS (CALEA 61.1.5g)**

Officers should use their judgment when deciding to issue a citation to a motorist who has violated a newly enacted traffic law. Officers should use their discretion as an opportunity to educate the motorist.

**SPECIAL CONSIDERATIONS****A. NONRESIDENTS (CALEA 61.1.3a)**

Non-residents will be issued traffic citations and/or warnings in the same manner as a resident.

**B. JUVENILES (CALEA 61.1.3b)**

Juvenile traffic violators will be processed in accordance with the Decatur Police Department written directive concerning juvenile procedures.

**C. Legislators (CALEA 61.1.3c)**

Refer to policy no. 105.0B - Legislators and Elected Officials.

**D. FOREIGN DIPLOMATS/CONSULAR OFFICIALS (CALEA 61.1.3d)**

Refer to policy no. 105.0A – Foreign Diplomats & Consular Officials.

**E. MILITARY PERSONNEL**

Refer to policy no. 105.0C – Military Personnel.

**F. DRIVER RE-EXAMINATION**

Officers may request drivers to be reexamined for a driver's license by the Alabama Department of Public Safety. The reexamination form may be obtained at the Alabama State Trooper Post. The card will be completed with specific details supporting the reexamination request. Copies of all related reports will be submitted with the reexamination request. Persons with the following conditions may be recommended for reexaminations if the condition prevents them from exercising reasonable and ordinary operation of a motor vehicle:

1. Incompetence;
2. Mental disability;
3. Physical disability;
4. Disease and Any other condition impairing safe driving ability.



**Decatur Police Department**  
**Decatur, Alabama**

**General Order No. 602.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 18, 2018
Title: Traffic Stops	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 61.1.7	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Traffic stops will be conducted professionally and courteously and in a manner designated to provide for the safety of officers, violators and other motorists.

**SCOPE**

This directive is applicable to all sworn personnel.

**RESPONSIBILITY**

All sworn personnel will comply with this directive.

**PURPOSE**

To establish guidelines for stopping and approaching traffic violators.

**PROCEDURES**

No two traffic stops are exactly alike and no two violators will react in the same manner. Conditions may dictate altering the recommended procedures. The procedures are to be followed when possible and presented from the perspective that ideal conditions exist for the traffic stop.



## **A. STOPPING VEHICLES**

Upon identifying a traffic law violator, officers should attempt to stop the violator in an area or location safe for the officers, the violator and other motorists. If the violator has stopped in an unsafe manner or location, he or she should be instructed to move to the nearest safe location. The public address system (PA) may be used to direct the violator from a safe distance, so long as it is tactically necessary and is not done to embarrass or harass the violator. Instructions should be given slowly and clearly to avoid confusion. Officers should avoid driving the violator's vehicle, or any citizen's vehicle, unless to ensure the vehicle is operable in a DUI case.

## **B. HIGH RISK/FELONY STOPS (CALEA 61.1.7b)**

Officers must remain flexible to prepare a response for whatever action the suspect may take. High risk or unknown risk stops will be made in accordance with the following guidelines:

1. If possible, follow the vehicle until assistance arrives;
2. Provide the communications center with the vehicle description and suspect information;
3. Formulate a plan for the location and for backup;
4. If possible, try and make the stop in a location with tactical advantages, including minimum traffic, good visibility and limited escape routes;
5. A minimum of four officers is recommended to conduct a high risk stop;
6. The greater the perceived threat, the greater the distance to be maintained from the suspect vehicle;

## **C. ADDITIONAL PROCEDURES**

1. Generally, the first two patrol vehicles should be positioned side by side, approximately 45 feet behind the suspect's vehicle; other patrol vehicles should be positioned carefully to avoid placing any other officer in a cross-fire;
2. The officer originating the stop is in charge of the stop unless relieved by a higher ranking officer and should be the only officer giving orders to the suspects;
3. Back-up officers should direct their comments, recommendations, warnings, etc. to the officer in charge;



4. Spotlight and high beam lights should be used to illuminate the suspect vehicle and protect officers;
5. Once officers are in position, suspects should be controlled through the use of commands by the primary officer or officer in charge;
6. The driver will be ordered to shut off the vehicle ignition, turn on interior lights if needed, roll the driver's window down and place the keys on top of the vehicle;
7. The officer giving commands should order the subject(s) to slowly exit the car one at a time (all exiting from the left side doors) keeping hands up and visible at all times and making a complete turn to enable a cursory weapons check;
8. If a weapon is seen, the officer will advise the suspect not to reach for or touch the weapon as any movement towards the weapon may be considered an act of aggression;
9. Each suspect should be ordered to walk backward, one at a time, toward the patrol units and assume a prone position or kneeling position;
10. One officer will carefully approach the suspect and apply handcuffs;
11. When all visible occupants have been removed, the primary officer or officer in charge should carefully inspect the suspect's vehicle for hidden occupants;
12. The trunk must be carefully opened and inspected with cover from other officers;
13. The communications center must be constantly updated whenever it is safety feasible;

#### **D. UNKNOWN RISK STOPS PROCEDURES (CALEA 61.1.7a)**

##### **1. VEHICLE POSITION**

- a. Whenever it is safely feasible, all pertinent information will be transmitted to the communications center prior to the actual stop.
- b. Once the violator has been stopped in a safe location, the officer's vehicle should be positioned 10-15 feet to the rear of and offset approximately 3 to 5 feet to the left of the violator's vehicle (or toward approaching traffic). Wheels should be turned to the left.

##### **2. APPROACH**



Officers should approach the violator's vehicle with caution, watching for any suspicious or sudden movement in the vehicle. Officers may use the spotlight or other lighting to illuminate the interior of the violator's vehicle. If approaching the violator's vehicle, officers may:

- a. Check the trunk lid to determine if it is secure as they approach the vehicle.
- b. Carefully survey the interior of the violator's vehicle during the approach.
- c. Walk cautiously to a point even with the trailing edge of the door as they approach the vehicle.
- d. Position slightly behind the driver's door, with the weapon away from the violator. This position enables the officers to communicate with the driver and keep all occupants in view.
- e. If a second officer is present, he or she should approach the vehicle along its right side, using the same caution.
- f. Officers may utilize either a driver or passenger side approach, or may call the violator back to the patrol vehicle.

#### **E. OFFICER/VIOLATOR CONTACT**

Officers should realize that a vehicle traffic stop is an emotionally traumatic experience for many violators. Officers should try to make each contact educational and leave the violator with the impression that the officers have performed a necessary task in a professional and courteous manner. Additionally, officers must:

1. Be alert at all times for the unexpected, while avoiding being obviously apprehensive;
2. Present a professional image and demeanor;
3. Be absolutely certain that the observations of the traffic violation were accurate, without reservations;
4. Be prepared for the contact by having the appropriate equipment and forms immediately available;
5. Greet the violator in a courteous, professional such as "sir or ma'am";



6. After identifying yourself and stating the violation, ask for the violator's driver's license or other form of identification if a driver's license is not available;
7. Allow the violator to discuss the citation, within reason and not argue with the violator or berate, belittle, or otherwise verbally abuse them;
8. Complete all appropriate paperwork if a citation is issued. If the officer returns to the patrol vehicle to complete the paperwork, the officer should intermittently glance at the violator's vehicle and be alert for any suspicious activity or sudden movement;
9. Explain the violation in detail and provide all required information, as detailed in established procedures governing traffic enforcement and traffic arraignment. Obtain the violator's signature, if applicable, on any citations issued (CALEA 61.1.4);
10. Return the violator's driver's license and provide the appropriate copy of the traffic citation;
11. Assist the violator in safely returning to the flow of traffic.
12. Officers should employ de-escalation techniques during all violator contacts as appropriate.

## **F. INTOXICATED DRIVERS**

Traffic stops of intoxicated drivers should be in accordance with established procedures governing enforcement of driving under the Influence violations.

## **G. RADIO TRAFFIC**

If time allows, officers should notify the communications center when making a traffic stop and relay the following information:

1. Location of the traffic stop;
2. The vehicle's tag number and state;
3. The vehicle make and color;
4. Any other pertinent information.

## **H. EMERGENCY EQUIPMENT**



1. Officers must use emergency lights in stopping violators.
2. If this fails to gain the attention of the violator, officers should activate the siren.
3. If the violator refuses to stop or attempts to flee, officers must conduct any pursuit in accordance with established procedures governing emergency and pursuit driving.

#### **I. MOTORIST ASSISTANCE**

When officers encounter a disabled vehicle in the roadway, the emergency lights must be used to warn approaching motorists of the possible hazard.

#### **J. PARKING**

The emergency lights must be used to warn approaching motorists of road hazards.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 603.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 17, 2018
Title: DUI Enforcement	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapter 61.1.10	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The policy of the Decatur Police Department is to arrest all persons who are illegally driving under the influence of alcohol, drugs or any other intoxicant.

**SCOPE**

This directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It is the responsibility of all sworn personnel to comply with this directive.

**PURPOSE**

To establish guidelines for the detention and apprehension of persons suspected of driving under the influence of alcohol, drugs or any other substance(s) which impair the driver's ability to operate a motor vehicle.

**DEFINITION:** Impaired will mean the driver's inability to safely operate a motor vehicle as defined by law. For the purpose of this directive impaired shall be synonymous with intoxicated.



## **PROCEDURES (CALEA 61.1.10)**

### **A. DETECTION**

The observation of any erratic, dangerous or unusual driving behavior is crucial to establishing the reasonable suspicion for making a traffic stop. Officers should exercise due care and caution when following a possibly impaired driver, and be alert for any unusual or inappropriate reactions. The officer should document all relevant behaviors in the arrest report to substantiate reasonable suspicion. This will provide the officers with clear details of the incident when testifying in court.

### **B. VEHICLE TRAFFIC STOPS**

Vehicle traffic stops will be made in accordance with the Decatur Police Department's written directives concerning vehicle traffic stops.

### **C. DRIVER OBSERVATIONS**

Upon making contact with the suspected intoxicated driver, the officer should observe the appearance, odors, mannerisms and characteristics of the driver. These factors should be evaluated and if consistent with that of an impaired person, further investigation may be warranted. The officer should ask the suspected intoxicated driver to exit the vehicle and to perform a series of field sobriety tests.

### **D. FIELD SOBRIETY TESTS**

Officers will attempt to administer a series of field sobriety tests to the suspected intoxicated driver, to determine if the driver's motor skills and coordination are impaired. Field sobriety tests give an indication of the possible level of intoxication.

1. Field sobriety tests should be conducted in an area of relative safety for both officer and the driver.
2. Field sobriety tests should be performed on a relatively level and smooth surface and preferably away from traffic.
3. Distractions should not prevent the administration of field sobriety tests, but should be taken into account when evaluating results.
4. The determination of which sobriety tests to administer will be made by each officer and may vary with each officer's ability to administer and/or interpret each test.
5. The ability of the driver and/or the terrain may affect which field sobriety tests the officer chooses to use. Field sobriety tests should include the following standardized field



sobriety tests:

- a. Horizontal Gaze Nystagmus;
  - b. Walk and Turn; and
  - c. One Leg Stand.
6. Additionally, officers may conduct one or more of the following supplemental tests:
- a. Rhomberg alphabet;
  - b. Finger to nose;
  - c. Finger Count; and
  - d. Backwards number count.

**Note:** Officers should document the results of all field sobriety tests for the purpose of probable cause and to be used as testimonial evidence in the event of trial.

## **E. ARRESTS**

1. In the event of an arrest, the officer should handcuff the suspect in accordance with existing arrest procedures.
2. In establishing probable cause, the officer shall ensure the vehicle is operable.

## **F. IMPLIED CONSENT**

1. Any person who operates a motor vehicle upon a public highway of this state shall be deemed to have given consent, subject to the provisions prescribed in the Alabama Code.
2. Officers having reasonable grounds to believe the person was driving a motor vehicle upon the public highways of this state while under the influence of intoxicating liquor, may administer a chemical test or tests of the person's breath, blood or urine for the purpose of determining the alcoholic content of such person's blood.
3. The person must be lawfully arrested for any offense arising out of acts committed while the person was driving a motor vehicle on the public highway of the State of Alabama while under the influence of intoxicating liquor.



## **G. CHEMICAL TESTING**

1. Offenders will be directed to submit to a chemical breath test to determine the alcoholic content of their blood. The testing will be conducted according to current procedures.
2. If a DUI arrestee requests a separate blood test, he or she will be allowed to have such test, but only at his or her expense and after completion of the department's breath test.
3. If a blood or urine test is requested, the arrestee will be transported to the nearest medical facility.

## **H. DUI KITS**

Officers needing to utilize a DUI kit will use the kit provided by the Alabama Department of Forensic Sciences.

## **I. DUI ON PRIVATE PROPERTY**

Officers may arrest an impaired driver on private property if probable cause exists. Officers should be aware that the implied consent law applies only to the public roadways of the State of Alabama; however, officers should offer the option of the chemical test of the arrested person's breath.

## **J. DUI ACCIDENT INVESTIGATION**

Upon an officer's arrival at an accident scene, the officer may arrest an impaired driver, pursuant to Alabama Code section 32-5-171.

## **K. VEHICLE SECURITY UPON TRAFFIC ARREST**

The violator's vehicle will be handled in accordance with written directive no. 606.0 – Vehicle Impoundment and Inventory.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 604.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 16, 2018
Title: Escort Services	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 61.3.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to provide reasonable aid to individuals or companies in the escort of property or personnel through the city, provided the escort does not create an unacceptable risk to the public.

**SCOPE**

This directive is applicable to all sworn personnel.

**RESPONSIBILITY**

All responsible personnel will comply with this directive.

**PURPOSE**

To establish guidance for providing law enforcement escort services under both scheduled and emergency situations.

**APPROVAL****A. SCHEDULED ESCORTS**

All routine requests for escorts will be reviewed and approved by the Chief of Police or a designee. Each request will include time, date, location and any other pertinent details. If private escort personnel are utilized, they will be reviewed to ensure the escort meets the guidelines of current city ordinances and state laws.



## **B. EMERGENCY ESCORTS**

Officers will not initiate emergency escorts without obtaining authorization from a supervisor.

### **PROCEDURE**

#### **A. SCHEDULED ESCORT SERVICES**

1. Requests for scheduled escort services may include but are not limited to:
  - a. Motorcades and other transport of public officials or public dignitaries;
  - b. Emergency vehicles, funerals or unusual cargo;
  - c. Oversized vehicles, highway construction maintenance vehicles and vehicles with hazardous cargo only with an Alabama Department of Transportation permit that is reviewed prior to the escort.
2. The requestor will be directed to contact the communications center;
3. The communications center will generate a delayed call and provide the requestor with a case number;
4. Traffic direction and control will be established, as appropriate, at locations along the scheduled route, sufficient to ensure safe passage through intersections.

#### **B. EMERGENCY UNSCHEDULED ESCORT SERVICES**

##### **1. OTHER EMERGENCY VEHICLES**

Emergency vehicles from other agencies may be escorted under limited circumstances and only after supervisor approval. Exceptions may include:

- a. The escort of an emergency vehicle from the city limits to a hospital if the driver is not familiar with the location;
- b. The emergency equipment on an emergency vehicle is malfunctioning.

##### **2. PRIVATE VEHICLES**



Emergency escorts of private vehicles is to be avoided when possible. Officers should escort civilian vehicles to a medical facility only as a last resort and only if it appears the patient's life is in immediate danger.

- a. The preferred alternative is the transfer of the patient to an ambulance
- b. Regardless of the threat to the patient, the escort of a private vehicle will not exceed a speed reasonable for the conditions present. Officers conducting the escort will activate the patrol's vehicle emergency equipment. However, officers will not proceed through traffic control devices without stopping and ensuring that both vehicles can safely proceed through the intersection.
- c. Officers will terminate an emergency escort and resume normal vehicular operation when in their opinion continuation of the escort would constitute an unacceptable risk to the public. If possible, the person being escorted will be advised of this requirement before the escort is started.

### **C. FUNERAL PROCESSIONS**

1. It will be the responsibility of the funeral home director to contact the Police Department for a funeral escort service. Funeral home directors should contact the Police Department at least twenty-four hours in advance of the time the escort service is needed. Earlier requests will receive priority. Any request received with less than twenty-four hours advanced notice will be provided service as available.
2. A minimum of two police vehicles shall be scheduled for each escort. The maximum number of escort units should not exceed three. However, the traffic supervisor may assign additional units to block traffic at the intersections, as determined by the Chief of Police or a designee.
3. In the event of unexpected or increased demands for police services, or inclement weather conditions, the Police Department may cancel an escort subject to the following considerations:
  - a. Only a supervisor may cancel an escort in accordance with the guidelines established in this general order; the supervisor will be accountable for the decision to cancel an escort.
  - b. In the event of a cancellation, the supervisor or a supervisor's designee will advise the funeral director in charge of the funeral that the Decatur Police Department cannot condone unescorted processions, as they are inherently dangerous.



4. Procession routes will be determined and directed by the Police Department. Special requested routes will be provided if possible, but the determination by the Police Department will prevail.
5. Escorts will be provided outside the city limits only with the approval of the Chief of Police or a designee. Reasonable efforts will be made to provide an escort for the reasonable distance beyond the city limits when possible. If not possible, it will be the responsibility of the funeral director to contact other agencies for assistance.

#### **D. OPERATIONAL GUIDELINES**

1. Officers scheduled to participate in an escort should arrive no more than ten minutes prior to departure time, and should remain up to fifteen minutes past the scheduled departure time. Officers are authorized to remain for an extended period as approved by a supervisor. Officers shall not leave without prior notification to the funeral director.
2. It is suggested that the procession drives with their headlights on and on bright beam. The funeral flag must be displayed, if available, on the front of the hood of leading vehicles in the procession.
3. Police vehicles shall use emergency equipment while escorting a funeral procession.
4. One police vehicle should be assigned to lead the procession. One shall be assigned to bring up the rear, and as many as deemed necessary by the supervisor shall be assigned to control intersections.
5. No intersection shall be left unattended unless absolutely unavoidable.
6. Escorted vehicles shall normally be channeled into the right hand lane while the procession is moving.
7. Processions shall proceed within the posted speed limits.
8. Oncoming traffic is not required to stop unless it interferes with the procession.
9. Upon entering the cemetery or burial site, the lead escorts, when possible, shall dismount or exit their vehicles and stand at parade rest with their headgear on, and remain until the last vehicle in the procession clears the entrances.

#### **E. UNESCORTED PROCESSIONS**



1. Unescorted processions are to be discouraged at the onset; however, a procession in progress shall not be stopped unless an officer perceives that the conduct of the procession creates a grave risk to the participants or the motoring public at large.
2. If it becomes necessary to stop a procession, officers shall exercise the greatest degree of human compassion and good judgment considering the circumstances.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 605.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: May 21, 2019
Title: Traffic Control and Direction	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapters 46.2.7, 61.3.2, 61.4.2	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICE**

The Department will provide traffic direction, control and scene protection services when necessary to ensure safety.

**PURPOSE**

To establish guidelines for providing traffic direction and control during routine and emergency situations.

**SCOPE**

This directive is applicable to all personnel.

**RESPONSIBILITY**

It is the responsibility of all affected personnel to comply with this directive.

**DEFINITIONS**

**ACCIDENTAL HAZARDS:** Items that have fallen onto the roadway such as cargo, tree limbs, power lines, etc.

**ACTS OF NATURE:** Flooding, fog, snow, ice, tornadoes, etc.



**DAMAGE HAZARD:** Any item damaged by an accidental or deliberate act that might cause additional risk of injury should a vehicle strike it upon leaving the roadway, such as exposed to guardrail ends.

**SPECIAL EVENT:** Any activity that results in the need for control of traffic, crowds or crime such as parades, athletic contests or demonstrations.

**TEMPORARY TRAFFIC CONTROL DEVICES:** Devices intended for temporary deployment to assist in the safe and efficient direction of movement for both pedestrian and vehicular traffic. These consist of moveable barriers, cones, portable signs, etc.

**TRAFFIC CONTROL:** The control of vehicular and pedestrian movement at a location.

## **PROCEDURES**

### **A. SAFETY EQUIPMENT**

#### **1. REFLECTIVE VESTS (CALEA 61.3.2e)**

Officers will wear reflective clothing (vests or other suitable attire) at all times while directing traffic or in the road controlling traffic.

- a. In cases of inclement weather, the vest is to be worn over any other clothing.
- b. Vests will be available to all personnel normally required to direct traffic. Should the vest become damaged, lost, or require replacement, officers will notify their supervisor as soon as possible.

#### **2. FLASHLIGHTS**

Officers must use flashlights when directing traffic after sunset or at any time visibility is reduced to the point that drivers are likely to have difficulty observing officers or the officers' hand signals.

#### **3. WHISTLES**

Officers will use whistles as needed to gain drivers attention and assist in indicating direction of traffic.

**B. TRAFFIC CRASHES (CALEA 61.3.2a)**

1. Officers will perform traffic control at crash scene when the crash interferes with the normal flow of traffic.
2. Officers will make every reasonable effort to reroute the flow of traffic around the crash scene, until the vehicles can be removed and the road reopened.
3. Officers may use both temporary devices and manual uniform hand signals.

**C. TEMPORARY TRAFFIC CONTROL DEVICES (CALEA 61.3.2d)**

1. Temporary traffic control devices may be deployed in support of traffic direction and control activities. Circumstances which may justify their use include special events, adverse road and weather conditions, rerouting traffic, etc.
2. Portable or part time stop signs should not be used as temporary traffic control devices, except in an emergency situation and only after being approved by a supervisor.
3. Temporary traffic control devices may be obtained from the Sign Shop on an as needed basis. Supervisors will advise the communications center to notify these departments as appropriate.
4. As soon as practical after determining the temporary traffic control device is no longer needed, the supervisor authorizing the use of the device, or the supervisor responsible for the scene will ensure its removal or deactivation.

**D. FIRE SCENES**

1. If possible, the first officer on the scene will render any first aid needed to any injured persons, consistent with the officer's training.
2. Officers should not enter a burning structure unless they know the structure is occupied and the occupants are in imminent danger. However, officers should consider their own safety before entering a burning structure.
3. As soon as possible, the officer will establish a safe perimeter to keep unauthorized personnel out of the immediate area and protect fire and rescue equipment. The officer will then assist in crowd control and maintain a safe perimeter as needed.
4. The initial reporting officer will notify a field supervisor of the situation as soon as possible.



5. As soon as possible, the officer will contact the Fire Department official in charge to determine the seriousness of the fire and to determine if additional Police Department personnel are needed, such as investigators or supervisors.
6. Perimeter officers will restrict access to only those persons whose services are immediately needed in the fire scene area.
7. Officers on the scene will assist the Fire Department as needed in ensuring the removal of unauthorized vehicles, objects or persons which are hampering emergency operations.

#### **E. ADVERSE ROAD AND WEATHER CONDITIONS (CALEA 61.3.2b, 61.4.2)**

Roadway and roadside hazards are contributing factors in many traffic collisions/crashes. These conditions may include debris in the roadway, defects in the roadway itself, lack of or defects in highway safety features, lack of or defective roadway lighting systems, or other roadside hazards, including vehicles parked or abandoned on or near the roadway.

1. In the event of severe, adverse, or hazardous road and weather conditions, the responding officer will notify the shift lieutenant and dispatch.
2. The Shift Lieutenant will notify the Division Commander who will in turn notify the Chief of Police.
3. The shift Lieutenant or a designee will be responsible for effecting traffic safety in the area or areas involved in the hazard.
4. Upon discovering an adverse road or weather condition, the shift Lieutenant or a designee shall ensure that appropriate agencies (Fire, Emergency, Medical, Emergency Operations Center, Transportation, Public Works, etc.) are notified of the situation.
5. The shift Lieutenant or designee will work directly with the agencies to correct the problem.
6. The shift Lieutenant or a designee shall close roads and streets if the existing condition poses a hazard to the safety of persons traveling on the roads or streets.
7. If the closings are to be for an extended period of time, the shift Lieutenant or a designee may request that the news media make announcements of the closings to advise the public.



8. If roads are closed, the communications center will be officially notified to allow them to notify all appropriate agencies and have accurate information for the public.

#### **F. SPECIAL EVENTS (CALEA 46.2.7)**

1. A Division Commander will be responsible for assigning adequate personnel to place and execute police services required by the event.
2. The time, location, route, anticipated attendance and other pertinent details will be determined during the planning phase and documented using the approved Parade Permit.
3. If the event is a parade or running event, the route will be established and coordinated with other public services and transportation agencies likely to be affected. Such agencies may include ambulances, Fire Departments and Public Works. The purpose of this contact is to provide each with an opportunity to adjust their schedules and routes as needed.
4. Perimeter streets surrounding the special event will be used to a maximum advantage by eliminating or increasing parking spaces, making temporary one-way streets and assigning officer(s) or other qualified non-sworn personnel to key intersections for traffic control.
5. The Department will provide for adequate crowd control. If the event is a parade or running event, ropes or other appropriate barriers may be used along the route with officers (or other assigned personnel) stationed at intervals as needed.
6. The Department will ensure adequate publicity of any changes in street utilization, parking availability and public transportation services in the area of the events and along the route.
7. Provisions will be made to identify those persons working with or participating in the event to assist them in crossing police lines. This may include promoters of the event, participants, vendors and media personnel.
8. Provisions will be made for scheduling appropriate breaks for assigned personnel, consistent with the planned or anticipated duration of traffic direction and control services.
9. If traffic direction and control services are to be provided by private sources, the Department will review those services and their duty assignments prior to the event and ensure their adequacy and legality.
10. The communications center will be notified of the event and provided with all information necessary to the communications function, Communications will notify outside agencies and citizens as needed to facilitate police operations during the event.

**G. MANUAL OPERATION OF TRAFFIC CONTROL DEVICES (CALEA 61.3.2c)**

1. Uniform officers as well as all supervisors have access to control boxes at select locations within the City of Decatur.
2. If it is determined that a traffic signal is malfunctioning in the automatic mode and traffic conditions do not warrant traffic control, the traffic lights may be switched to a flashing mode or be reset.
3. The communication center and the shift Lieutenant shall be notified of the malfunction.
4. Manual operation of traffic control devices may also be warranted to prevent or resolve traffic flow problems associated with special events.
5. Manual operation requires the approval of the supervisor responsible for coordinating traffic control for the event.

**Decatur Police Department**  
**Decatur, Alabama****General Order No. 606.0**

Subject: Written Directive System	Effective Date: February 25, 2008	Revised Date: February 18, 2020
Title: Vehicle Impoundment and Inventory	Pages: 7	Distribution: All Members
Cross Reference: CALEA Reference Chapter 61.4.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**Policy**

To provide officers with guidelines for towing and impounding vehicles, along with determining when and how a motor vehicle inventory should be conducted.

**Definitions**

**Impoundment:** The seizing and temporary custody of a motor vehicle for a legitimate police purpose, such as for evidentiary purposes.

**Public Assistance Towing:** Towing of disabled and other motor vehicles for public assistance or for purposes of public safety. Public Assistance Towing normally does not involve Decatur Police custody or authorization for its release.

**Motor Vehicle Inventory:** An administrative measure designed to protect motor vehicles and their contents while in police custody; to protect against claims of lost, stolen or damaged property and to protect Decatur Police employees and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle.

**PROCEDURES**

These procedures apply to vehicles impounded on public right of ways or as result of an investigation.

**Exception:** abandoned vehicles in private property, reference section B.6 of this policy.

**A. Impoundment in General**



Vehicles may be towed under certain conditions, including driver's license violations, accidents, illegally stopping/standing/parked/abandoned, stolen vehicles or vehicles in the department's custody as allowed by City Ordinance or State Law.

1. Impoundment of vehicles shall use the current wrecker rotation list for violations in accordance to section 22 – 43. Any other impoundment, the vehicle owner or operator may request another licensed wrecker company or release the vehicle to another person present.
2. Vehicles impounded by or otherwise taken into the custody of the Decatur Police Department shall be inventoried in a manner consistent with section K.
3. Motor vehicles shall only be impounded for investigative purposes and according to laws or city ordinance.
4. When a vehicle impoundment is necessary, and operator does not have means of transportation, it is the officer's responsibility to transport.
5. Officers shall check each vehicle through NCIC for stolen.
6. Vehicle operators may be permitted to remove unsecured valuables of a non-evidentiary nature from the vehicle prior to its removal for impoundment.
7. Vehicles shall be released to owners or their designee upon payment of fees in accordance with Decatur city ordinance.
8. Upon impoundment of a motor vehicle, officers shall complete a vehicle impoundment form and disseminate the copies accordingly, prior to the end of the officer's shift.
9. An incident/Offense Report, Arrest Report or impoundment form shall be completed for impoundment of vehicles.

#### **B. Abandoned Vehicles (CALEA 61.4.3a)**

Abandoned vehicles located in the traffic lane of any street or highway; or inoperable vehicles that have been left on or that otherwise cannot be moved from the roadway and that are in a position where they may impede traffic or create a hazard may be towed. The following guidelines will apply:

1. An attempt should be made to identify and notify the owner.



2. If contact is made with the owner, the owner should be given a reasonable amount of time based on officer's discretion to move the vehicle. The amount of time deemed reasonable and safe will depend upon the circumstances and degree of hazard.
3. If no contact is made, the officer may request a rotation wrecker.
4. If a vehicle is towed because it is blocking traffic or is otherwise in violation of a local or state law, the proper citation will be issued and a report must be completed by the impounding officer.
5. If a vehicle is reported abandoned on a city street and is a traffic hazard or it is a stolen vehicle, the following procedure must be followed:
  - a. An attempt to determine the owner of the vehicle should be made and if located, an oral explanation of the city ordinance and department policy concerning abandoned vehicles should be given.
  - b. A warning sticker shall be placed on the window or windshield of the vehicle that is abandoned, the notification will include the officer's name, date and time the vehicle will be towed. The owner shall be given three days to move the vehicle.
  - c. If a warning sticker is applied to an abandoned vehicle, a notation should be made in the MDT notes and on the radio.
  - d. If at the conclusion of the full three day period the vehicle has not been moved, a rotation wrecker will be called to remove the vehicle. A report will be filed and a vehicle impoundment form will be completed.
6. If a vehicle is reported abandoned on private property and the vehicle is not stolen nor posing a threat to the public safety, it will be the responsibility of the owner of the property to have the vehicle towed (CALEA 61.4.3b).

### **C. Motor Vehicles Crashes**

1. Vehicles may be impounded if the vehicle is needed for purposes of investigation following a vehicle crash. Such cases may, but not necessarily, involve custody of the operator.
2. Following motor vehicle crashes, an officer may request impoundment when the operator is unwilling or unable to take charge of the vehicle, and:
  - a. The vehicle cannot be legally parked and sufficiently secured at the scene, or



- b. There is property in or attached to the vehicle that cannot be sufficiently secured at the scene or placed in the custody of a responsible third party.
3. Officers shall make no recommendations to the drivers regarding a wrecker service.
4. The communications center will note the time that a wrecker is dispatched and the name of the wrecker service. This information should also be transmitted to the investigating officer also.
5. If an officer has requested a wrecker and has been notified that the wrecker has been dispatched, they should wait for a period of twenty minutes. If at the end of the twenty minutes the wrecker has not arrived on the scene, the investigating officer may cancel the initial wrecker and request a secondary wrecker unless the wrecker has not arrived on scene and the driver has requested a ten minute extension. Under no circumstances should a primary wrecker be allowed to tow once a secondary wrecker has been dispatched.
6. If a wrecker other than the one dispatched arrives at the scene, it will not be allowed to tow the vehicle unless it had been contacted directly by the owner of the vehicle and prior to the impoundment.

#### **D. Arrest Situations**

If the driver or sole occupant of a vehicle is arrested whether the vehicle the following procedures must be followed. (CALEA 61.4.3b):

1. A vehicle shall be towed if a subject is arrested for purposes of incarceration and if the vehicle was used as a major instrument in a serious crime and the vehicle contains evidence of the crime for which the person was arrested that cannot be processed at the scene and must be secured to ensure its evidentiary integrity.
2. The vehicle cannot be left at the scene without substantial risk of theft from or damage to the vehicle or personal property contained therein.
3. If the vehicle poses a traffic hazard and cannot be easily moved, the vehicle will be towed by a rotation wrecker.
4. If the vehicle does not have to be towed, the officer may, at the owner's request, release the vehicle to a sober licensed driver who is either present or immediately available.
5. If the vehicle poses no traffic hazard, it may be left at the scene, provided the officer has explained that the department will not be responsible for the vehicle and its contents.



6. Officers should avoid driving the violator's vehicle, or any citizen's vehicle, unless to ensure the vehicle is operable in a DUI case.
7. If the driver does not desire the vehicle to be left at the scene, the officer will request a rotation wrecker to tow the vehicle.

#### **E. Impoundment for Driver's License Violations**

Unless required by law, officers may impound vehicles for certain traffic law violations in accordance to Alabama Title 32, Motor and Traffic, and Decatur City Ordinance.

#### **F. Impoundment for Forfeiture**

Investigators may impound a motor vehicle with the intent of initiating forfeiture proceedings when the vehicle is used in the commission of a crime as specified by state law.

#### **G. Impounding For Evidence or Investigations**

1. If a vehicle need to be impounded for evidence, CID will be contacted:
2. Vehicles will be processed at the scene whenever possible.
3. Impoundment of stolen vehicles or suspected stolen vehicles is appropriate when the following circumstances exist:
  - a. The owner cannot be contacted;
  - b. The owner is contacted and cannot or will not respond in a reasonable amount of time, or
  - c. Immediate removal is necessary for safety reasons or purposes of safekeeping.
4. If a vehicle cannot be processed at the scene due to inclement weather or due to the inability to obtain a warrant or while applying for a warrant, a Criminal Investigation Division (CID) Detective will be contacted.
5. Vehicles may only be towed for investigative purposes at the direction of a CID Detective.
6. If the vehicle is towed for processing, an investigative "hold" may be placed for such a period of time necessary to complete evidence collection.



7. The processing of the vehicle will be completed no later than the next business day so that it can be released to the owner.
8. Once processing is complete, the hold will be released and the vehicle must be released to its rightful owner. The Decatur Police Department will be responsible for paying the towing fee only with approval from the Chief of Police.
9. A Release of Investigative Hold form PD 331.0 must be completed at the time the vehicle is released.

#### **H. Other Basis for Impoundment**

Officers may impound a vehicle in other circumstances as follows:

1. When a vehicle identification number (VIN) has been purposely removed, replaced or altered for criminal intent.
2. When a vehicle, because of faulty equipment, is determined to be a hazard if operated, or
3. When otherwise permitted by state or local law.
4. Vehicles parked illegally that pose a traffic hazard.

#### **I. Special Considerations**

1. Lost, stolen and recovered, or abandoned vehicles that require towing should under normal circumstances be towed by a rotation wrecker to an impound lot operated by the wrecker operator.
2. No vehicle will be towed at the Department's expense without prior approval of a supervisor.

#### **J. Legal Authority to Inventory**

Officers may conduct a motor vehicle inventory without a warrant or probable cause when:

1. The vehicle has been lawfully seized or impounded;
2. When officers conduct the inventory within the scope of this policy as an administrative procedure;
3. Property found in the vehicle must be listed on the vehicle impoundment form # PD 330.0

**K. Scope of Inventory**

1. The contents of all motor vehicles that are lawfully seized and/or impounded shall be subject to inventory in accordance with this policy, except when the vehicle has been locked or cannot be entered.
2. An inventory should be conducted in the location at which the vehicle is seized unless limited by reasons of safety or practicality. If so, it may be inventoried at a later time following impoundment.
3. A motor vehicle inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartment, trunk or glove compartment.
4. All containers found within the vehicle may be opened for purposes of the inventory as follows:
  - a. Closed and locked containers shall not be forced open but shall be listed in the vehicle impoundment form PD 330.0 as such.
  - b. If a key or lock combination is available, locked containers may be opened and inventoried.
  - c. Consent from the owner or a valid search warrant is required for all other locked containers.
5. Any contraband and/or firearms located during an inventory shall be processed as evidence or held for safe keeping according to the evidence policy.

**L. Documentation of Inventory (CALEA 61.4.3c)**

1. An impoundment book will be maintained at the front desk for all removed, stored, or towed vehicles and each officer who impounds a vehicle for any reason is responsible for ensuring that the form is added to that book. This will provide a quick reference regarding the disposition of vehicles.

**Exception:** Vehicles towed at the scene of motor vehicle crashes when the owner is present or aware that the vehicle has been towed and when an arrested persons' vehicle is towed and the details are included in an arrest report.

2. A vehicle impoundment form shall list all items of value inside the vehicle.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 607.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: July 13, 2018
Title: Traffic Assistance	Pages: 4	Distribution: All Members
Cross Reference: CALEA Reference Chapters 61.4.1, 61.4.2	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

In keeping with the Department's established goals and objectives to maintain public safety and provide assistance, officers will render such assistance as is necessary to maintain safety and order on the highways.

**SCOPE**

This directive is applicable to all sworn personnel.

**RESPONSIBILITY**

It is the responsibility of all officers, regardless of rank or assignment to comply with this directive.

**PURPOSE**

To establish written procedures and guidelines for assisting the general public, businesses and other government agencies during both routine and emergency situations.

**PROCEDURES (CALEA 61.4.1)**

**A. GENERAL ASSISTANCE**

1. When officers are dispatched to or discover a disabled vehicle that presents a traffic hazard they should:
2. Take every reasonable precaution to ensure the situation does not worsen. Officer's vehicle should be placed so as to block traffic from striking a disabled vehicle and provide for a safe zone to remove the vehicle from the roadway if necessary.



3. If available, use the directional lighting to divert traffic into other lanes and provide as much advance notice as possible.
4. Attempt to contact the driver or owner of the vehicle if unoccupied.
5. When vehicle can be removed from the road under their own power, this should be done. Officers should not attempt to push or pull the vehicle with a patrol car, unless human life is in danger.
6. If the owner of the vehicle can be contacted, officers should notify the communications center of the owner's wishes as to type of the assistance needed. If a responsible person can't be contacted, towing procedures should be initiated.
7. If road or wrecker service is requested, officers will follow current procedures governing road or wrecker services.
8. Personnel will not recommend any service provider to any person.

## **B. JUMPER CABLES**

1. The use of jumper cables to jump start any vehicle is forbidden.
2. Each patrol shift will have access to a jump box.
3. If an officer or a civilian vehicle needs to have the battery jumped, an officer will respond to the scene to jump the battery using the jump box.
4. If the jump box is not available, the assistance from a wrecker service may be requested; however, this will be done at the expense of the owner of such vehicle.

## **C. UNLOCKING VEHICLES**

1. Officers will not attempt to open vehicles, unless such action is necessary to avoid harm or serious injury to an occupant including but not limited to:
  - a. A child is inside a vehicle in imminent danger;
  - b. An incapacitated person is inside a vehicle in need of immediate medical attention;
2. If extreme circumstances do not exist, the requestor will be advised that the Decatur Police Department does not unlock vehicles, but a locksmith or a wrecker service may be dispatched at the requestor's expense.
3. An incident/offense or arrest report will be submitted when a vehicle is opened by



breaking a window, or when the vehicle is damaged while being unlocked.

#### **D. STRANDED MOTORISTS**

1. Officers will not leave motorists stranded; standing by the roadside after the vehicle is removed.
2. Officers will make every reasonable effort to assist the motorist in obtaining further transportation.
3. Officers may transport citizens to the nearest point where further assistance may be obtained. All passengers transported by the officer shall be properly restrained

#### **E. REQUESTED ASSISTANCE**

Calls for anticipated traffic control and assistance needs, such as at construction sites, will be routed through the Traffic Unit. If the need is immediate, requests will be directed to the communications center for on-duty personnel.

#### **F. EMERGENCY ASSISTANCE**

Officers will attempt to provide all practical assistance to calls of emergency situations on the roadways.

#### **G. VEHICLE FIRES**

Unless dispatched, officers will immediately notify communications. The dispatcher will notify the Fire Department and relay any pertinent information.

1. Pending arrival of the Fire Department, officers may use a fire extinguisher to minimize damage. However, the officer's first responsibility is to protect human life.
2. Upon the Fire Department's arrival, the officer will assist by providing traffic and crowd control until the hazard has been resolved and the roadway has been cleared.

#### **H. MEDICAL EMERGENCIES**

Upon discovering a medical emergency, officers will advise communications of the nature of the emergency and request medical personnel if needed. The dispatcher will notify the emergency medical service and relay any pertinent information.

1. **FIRST AID:** Officers should render as much assistance as practical, keeping in mind their limitations based on training and experience.
2. **EMERGENCY ESCORTS:** All emergency escorts will be handled in accordance with



current procedures governing escort services.

**I. HAZARDOUS STREET CONDITIONS (CALEA 61.4.2)**

Hazardous street conditions will be handled in accordance with current procedures governing identification, reporting and correction of hazardous road conditions.

**J. HAZARDOUS MATERIALS RESPONSE**

Hazardous materials responses will be handled in accordance with current procedures governing hazardous materials incidents.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 700.1**

Subject: Written Directive System	Effective Date: March 26, 2009	Revised Date: March 15, 2019
Title: Prisoners (Transportation)	Pages: 8	Distribution: All Members
Cross Reference: CALEA Reference Chapter 70	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to take necessary precautions while transporting prisoners to protect the lives and safety of officers, the public. The person in custody and the following procedures shall apply.

**PROCEDURES****A. Vehicle Inspections (CALEA 70.1.2)**

All personnel will examine and search their assigned vehicles at the beginning and end of each shift and before and after a prisoner is placed in the vehicle.

**B. Use of Restraints (CALEA 70.2.1)**

1. With the following exceptions, prisoners shall be handcuffed behind their backs when taken into custody and remain handcuffed until booked into the Jail.
  - a. If a prisoner has an injury or medical condition that would prevent handcuffing behind their back, they may be secured in another manner with supervisor approval.
  - b. If the prisoner is being interviewed, the handcuffs may be removed while in a designated interview/interrogation room.
  - c. If the prisoner is a juvenile, the handcuffs may be temporarily removed to allow for fingerprinting.



- d. If the prisoner needs to go to the restroom, handcuffs may be removed while in the restroom, however a second officer should be present.
2. Only the following restraint devices are authorized for use by members of the Decatur Police Department (CALEA 70.2.1).
  - a. Handcuffs – Peerless, Smith and Wesson, and ASP brands;
  - b. Waist belts;
  - c. Shackles – Peerless, Smith and Wesson, and ASP brands ;
  - d. Hobbles – department issued RIPP Restraint brand.
3. Officers shall not leave or hold a prisoner face down after being handcuffed.
4. Officers shall seek immediate medical attention for any prisoner who exhibit signs of acute distress.
5. No prisoner shall be handcuffed to any fixed object such as a post, vehicle, or building, except in extreme exigent circumstances or in a detention facility that contains prisoner waiting areas specifically designed for this purpose (CALEA 71.3.2).
6. Arrestees shall be thoroughly searched after they are handcuffed and before they are transported (CALEA 70.1.1).

### **C. Application of Restraint Devices (CALEA 70.2.1)**

1. Arrestees will be restrained during transports by authorized devices and methods.
2. The mechanics to be applied in the use of handcuffs are:
  - a. Secure the handcuffs on the wrist of the prisoner between the wrist bone and the hand.
  - b. Secure the prisoner's hands behind their back.
  - c. Officers should always double lock handcuffs and check for tightness by placing the index finger between the wrist and the handcuff.
  - d. If the handcuffs are too tight, loosen and reset the handcuffs appropriately.



- e. If at all possible leave keyholes up and double locked for handcuffs for safety and to reduce the possibility of injury to the prisoner.
3. The approved hobble restraint may be used in the following manner:
  - a. Secure the feet with the hobble restraint and attach the clip on the chain of the handcuffs. Leave the prisoner in a seated upright position.
  - b. Apply the hobble restraint just above the knees to limit mobility, holding the loose end in the officer's hand.
  - c. Apply the hobble restraint just above the elbows to limit mobility of the arms while removing handcuffs.
  - d. Secure the prisoner's feet and draw hobble restraint out of the vehicle door. Secure the clip to the front seatbelt to restrain the prisoner's feet inside the vehicle.
  - e. Use of the department issued hobble restraint will be in accordance with procedures taught by the Decatur Police Department Training Division.
  - f. The approved hobble restraints may be used when an officer believes the prisoner has a potential for violent behavior.

#### **D. Prisoner Search**

1. The transporting officer shall search the prisoner regardless of searches that have been conducted by arresting officers prior to being transported (CALEA 70.1.1).
2. Prisoners shall be searched each time they come into the transporting officer's custody.
3. If an officer of the same sex as the prisoner is not available, a limited pat down outside of the clothing may be carefully conducted with the blade or back of the hand. This pat down is conducted to locate weapons and/or contraband and should, if possible, be conducted in the presence of a second officer and recorded on the officer's in-car video system and/or body cam.

#### **E. Transport of Prisoners**

1. Except as necessary for medical treatment, prisoners shall not be allowed to communicate with non-law enforcement personnel during transport.



2. Prior to initiating the transport, the officer shall provide the communications center with the following information:
  - a. Location of arrest and destination of transport;
  - b. Mileage readings before and after transport of all prisoners.
3. Prisoners shall be transported in a manner that allows for constant visual observation. Seating of officers and prisoners should conform with the following:
  - a. When the vehicle has a security screen but only one transporting officer, the prisoner shall be placed in the back seat on the right-hand side of the vehicle.
  - b. Vehicles which are not equipped with security screens shall not be used to transport prisoners except under certain circumstances and when no other vehicle is available.
  - c. When a prisoner is being transported in a vehicle not equipped with a security screen and there is only one transporting officer, the prisoner shall be placed in the right front seat.
  - d. When two officers are transporting a prisoner in a vehicle without a security screen, the prisoner shall be placed in the right rear seat. The second officer shall sit in the left rear seat behind the driver.
  - e. A vehicle which is not equipped with a security screen shall not be used to transport more than one prisoner.
  - f. All prisoners should be secured in the vehicle by proper use of a seat belt.
4. The physical well-being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.
5. Officers shall not transport prisoners who are restrained in a prone position.
6. Any wheelchairs, or crutches should be transported with, but not in the possession of, the prisoner. Officers shall make every effort to ensure that any necessary medication is transported with the prisoner.
7. All removable prosthetic devices shall be searched prior to transporting the prisoner.



8. Prisoners shall not be left unattended after being taken into custody.
9. Prisoners under the age of 18 years shall not be transported with adult prisoners except as follows:
  - a. Adult and juvenile prisoners may be transported together if they have been arrested as participants in the same offense.
  - b. Married prisoners may be transported together.
  - c. Immediate family members may be transported together.
10. Prisoners previously involved in an altercation, whether physical or verbal, shall not be transported in the same vehicle except when exigent circumstances exist. If exigent circumstances exist the transporting officer shall ensure that the prisoners are observed at all times.
11. Officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another:
  - a. Officers shall recognize that they are responsible for the safety of the prisoner in their custody and shall balance the need for immediate action to assist a possible victim with the danger to the prisoner resulting from the action.
  - b. In non-life-threatening yet serious situations, officers should call for assistance and may remain on-scene until such assistance has arrived.
12. If the prisoner is released into the custody of another law enforcement agency the transporting officer shall advise the officer assuming custody of the prisoner of any known medical problems or unusual security risk.

## **F. Processing Prisoners**

If a prisoner is transported to the detention facility:

1. Officers shall secure their firearms into a designated lockbox if available before removing the prisoner from the vehicle (CALEA 70.1.6a).
2. If a lockbox is not available, officers shall secure their firearms within the trunk of their patrol vehicles (CALEA 70.1.6a).



3. The key to the lockbox or trunk will be placed in a location to prevent access by the prisoner (CALEA 70.1.6a).
4. Officers will notify transport officers and the detention facility if the prisoner is a potential medical or security risk (CALEA 70.1.6d).

**Note:** For the purposes of this policy, potential security risk shall mean any person who resisted arrest, ran from the officer, engaged in a physical confrontation with the officer, made any threats to the officer or other law enforcement employees whether direct or implied or the arrestee is an escape risk.

5. The transporting officer will deliver the booking report to the receiving personnel confirming the transfer of custody (CALEA 70.1.6c, CALEA 70.1.6e).
6. Restraint devices will be removed from the prisoner when it is safe to do so (CALEA 70.1.6b).
  - a. Restraint devices will be removed when the prisoner is inside a secured facility for booking and processing.
  - b. At the direction of a police officer.

#### **G. Court Notification (CALEA 70.1.8)**

If a detainee/prisoner is transported to court or to another agency and is considered an unusual security risk, the transporting officer will:

1. Notify the communications center. The communications center will log all available information in the call and notify the court or the receiving agency.
2. Use the appropriate detainee/prisoner restraints as outlined in this policy (CALEA 70.2.1).
3. When applicable, the Transport/Court Security Supervisor will make the determination as to the number of officers assigned to such transport.
4. Officers will maintain physical control of a detainee during all transports.
5. Restraints will not be removed until directed by the receiving agency personnel or judge (CALEA 70.1.6b).

**H. Escape (CALEA 70.1.7)**

1. Escapes shall be immediately reported to the communications center together with a complete description of the fugitive, mode and direction of travel, crime and propensity for violence if known.
2. Officers will notify their supervisor (CALEA 70.1.7a).
3. The supervisor should assemble additional officers to aid in the recapture (CALEA 70.1.7c).
4. If an escape occurs while transporting a prisoner through another jurisdiction, the transporting officer shall immediately notify the communications center in the jurisdiction where the escape occurs and provide a location of the escape and a description of the subject (CALEA 70.1.7c).
5. The transporting officer shall then notify the on-duty Decatur Police Department Shift Lieutenant.
6. In the event of an escape, an Incident/Offense reports shall be completed providing full details of the escape (CALEA 70.1.7b).
7. If necessary, follow-up investigations will be conducted by the Criminal Investigations Division.

**I. Transport Equipment (CALEA 70.4.1, CALEA 70.4.2)****1. Patrol Vehicles**

- a. Vehicle Safety Barriers (CALEA 70.4.1)
  - i. Police patrol vehicles have been equipped with dividers between the front and rear compartments.
  - ii. Safety barriers are not a substitute for handcuffs. Prisoners shall be handcuffed as previously outlined in this written directive.
- b. Vehicle Modifications to Prevent Escape (CALEA 70.4.2)
  - i. Police patrol vehicles will be modified in such a way to prohibit the openings of the doors or windows in the rear passenger compartment by the arrestee.



- ii. If equipped, protective window barriers shall be utilized to prevent window breakage and escape.

## **2. Transport Van (CALEA 70.4.2)**

The Police transport van has been equipped with an encapsulated steel cage that prevents detainee access to the driver and to any doors or windows.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 701.0**

Subject: Written Directive System	Effective Date: April 11, 2011	Revised Date: March 14, 2019
Title: Court	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter 73	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department has the sole responsibility for providing courtroom security during open sessions of the Decatur Municipal Court. All authority is granted by the Chief of Police. The courtroom will be staffed by sworn officers who will be assigned duties including but not limited to internal and external security (CALEA 73.1.1a).

**PROCEDURES**

The Decatur Police Department will provide Court Security Officers to serve on every occasion municipal court is in session. Court security will be the responsibility of the Management Services Division Commander (CALEA 73.1.1c). The Court Security Officers are charged with the responsibility of providing security for the municipal courtroom and will request assistance as they may require in the performance of their duties and responsibilities (CALEA 73.1.1b).

1. Officers are stationed at the entrance to city hall and in the courtroom during prisoner court appearances. They will ensure each person entering the courtroom is subject to a search to assist in the detection of weapons and/or contraband.
2. Court Security Officers and Transport Officers have the responsibility of escorting inmates to and from the Courtroom through controlled and secured doors.
3. Officers have a radio equipped with an emergency button that opens the officer's microphone (CALEA 73.4.2).
4. Court Security Officers will conduct a physical and visual check of the courtroom for weapons and/or contraband and take appropriate action if anything is found.



5. Officers should review the location and operation of all alarms and emergency equipment as necessary prior to court sessions.
6. Department sworn personnel, as well as sworn personnel from other jurisdictions, whose presence in the courtroom is required as part of their official duties, are permitted to retain their weapons within the municipal courtroom (CALEA 73.3.1).
7. Prisoners or members of the audience who are unruly, violent, combative or causing a disturbance will not be allowed to remain in the courtroom.
8. In the event there is information a prisoner may present a security or escape risk, the Court Security Officer may use additional restraint measures.
9. A telephone is located at the bench of the Municipal Court Judge in the event standard line communication needs to be established (CALEA 73.4.2).
10. A Panic button is installed at the bench in the event of an emergency (CALEA 73.5.18).

## **HEARING PROCEDURES**

1. Upon receiving a list of inmates to be seen for hearings, Transport Officers or Security Officers will transport the inmates into the courtroom.
2. When the judge is finished with arraignments, the inmates are to be taken out of the courtroom.
3. Prisoners appearing in court and in the custody of the Court Security Officers must be restrained.

## **UNUSUAL SECURITY RISK (CALEA 73.1.1d)**

1. The Transport/Court Security supervisor or designee will report in writing to the Chief of Police via the chain of command all incidents that threaten the Decatur Municipal Court or any persons therein.
2. If the prisoner is to be transferred from the courtroom to another agency, or to a jail, the Transport/Court Security officer will document the nature of the threat on form DPD 701.1 and will make a notification to the receiving agency.



**Decatur Police Department**  
**Decatur, Alabama**

**General Order No. 702.0**

Subject: Written Directive System	Effective Date: November 29, 2017	Revised Date: July 10, 2019
Title: Security Screening	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 73	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department has the sole responsibility for providing security to City Hall and to the Decatur Municipal Courtroom. The position tasked with these responsibilities will be staffed by sworn officers and support personnel who will be assigned duties including, but not limited to internal and external security.

**PURPOSE**

To establish a procedure for weapons and/or contraband screening of persons entering the Decatur City Hall and/or Municipal Court.

**SCOPE**

This written directive applies to all personnel.

**PROCEDURES**

**A. CONDUCT**

Personnel assigned to screen all individuals and parcels entering the Decatur City Hall shall familiarize themselves with the proper operation of the screening device and shall be able to operate said equipment. Additionally, personnel shall:

1. Treat individuals subject to screening with dignity and courtesy.



2. Maintain a professional demeanor and shall not allow themselves to be distracted from the screening procedures. Personnel shall be polite and courteous to all persons entering the building, but involvement in social interaction shall not interfere with the screening process.
3. If an individual enters the screening area, private social interaction shall cease and attention shall be focused on the screening process.
4. Not leave their assigned posts unless properly relieved.

**B. SCREENING PERSONNEL DUTIES**

1. Complete Decatur City Hall and/or Municipal Court security inspections before each facility opens;
2. Report all needed repairs, maintenance needs, equipment needs, etc. to the unit supervisor;
3. Coordinate evacuations, security efforts and searches when necessary;
4. Control entry/egress to Decatur City Hall and/or Municipal Court, screening for contraband;
5. Be mentally alert and personally neat.

**C. COURT SECURITY OFFICER'S DUTIES**

1. Maintain order in court;
2. Comply with respective orders from court/judge(s);
3. Opening, closing and recessing of the Municipal Courtroom;
4. Completing necessary court security checks and inspections;
5. Move prisoners as required in and out the facility;
6. Visually examine users of the Municipal Courtroom and isolate suspicious persons for closer scrutiny;
7. Coordinate evacuations, security efforts, and searches as and/or when required.



8. Advise supervision of important or applicable matters.

#### **D. SCREENING PROCEDURES**

1. Screening Device Post. All persons entering the Decatur City Hall shall be screened. The only persons exempt from screening are:
  - a. City Hall employees displaying City issued identification cards.
  - b. Local attorneys displaying proper identification cards.
  - c. Local news media personnel displaying proper identification.
  - d. Off duty or retired law enforcement officers upon displaying their City issued identification card.
  - e. Law enforcement officers wearing uniform or upon displaying the appropriate identification card. Retired, active duty or off duty law enforcement officers should be allowed to keep their weapons while in the Municipal Court facility unless the officer is a party to a personal case pending before the Municipal Court. Non- uniformed officers will be instructed to immediately identify themselves with the security officer in the courtroom, when they have business.
  - f. All persons other than Law Enforcement entering the Decatur City Hall are required to be free of any prohibited items upon entry. Please be aware that those who enter Decatur City Hall with a prohibited item are subject to search and/or arrest for possession of any prohibited item while inside City Hall. This is true whether they have been screened by security personnel or not. Prohibited items include but are not limited to: Guns, Knives, or any other edged weapon, Pepper Spray, Taser or stun guns, etc.

**Note:** Provisions should be made to accommodate undercover officers who are in the court facility. It is important that they not be publicly identified.

2. Personnel assigned to the screening post shall conduct a test of the screening devices each day prior to the opening of City Hall to ascertain that it is in proper working order.
3. Should the screening device not be in proper working order, the officer conducting the test shall notify the division supervisor so that maintenance and repairs may be performed in a timely manner. Screening will be conducted by use of handheld screening devices until the screening is again in working order.



4. Immediately upon entering the facility, individuals should be greeted by the screening officer and instructed as follows:
  - a. If persons have any legal prohibited items in their possession (see page 5), they must return the items to their vehicle before proceeding through the screening process.
  - b. All packages, parcels, purses and briefcases, except those from professional deliveries, shall be placed either on the screening table or on the X-ray device without being opened. The screening officer will open and visibly inspect any item. If deemed necessary, it shall be subject to screening by a hand-held screening device. Visual searches shall be as non-invasive as possible. Screening officers shall limit their search to finding prohibited items.
  - c. If officers suspect that a delivery item is suspicious, it shall be subject to search.
  - d. All metal objects (loose change, keys, watch, pen(s), belts, jewelry, etc.) shall be placed in the provided container to be retrieved after passing through the screening device.
  - e. Footwear may be removed prior to screening if it is determined to contain metal.
  - f. Persons wearing items or clothing with excessive metal are subject to additional search and may be denied access to City Hall/Municipal Court if the clothing activates the scanning device. The aforementioned items may be removed and placed through the X-ray scanning device.
5. Should individuals refuse to allow any package, parcel, purse, or briefcase to be examined or refuse to proceed through the screening device (except for medical reasons as outlined below), they may be allowed to terminate the screening process, collect their property and exit the facility.
6. If individuals pass through the screening device and activate the alarm, they shall be given the opportunity to ascertain whether any metal object may have been overlooked. However, should individuals decide to terminate the screening process, collect their property, they should be allowed to do so.
7. Individuals who have activated the alarm and still desires entry to the facility shall be asked to re-examine their person for additional metal objects and deposit any found object(s) into the provided container. They shall then pass through the screening device again.



8. Should the alarm be activated again, the individual shall be screened using a hand-held screening device.
9. Should contraband be discovered, the item(s) shall be confiscated and a person who has the power of arrest shall be notified immediately. Should it become necessary, during such an incident, other persons desiring to enter the court facility may be instructed to wait outside, and the entrance shall be secured by security personnel until such times, as the situation has been resolved.
10. Should the individual exit the facility prior to the arrival of appropriate law enforcement assistance, screening personnel shall not pursue the individual.
11. Should individuals indicate that passing through the screening device would create a potential health hazard (i.e. pace maker, or other valid medical condition); they shall be allowed to bypass the screening device, and will be subject to screening with the wand or a pat-down search of their person.

#### **E. UNRULY PERSONS**

In most cases, a simple warning will quiet any unruly persons in any areas of the facility. In some cases, the court security personnel may be instructed by the judge to take specified actions. Such orders of the judge are to be executed immediately and assistance summoned by the officer as needed.

1. Sometimes it may be necessary to search someone other than a criminal defendant, and there may not be time to delay the search until the person can be removed from the courtroom.
2. When searching the courtroom, caution should be exercised so that a search of the courtroom itself is made outside the presence of the public.

#### **F. PROHIBITED ITEMS**

The following is a list of prohibited items. Individuals found in possession of such items shall be required to return items to his/her vehicle as a condition of entry:

1. Firearms, pursuant to Section 6 of Act 2013-283;
2. Knives or edged devices instruments;
3. Aerosol sprays;



4. Pepper spray;
5. Chemical mace;
6. Razor blades;
7. Scissors;
8. Utensils or tools of any kind;
9. Knitting needles or hat pins;
10. Heavy metal items such as locks, chains, handcuffs, large keys;
11. Any item which could be construed as a potential weapon by the screening officer.

**Note:** Court security officers shall not either store or voucher any items to be reclaimed later.

## **G. TRAINING**

1. All screening and court security personnel shall receive and successfully complete training in the proper operation of all screening equipment by the unit supervisor.
2. All equipment will be maintained in a state of operational readiness.

## **H. PUBLIC NOTICE**

It is recommended that the Municipal Court composes and prominently post a notice that outlines the screening policy and procedures.

**Note:** Law enforcement officers wearing uniform or upon displaying the appropriate identification card, or retired, active duty or off duty law enforcement officers should be allowed to keep their weapons while in the Municipal Court facility unless the officer is a party to a personal case pending before the Municipal Court. Non-uniformed officers will be instructed to immediately identify themselves with the security officer in the courtroom, when they have business.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 703.0**

Subject: Written Directive System	Effective Date: April 1, 2019	Revised Date: August 30, 2019
Title: Legal Process	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapter 74.1.1	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to digitally record arrest warrants and summons received from the courts.

**PURPOSE**

To establish procedures for the receipt, documentation and service of warrants and/or summons.

**PROCEDURE**

**A. Misdemeanor Warrant and Summons Creation and Entry**

The following procedure must be followed when a misdemeanor warrant or a summons is created by the Decatur City Magistrate's office and is turned over to the Decatur Police Department:

1. The warrant or summons will be placed in a drop box located at the Management Services Supervisor's office.
2. Each morning, the Management Services Supervisor will verify all warrants to ensure the warrant number matches the number on the log sheet.
3. The Management Services supervisor will take the warrants and/or summons to the Records Unit to be entered into NCIC and into the Law Enforcement Records Managements System (LERMS). LERMS will record the following information:



- a. The date and time the warrant and/or summons were received (CALEA 74.1.1a);
  - b. The charges on the warrant and/or summons (CALEA 74.1.1b);
  - c. What type of warrant it is (Capias, Personal warrant, failure to pay, failure to appear, CALEA 74.1.1c).
  - d. Agency issuing the warrant (i.e. Decatur City Magistrate's Office. CALEA 74.1.1d).
  - e. Name of the plaintiff/complainant and/or the name of the defendant (Calea 74.1.1e).
4. The person entering the warrant and/or summons will determine if the warrant is a duplicate and/or if the person has older warrants or summons already in LERMS.
  5. The warrants or summons information will be entered into NCIC and LERMS. An Alabama Identification Number (AIN) and/or a National Information Center Record Identification (NIC) number will be recorded on the document.
  6. Once the warrants and/or summons information have been entered into NCIC & LERMS, the hard copies will be placed in the filing cabinet at the front desk of the Police Department.
  7. If the warrant or summons is a duplicate, the front desk officer should locate the older warrant(s), staple them to the new warrant(s) and place them in the current year folder.
  8. No original warrant shall be taken from the front desk area until the subject has been arrested and the warrant is ready to be served.

## **B. Summons Received from Community Development**

1. Front desk officers may receive summons from the Community Development department only after the summons has been entered into LERMS by the Records Unit.
2. The front desk officer will call the Records Unit to verify the summons was entered.

## **C. Felony Warrant Creation and Entry**

The following procedure must be followed when a felony warrant is issued by a district or circuit judge/magistrate:



1. The officer or the investigator will document the following information on an Incident/Offense Supplement report with:
  - a. The date and the time the warrant was obtained on an incident/offense supplement (CALEA 74.1.1a).
  - b. The criminal charges (CALEA 74.1.1b);
  - c. The issuing authority (CALEA 74.1.1d);
  - d. Name of the plaintiff/complainant and the name of the defendant (CALEA 74.1.1e); and
  - e. Case number (CALEA 74.1.1h).
2. The warrant will be entered into NCIC by an investigator or by other qualified personnel. The NIC, AIN along with the city warrant numbers will be recorded on the warrant.
3. Once the warrant has been entered into NCIC, the officer or the investigator will request the assistance of a supervisor to have warrant entered into the City Computer System.
4. **Exceptions.** If an officer and/or investigator plans on executing the warrant immediately after it is obtained. However, if they fail to execute the warrant after the first attempt, it shall be entered into NCIC before the end of their shift.
5. The original warrants will be filed at the front desk for execution.
6. No original warrants shall be taken from the front desk area until the subject has been arrested and the warrant is ready to be served.

#### **D. Serving Warrants/Indictments**

1. When a person is arrested on a warrant/indictment and transported to the Morgan County Jail, the arresting officer will be responsible for obtaining the original warrant from the front desk.
2. If the arresting officer is unable to come and get the warrant/indictment, a transport officer should deliver the warrant/indictment to the arresting officer at the Morgan County jail.
3. The arresting officer must execute the warrant/indictment.



4. The officer will place the executed warrant/indictment in the Decatur City booking drop box, located at the Morgan County Jail.
5. Transport officers will check the warrant box daily and will carry the served warrants/indictment back to City Hall.
6. The arrestee will be booked into LERMS by the transport officer.
7. If a transport officer takes the arrestee to the Morgan County jail, the transport officer will bring the executed warrants/indictments back to city hall and enter the arrestee information into LERMS.
8. The executed warrant file will be updated in LERMS by the Management Services Supervisor, who will record the officer executing the warrant (CALEA 74.1.1f) and the date the warrant was executed (CALEA 74.1.1g)
9. The Management Services supervisors will notify the Records Unit to remove the warrant/indictment from NCIC.
10. All executed misdemeanor warrants will be turned over to the City of Decatur Magistrate's office. Felony warrants/indictments will be turned over to the Morgan County Circuit Clerk's office.
11. Unless the felony warrant states otherwise, the arresting officer shall notify the assigned officer or the on call detective.
12. The arresting will complete the warrant extradition form and deliver the original form along with a copy of the executed/served felony warrant/indictment to the officer or detective assigned to investigate the case.

#### **E. Recalling a Misdemeanor Warrant**

When a warrant is to be recalled by the magistrate's office:

1. A magistrate will bring a recall notification to the front desk.
2. The recall notification should contain the name and the warrant number of the warrant to be recalled and the date it was issued.
3. The front desk officers will sign that they received the recall notification and will pull the warrant to be recalled.



4. The recalled warrant will be attached to the recall notification and will be delivered to the magistrate's office.

## **F. Recalling a Felony Warrant**

When a felony warrant is to be recalled:

1. A notification should be sent to the Detective/Officer assigned to the case.
2. The Detective/Officer assigned to the case will pull the warrant/indictment from the filing cabinet.
3. The warrant/indictment will be delivered to the Circuit Clerk's Office without delay.
4. The Detective/Officer assigned to the case will be responsible for ensuring the warrant is removed from the City computer as well as from NCIC.

## **G. Accessibility of Information**

Warrant and/or summons information regarding these warrants or summons is accessible to Department personnel on a 24-hour basis as follows:

1. By accessing warrants in the main menu of the Department's computer system;
2. By accessing the person's profile in NCIC; and
3. By viewing the actual warrant kept in a locked filing cabinet at the front desk. Only on duty supervisors shall have a key to the filing cabinet.

## **H. Reporting**

Upon executing a warrant, the arresting officer shall ensure that the following information is included in the report:

1. Name and ID number of the officer(s) executing the warrant or summon (CALEA 74.1.1f);
2. Name of the person on whom the warrants were executed (CALEA 74.1.1e)
3. Date the warrant was executed (CALEA 74.1.1g);



4. Court docket/warrant number (CALEA 74.1.1h);
5. If applicable, the court date (CALEA 74.1.1i).



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 802.0**

Subject: Written Directive System	Effective Date: February 24, 2011	Revised Date: March 19, 2019
Title: Crime Scene & Vehicle Crash Scene Processing	Pages: 11	Distribution: All Members
Cross Reference: CALEA Reference Chapter 83	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

Decatur Police Officers shall take all care reasonably possible to ensure the integrity of evidence collected at crime and vehicle crash scenes in a manner that will adequately meet the requirements of the courts.

**DEFINITIONS**

**Crime Scene:** The location(s) at which a crime has been committed and/or where evidence of a crime is located or presumed to be located and the site(s) of industrial accidents and suspicious incidents where foul play could be involved. Serious injury or fatality vehicle crashes should be processed as a crime scene for the purpose of this policy.

**Vehicle crashes:** A vehicle crash occurs when a motor vehicle strikes or collides with another vehicle, a stationary object, a pedestrian or an animal. While some vehicle crashes result only in property damage, others result in severe injuries or death.

**PROCEDURES****A. Organization**

1. A Crime Scene Technician will be available on a 24 hour basis and may be summoned to the scene of a crime by an officer or Investigator with approval from a supervisor (CALEA 83.1.1).
2. Crime Scene Technicians are assigned to the Criminal Investigation Division.



3. The Crime Scene Technician's function is to assist the Investigator at an incident. Once the preliminary investigation determines immediate follow-up is required, the scene and investigation will be turned over to the Investigator upon arrival.
4. Traffic Homicide Investigators are assigned to the Traffic unit to investigate fatality vehicle crashes. They will be available on a 24 hour basis and may be summoned to the scene of a collision with approval from a supervisor. A Crime Scene Technician may also be requested with approval from a supervisor.

**B. Response**

1. Officers responding to a crime scene shall be cognizant of suspects/vehicles that may be in flight.
2. The first Officer arriving at a crime scene shall:
  - a. Preserve life and property including securing and protecting the scene.
  - b. Assess the situation and make a determination if an Investigator is needed.
3. An Officer shall document the names of ALL people who are at the crime scene and who enter the crime scene. This Officer shall stay on the scene until relieved or when no longer required by the Investigator.
4. The officer shall request an Investigator and communicate with the Investigator the type of scene and service requested.
5. The Investigator shall make the determination if a crime scene technician is needed; if so, a Crime Scene Technician shall be summoned.
6. Until the Crime Scene Technician and Investigator arrive at the scene, responding Officers shall proceed as follows:
  - a. Isolate and preserve the scene;
  - b. Rope/tape off the area if necessary;
  - c. Post guard;
  - d. Exclude unauthorized persons from the scene;



- e. Limit authorized personnel to those necessary to carry out required duties;
  - f. Identify and separate witnesses; and
  - g. Make certain the critical area remains under constant protection.
7. Crime Scene Technicians responding to the scene shall photograph, diagram and sketch the scene as necessary and also protect, collect and preserve all evidence.

### **C. Equipment (CALEA 83.2.4)**

Vehicles used by Crime Scene Technicians shall be equipped with the following items:

- 1. Digital camera, flash and other photo and video equipment (CALEA 83.2.4b);
- 2. Fingerprint kit for the recovery of latent fingerprints (CALEA 83.2.4a);
- 3. Supply of gloves and other necessary protective clothing;
- 4. Crime scene kit with sketch pad, ruler, tape measure, and marking pens (CALEA 83.2.4c);
- 5. Physical evidence collection kit, to include paper and plastic bags, other miscellaneous evidence containers, and DNA collection materials (CALEA 83.2.4d);
- 6. Crime scene barrier tape to secure an area and aid in crowd control; and
- 7. Items deemed necessary for the collection and preservation of physical evidence.

### **D. Processing Evidence in the Field**

- 1. Appropriate protective gloves should be worn when processing and collecting evidence. Gloves shall be changed before and after collecting individual items containing DNA evidence.
- 2. Care should be taken to preserve DNA evidence. (Coughing, sneezing, or touching ones nose or face and then touching the area containing the evidence can cross-contaminate DNA evidence).
- 3. Evidence containing DNA that is wet should be air dried before packaging. Refer to the Hazardous Material section in the Evidence Policy.



4. Evidence containing DNA shall be packaged separately in paper bags or paper envelopes, labeled and sealed in accordance with the evidence policy.
5. When processing for latent fingerprints, officers/technicians will use the method best suited to process the surface in question. Prints should be photographed prior to being lifted.
6. A lifted print shall be placed on a fingerprint card and the card filled out. The fingerprint card shall be treated as any other piece of evidence and handled in accordance with departmental policy.
7. When possible, known sources/elimination samples will be collected by the Crime Scene Technician or assigned Investigator to be used for comparison purposes with collected fingerprints or DNA evidence.
8. To maintain the chain of custody the following guidelines will apply (CALEA 83.2.1d):
  - a. Evidence will be documented into the Law Enforcement Records Management System by the impounding officer, the crime scene technician or the traffic homicide investigator.
  - b. Evidence will be placed into a temporary property evidence locker, which shall be secured with a pad lock.
  - c. If evidence is transferred to another person prior to being logged in with the Department, it shall be documented in an incident/offense or in a I/O supplement report. The report will include the date and time of transfer, receiving person's name and assignment, reason for transfer.
  - d. Evidence needed for court will be checked out to the investigating officer. The evidence custodian will scan each evidence item needed for court.
  - e. When the items are no longer needed in court, they will be returned to the evidence custodian. The evidence custodian will scan each item and place them into the storage areas.
  - f. LERMS will also record the following information:
    - i. Date and time of entry/transfer;
    - ii. Receiving person's name and assignment;



- iii. Reason for the transfer/release;
- 9. The evidence custodian will transfer all items from the temporary property evidence locker and will scan each item to document the transfer.
- 10. LERMS will maintain a record of the chain of custody for all evidence that enters the department or is removed from a storage area.

#### **E. Processing and Seizure of Computer Equipment**

Computer equipment or computer related equipment can be severely damaged or data lost due to improper shutdown procedures; therefore, officers collecting computers or computer related equipment as evidence will adhere to the following procedures:

1. Computer equipment that is in operation should be shutdown properly before unplugging and removing from the crime scene. Some computers can be pre-programmed to destroy data if proper procedures are not followed.
2. The Crime Scene Technician or other personnel with specialized training in the seizure of computer equipment are authorized to seize such equipment if they are in operation.
3. All computer equipment should be handled with care when being transported and must be properly stored. Computer hardware and software may be damaged when exposed to extreme temperatures:
  - a. The main computer unit (also referred to as the computer tower), if transported in a vehicle, should be placed upright on the floor where it will not receive serious physical shocks and kept away from all magnetic sources (loudspeakers, heated seats and windows, police radios, etc.) (CALEA 83.2.1a).
  - b. Monitors/Displays should be transported in a manner to prevent damage.
  - c. Hard disk drives and circuit boards must be protected from magnetic fields and packaged in anti-static or heavy paper bags.
  - d. Floppy disks, Zip cartridges must be protected from magnetic fields, do not fold or bend, and do not place labels directly onto floppy disks.
  - e. Compact disks: CD-R/RW, DVD+/-R/RW must not be folded or bent. Additionally, they must be protected from the extremes of heat and cold. Labels will not be placed



directly on the disks. Officers should take all necessary precautions to prevent scratching.

4. If applicable, the equipment must be preserved for fingerprinting or forensic examination. Aluminum fingerprint powders will not be used, as these can conduct high voltages to the outside of the equipment.
5. Computers and related equipment must be stored in normal humidity and temperature conditions away from excessive heat, cold, dampness or humidity.

#### **F. Collection, Storage and Transportation of Evidence (CALEA 83.2.1a)**

##### **1. Evidence collection will be performed as follows:**

- g. All scenes should be secured and protected by using physical barriers such as crime scene tapes, vehicles, officer presence.
- h. Personal protective equipment (i.e. gloves, suits, goggles, etc.) should be worn as needed.
- i. The process will start with the collection of fragile, easily lost evidence or objects which need to be moved immediately, such as loaded weapons, etc.
- j. An attempt will be made to collect as much physical evidence as possible, to include collecting materials from known sources (hair, fibers, fabric, glass, soil, etc.).
- k. For physical evidence to be properly admitted in court, it is essential that proper chain of custody be maintained. The initial step in this process is marking or labeling (evidence placards, etc) the item at the time it is collected, seized, or received. Items shall be marked so as not to cause unnecessary damage or contamination.
- l. Departmentally provided evidence containers will be sealed and labeled property in accordance with policy # 800.1 – Evidence.
- m. Items that cannot be marked, such as hair, blood, fibers, etc., should be placed in an appropriate department provided container and properly sealed.

##### **2. Evidence transportation**

- a. All evidence will be transported from the scene to the evidence room or laboratory as soon as practical.



- b. Evidence will be transported in a manner to avoid being disturbed. Unless otherwise unable to do so, evidence shall be transported inside of a departmentally approved and provided container.

### **3. Storage**

Storage of evidence will be in accordance with policy 801.0 – Evidence Room Maintenance.

## **G. Non-Processed Scenes**

In the event of a serious crime when the scene is not photographed or processed, the initial investigating officer shall give a full explanation as to why the scene was not processed. This explanation shall be included in the narrative of the initial report.

## **H. Crime Scene Photography**

1. Photographs and/or video of the undisturbed crime scene, including items of evidence shall be taken. Photographs should depict the overall view of the scene, mid-range photographs to show the relationship of evidence to other parts of the scene and close-up photographs of evidence.
2. Photographs and/or videotapes shall be handled as evidence in accordance with the evidence policy.

## **I. Crime Scene & Vehicle Crash Scene Reporting (CALEA 83.2.6)**

1. The Crime Scene Technician, Investigator, and/or Officer who processes a crime scene or a vehicle crash scene shall submit a detailed report on the sequence of events associated with the scene investigation. In addition to the inventory requirements, reports will also contain the following information:
  - a. Date and time of arrival at the scene;
  - b. Date and time the Crime Scene Technician was called out;
  - c. Location of the crime;
  - d. Names of victims (if known);



- e. Description of items collected (including make, model and serial numbers, as applicable);
- f. Names of suspects (if known);
- g. Photographs taken;
- h. List of physical evidence recovered;
- i. Actions taken at the scene;
- j. Name of officers collecting the evidence along with the case number.
- k. Name of the investigating officer.

**J. Submission and Transportation to State and/or Federal Laboratories (CALEA 83.2.1c, CALEA 83.3.2)**

Under normal circumstances, the Crime Scene Technician, Evidence Custodian or designee shall deliver items of evidence to be analyzed to an accredited laboratory outside of the Decatur Police Department within a week or as soon as possible (CALEA 83.3.2a). The following guidelines shall apply (CALEA 83.3.2b):

1. All evidence will be properly packaged in a manner consistent with the requirements of the receiving laboratory.
  - a. Knives will be transported inside a knife box;
  - b. Firearms will be transported inside a pistol, rifle, or long box;
  - c. Syringes will be secured inside a syringe tube;
  - d. Glass will be wrapped in bubble wrap;
  - e. Other items may be transported inside manila envelopes, plastic evidence bags or paper bags, depending on the item.
2. Evidence will be labeled using a barcode. A yellow DFS sticker will be attached to a void area of the bar code. Care must be taken to avoid placing the sticker over the barcode or any other information.



3. A crime scene request must also be submitted to verify that the evidence has been sent for testing.
4. The crime scene technician will personally transport the evidence to the accredited laboratory.
5. Items of a perishable nature, such as fresh blood, blood stained objects, sexual assault kits, suspect trace evidence kits, other physiological stains and tissue and biological materials shall be submitted to the appropriate laboratory without unnecessary delay.
6. Evidence that will not be accepted by the laboratory without a comparison standard will be stored in the Evidence/Property Room until known source standards are collected.
7. In the event of delay in transportation of perishable items to the laboratory, the case file or offense report will be supplemented with an explanation of the reason for the delay.
8. The Crime Scene Tech, Evidence Custodian or designee will complete the appropriate submittal/transmittal form provided by the receiving agency, which must be turned in with the evidence (CALEA 83.3.2c).
9. A receipt will be obtained from the receiving agency, which shall ensure proper maintenance of a chain of custody. The receipt should contain the following information (CALEA 83.2.1d, CALEA 83.3.2d):
  - a. The date and time of transfer;
  - b. Receiving person's name and their position;
  - c. Name and location of the accredited laboratory; and
  - d. Type of analysis requested.
10. The receipt will be turned over to the investigator assigned to the case (CALEA 83.2.1d).
11. When evidence is released from an accredited laboratory (CALEA 83.2.1d):
  - a. The crime scene technician will place the evidence into a temporary evidence/property locker.
  - b. Any receipts and/or documentation will be turned over to the investigator assigned to the case;



- c. The evidence custodian will scan all evidence and transfer them to the evidence storage areas.

**K. Report of Laboratory Examination (CALEA 83.3.2)**

1. A written report of the laboratory findings will be requested using the laboratory provided DFS-12 form and/or the designated computer program (Calea 83.3.2e).
2. The results of the analysis will be maintained with the case file until final adjudication of the case.
3. It is the responsibility of the investigating officer to thoroughly review the returned examination report to ensure there is a complete understanding of the results.
4. If additional clarification is needed, the investigating officer must contact the laboratory.
5. A supplement report shall be submitted, reporting the results of the testing.
6. In the event a case is closed or adjudicated, the investigating officer must notify the outside agency/laboratory that further testing is not needed and request the items be returned to the custody of the Decatur Police Department for disposal.

**L. Training (CALEA 83.2.1b)**

1. Training in crime and vehicle crash scene preservation will be provided as part of the Department's orientation academy. New personnel will receive, at a minimum, familiarization training in the following subjects:
  - a. Potentialities and limitations of the examination of physical evidence;
  - b. Written directives concerning the role and functions of the Investigator, Patrol Officer and Crime Scene Investigator;
  - c. Collection methods and procedures regarding fingerprints, footprints, blood, fibers, fabrics, weapons, hairs, glass, tool marks and the requirements for collection of materials from a known source for comparison purposes;
  - d. Preservation methods for various forms of evidence;
  - e. Chain of custody and records keeping;



- f. Crime scene and vehicle crash scene sketches;
  - g. Crime scene and vehicle crash scene photography; and
  - h. Crime scene and vehicle crash scene records.
2. Additionally, Crime Scene Technicians shall be trained in the following skills:
- a. Collection of DNA evidence. At a minimum the training will meet the basics of collecting and packaging of DNA for submission to an accredited laboratory.
  - b. Recovery of latent fingerprints and palm prints,
  - c. Recovery of foot, tool and tire impressions;
  - d. Photographing crime or vehicle crash scenes; and
  - e. Preparing crime or scene sketches.
3. Officers assigned to the Traffic Unit:
- a. Should complete a Basic Traffic Homicide Investigation course.
  - b. Will receive specific traffic collision investigation training.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 803.0**

Subject: Written Directive System	Effective Date: June 1, 1997	Revised Date: February 3, 2020
Title: Centralized Records Unit	Pages: 5	Distribution: All Members
Cross Reference: CALEA Reference Chapter 82	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The Decatur Police Department will maintain a Central Records Unit to meet its information related management and operational needs.

**RESPONSIBILITY**

All personnel are responsible for complying with this directive.

**PURPOSE**

To provide guidelines for the operation of a centralized Records Unit.

Exception: Office of Professional Standard & Narcotics files will not be housed in the centralized Records Unit.

**SCOPE**

This directive is applicable to all personnel.

**PROCEDURES**

- A. OVERALL RESPONSIBILITY:** The Captain of the Administration Division shall be responsible for all Records Unit operations.
- B. FUNCTIONS:** The Decatur Police Department participates in the Alabama and the National Incident Based Reporting System (IBR). Statistical data is supplied to the Alabama IBR system by the Records Unit on an established reporting schedule. The Records Unit is the central



repository for all police records, crime and arrest information. These include but are not limited to:

1. Receiving and retaining of all original reports produced by sworn personnel;
2. Assisting the public, businesses and other law enforcement agencies in obtaining copies of reports as prescribed by law;
3. Entering, merging and encoding all reports into the Department's computer system;
4. Maintaining a numerical system for filing and retrieval of reports (including quality control that will ensure the accuracy of the filing system); and
5. Forwarding for review and/or follow-up copies of all reports as required by department policy.

#### **C. Records Maintenance**

1. Arrest reports are to be entered into the arrestee's master file number.
2. Incident/Offense reports are to be merged by numerical case number.
3. Incident/Offense Supplement Reports are to be merged with the original Incident/Offense report.
4. Vehicle crash reports are to be completed using the appropriate computer program.
5. Private Property vehicle crash reports are to be filed by date and numerical case number.
6. Unless when ordered by the court:
  - a. All Incident/Offense reports shall be kept by the Records Unit for at least ten years.
  - b. All Arrest reports shall be kept by the Records Unit indefinitely.

**ALL REPORTS ARE TO BE REVIEWED BY A SUPERVISOR BEFORE BEING FORWARDED TO RECORDS UNIT.**

**D. ACCESS TO RECORDS UNIT (CALEA 82.1.1a)**

1. **GOVERNING REGULATIONS.** Employees allowed to enter Records storage will be restricted as required by department policy, State Law and Federal Regulations.
2. **AUTHORIZED PERSONNEL.** Physical access to all areas of the Records Unit secure storage area during business hours and after hours is restricted only to Records personnel and Command staff. Any employee wishing access to the secured storage area will be escorted by Records personnel (CALEA 82.1.1a, CALEA 82.1.1b).
3. Electronic files may be accessed by personnel in the field through the Law Enforcement Records Management System, availability of files will depend upon assignment.

**Note:** Personnel must be logged in to a City of Decatur computer to access LERMS.

**E. SEPARATION OF ADULT AND JUVENILE RECORDS**

**MASTER FILES.** A master file will be maintained in a computerized system on all persons, adults or juveniles, arrested for any violation of a City Ordinance or State Statute. Each file shall include the following items:

1. Arrest Report;
2. Photographs;
3. Any other pertinent information.

**NOTE:** RECORDS UNIT PERSONNEL ARE NOT TO CHANGE ANY ARREST REPORT, INCIDENT/OFFENSE REPORT, SUPPLEMENT REPORT OR VEHICLE CRASH REPORT.

4. The Department's juvenile arrest records and criminal records are maintained separately from the criminal records of adult offenders.
5. Juvenile records are maintained in a secured area of the Records Unit (CALEA 82.1.2c).
6. Juvenile master files will have the letter "J" affixed to the front of the file number. Juvenile records may include, but are not limited to (CALEA 82.1.2a):
  - a. Photographs;
  - b. Fingerprints; and/or



- c. Other forms of identification (when applicable).
- 7. Juvenile records within LERMS:
  - a. Will be distinguished by type (i.e. juvenile, adult, business, etc.) (CALEA 82.1.2a).
  - b. May only be accessed depending upon personnel's assignment (CALEA 82.1.2c).

#### **F. COLLECTION, RETENTION & DISSEMINATION OF JUVENILE RECORDS**

- 1. Juvenile photographs, fingerprints or other forms of identification may be collected at the time of booking, during a formal investigation or as allowed by Federal or State Law (CALEA 82.1.2).
- 2. Juvenile photographs, fingerprints and other forms of identification will not be disseminated to the public (CALEA 82.1.2b).
- 3. Incident reports and all associated paperwork listing identifying juvenile information will have "Juvenile" stamped in red.
- 4. Juvenile records shall be sealed upon reaching adult age. In the event of electronic records, LERMS will alert records personnel when a juvenile has reached the adult age. Records personnel seal the juvenile record and will create an adult record for the person if needed (CALEA 82.1.2d).
- 5. Juvenile records shall be expunged when ordered by the court. Records personnel will expunge the specific information from the designated computer software, as well the physical record (CALEA 82.1.2e).

#### **G. RELEASE OF AGENCY RECORDS (CALEA 82.1.1c)**

- 1. All interdepartmental requests for files or copies of reports shall be made at the business, in person or by telephone.
- 2. Anytime a case file is removed from the Records Unit it shall be signed out on the sign out log.
- 3. Arrest reports shall only be released with approval from a CID supervisor or a Division Commander;
- 4. Victims may obtain a copy of an incident/offense report.



5. Records Unit personnel will request a photo identification of the requestor prior to the release of any Incident/Offense report;
6. In the event of a report involving a pending investigation, only the initial portion of the report, originally filed by the reporting officer may be released.
7. Supplements and/or attachments shall not be released to anyone without prior approval from the investigating officer or a supervisor;
8. If the request is for a non-fatal Traffic Crash Report, the report may only be released to the parties involved and/or their respective insurance companies, excluding the social security numbers;
9. Copies of crash reports under investigation shall only be released to the involved parties or insurance companies with the approval of the investigating officer;
10. Insurance companies may obtain a copy of a crash report or a copy of an initial incident/offense report when property is damaged. However, under no circumstances shall insurance companies obtain copies of criminal investigation report supplements and/or attachments without the prior approval of the investigating officer;
11. Reports released to the media will not contain certain information of the parties involved (dates of birth, social security numbers).
12. The cost of each report is \$5.00. Payment is due at the time of delivery.
13. Payments received will be counted at the end of each day and will be handled in accordance to policy # 207.0 - Cash Funds and Accounts Maintenance.

#### **H. RECORDS UNIT AVAILABILITY (CALEA 82.1.1b)**

1. The Records Unit is available to the public from 0800-1700 hours Monday through Friday, excluding holidays.
2. The Records Unit files are available to all department personnel after business hours by contacting a command staff member.
3. Additionally, files may also be accessed through LERMS at any time. Personnel must be logged in to a City of Decatur computer to access LERMS.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 804.0**

Subject: Written Directive System	Effective Date: November 7 <sup>th</sup> , 2018	Revised Date: April 8, 2019
Title: Field Reporting System	Pages: 6	Distribution: All Members
Cross Reference: CALEA Reference Chapters 82.2.1, 82.2.2, 82.2.3	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

It is the policy of the Decatur Police Department to report crimes, violations and incidents as prescribed by Local, State or Federal Law.

**PURPOSE**

To establish a field information reporting system that will provide consistent, accurate and timely information to department personnel.

**A. REPORTING FORMS (CALEA 82.2.1b)**

All reports will be completed using the appropriate paper and/or electronic forms to efficiently record all the required information.

1. Incident/Offense Reports are used to capture basic information about a particular incident or crime;
2. Supplement Reports are used to record additional narrative information;
3. Statement forms are used to document the written statements of victims, witnesses and other involved parties.
4. Arrest reports are used to document when adults or juveniles are charged with criminal offenses.



5. Adult arrest affidavits are used to establish probable cause that a criminal offense has been committed.
6. Juvenile complaint forms are used to specify allegations of statutory violations and supporting facts when juveniles are charged with criminal offenses.
7. Vehicle crash reports are used to record car crashes that occurred on public roadways.
8. Private property vehicle crashes reports are used to record vehicle crashes that occur on private property.
9. Vehicle impoundment forms are used to record driver, owner and vehicle information when a vehicle is impounded.

## **B. INCIDENT REPORTING**

1. Reports must be written for certain incidents or offenses including, but not limited to the following (CALEA 82.2.1a):
  - a. Reports of crime or attempts to commit a crime;
  - b. Arrests;
  - c. Domestic Violence and civil disturbances;
  - d. Injury or death of another person including officers;
  - e. Destruction of an animal;
  - f. Response to Resistance as defined by policy;
  - g. Ready gun;
  - h. Discharge of a firearm or Taser;
  - i. Use of O.C. Spray;
  - j. Recovery of lost or stolen property;
  - k. Damage to property;



- l. Mentally Ill;
  - m. Missing children;
  - n. Missing adults;
  - o. Runaway juveniles;
  - p. Violent felonies;
  - q. Crimes of violence;
  - r. Vehicle crashes when one or more individuals are injured or killed;
  - s. Vehicle crashes that result in property damage in excess of \$250.00 or more on a highway or roadway;
  - t. When police authority is exercised outside the agency's jurisdiction pursuant to a mutual aid agreement.
2. Additionally, incidents in one or more of the following categories, if alleged to have occurred within the jurisdiction of the City of Decatur is to be reported by an I/O report and/or in the computer aided software system (CAD) in dispatch (CALEA 82.2.1a, CALEA82.2.2):
- a. Citizens' reports of crimes (CALEA 82.2.2a);
  - b. Citizens' complaints (CALEA 82.2.2b);
  - c. Citizens' requests for services when (CALEA 82.2.2c);
    - i. An officer is dispatched or assigned;
    - ii. An officer is assigned to investigate; or
    - iii. An officer is assigned to take action.
  - d. Criminal and non-criminal cases initiated by Officers (CALEA 82.2.2d);
  - e. Incidents involving arrests, citations or summons (CALEA 82.2.2e).



3. Appropriate reporting of these incidents will be determined by the nature of the incident, the action taken and the results following established guidelines in this written directive.
4. Reports completed by personnel concerning vice, drug, organized crime or undercover investigations will be stored in secure areas, accessible only by the appropriate personnel.

### **C. EXCEPTIONS**

1. Reports that are not of mandatory nature may only be completed at the request of the victim or complainant or at the officer's discretion.
2. Any vehicle crash when no one is injured or killed.

### **D. REPORTING PROCEDURES (CALEA 82.2.1d)**

The use of the field reporting system is nationally recognized as an invaluable tool to law enforcement. Field reports provide an accessible base of information and/or intelligence, which may link a suspect or witness to a crime or perhaps place an individual or vehicle at a particular place and time. The following guidelines apply:

1. Responding officers must obtain as much information as available at the time of the report.
2. The initial responding officer (primary officer who is assigned or designated by dispatch) shall submit a written report prior to the end of their tour of duty unless otherwise authorized by supervisor or policy.
3. When multiple officers are involved, each officer is responsible for the reporting of their actions either by a separate report or the inclusion of actions in the primary report. The primary officer may change depending on circumstances; however the communications center should always be advised of any such change.
4. Any additional information not available when the initial report was filed may be reported at a later time using a supplement report.
5. A supplement report may also be completed at the request of a supervisor or after responding to a major crime scene.
6. In situations when the person is a victim of a crime and resides out of state, the report may be filed over the phone.



7. Written reports will be legible, complete and submitted on the appropriate police department forms in a timely manner. All reports, forms or documents shall be completed in black ink unless otherwise required by policy or directive.
8. All incident/offense, supplements, and arrest reports will be approved by a supervisor, who will ensure the overall quality of such reports.
9. Reports shall be kept and disseminated only as provided for by law, Department Policy or City Policy.
10. Reports and records which document police activity should include, at a minimum, the following information (CALEA 82.2.1c):
  - a. The date and time of the initial report and occurrence;
  - b. The name (if available) and other identifying information of complainant, victim, witnesses and other involved parties;
  - c. The name of the suspect, if known;
  - d. Location where the incident occurred;
  - e. The nature of the incident and method of operation;
  - f. The nature, date and time of any law enforcement action taken (if any); and
  - g. Case number.
11. This policy applies to all reports submitted through Mobile Client as well as hand written reports.

**E. SUPERVISORY REVIEW (CALEA 82.2.1e)**

1. All submitted reports will be reviewed by a supervisor.
2. The supervisor will carefully check for the following:
  - a. Elements of the crime are detailed;
  - b. Criminal procedures are documented;



- c. Department directives are adhered to;
  - d. Completeness;
  - e. Clarity;
  - f. Legibility, grammar and spelling.
3. If the report is approved, the supervisor will forward the report to the Records Unit.
  4. Reports not approved will be returned to the officer for the required corrections.
  5. Field supervisors will review the CAD event report daily for accuracy.

#### **F. CASE NUMBERING SYSTEM (CALEA 82.2.3)**

The department employs a case numbering system that provides a unique identification number to each incident and it includes the following:

1. The assignment of a different number to each incident, which shall consist of the year and case number, example: **201800012345**. Unique numbers will be assigned to all cases in numerical sequence.
2. The assigned case number will be recorded on submitted reports for all law enforcement services, including, but not limited to:
  - a. Criminal investigations, and
  - b. Vehicle crash investigations.



**Decatur Police Department  
Decatur, Alabama**

**General Order No. 805.0**

Subject: Written Directive System	Effective Date: March 25, 2019	Revised Date: March 25, 2019
Title: Communications Policy	Pages: 14	Distribution: All Members
Cross Reference: CALEA Reference Chapter 81	Chief of Police Approval <b>Nathaniel Allen</b>	

**POLICY**

The communications center is responsible for all public safety communications within the City of Decatur. An essential function of the communications system is to satisfy the immediate public safety and police service needs of the community, during routine operations and during times of emergency. It is the policy of the Decatur Police Department to provide the most efficient means of communication for both the service of the community and the safety of department personnel.

**PURPOSE**

The purpose of this policy is to define the communications function and the responsibilities of both the Decatur Police Department and the Communications Center.

**PROCEDURES**

**A. Responsibilities**

1. The Communications Center should monitor units engaged in an event, maintain their status and close the event upon resolution making note of the clearance type. Each computer aided dispatch (CAD) event should contain the following information and will serve as an official record of the agency's response (CALEA 81.2.3):
  - a. Control/case number (CALEA 81.2.3a);
  - b. Date and times of request (CALEA 81.2.3b);
  - c. Name and address of complainant, if possible (CALEA 81.2.3c);



- d. Type of incident reported (CALEA 81.2.3d);
  - e. Location of incident reported (CALEA 81.2.3e);
  - f. Identification of officer(s) assigned as primary and backup (CALEA 81.2.3f);
  - g. Time of dispatch (CALEA 81.2.3g);
  - h. Time of officer arrival (CALEA 81.2.3h);
  - i. Time of officer return to service; and (CALEA 81.2.3i);
  - j. Disposition or status of reported incident (CALEA 81.2.3j).
2. All CAD events are searchable and will be archived for 4 years.

## **B. Telephone Communications**

The communications center provides 24 hour, toll-free telephone/TDD system access for emergency and non-emergency calls to residents of the City of Decatur. The communications center will receive, process, and dispatch all calls for police on a 24-hour basis, throughout the City of Decatur (CALEA 81.2.1).

## **C. Radio Communications (CALEA 81.2.4)**

All officers utilizing a police radio shall also utilize proper call signs as assigned by the department (CALEA 81.2.4a).

1. All radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.
2. The communications center has a 24 hour, two-way radio capable of providing continuous communications between the communications center and officers on duty. This enables the communications center and officers to maintain communications for (CALEA 81.2.1):
  - a. The exchange of information;
  - b. Requesting assistance;
  - c. Answering calls for service;



- d. Communicating with other officers and supervisors;
  - e. Receiving orders and instructions from supervisors.
3. Officers are assigned radio identifiers to be utilized when communicating via the radio. The identifiers are assigned based on the officer's unit and identification number (CALEA 81.2.4a, CALEA 81.2.4c).
4. Officers will not intentionally disregard radio assignments or fail to answer radio traffic while on duty. Additionally (CALEA 81.2.4a):
- a. Officers will utilize the phonetic alphabet and plain language phrases effective August 1, 2016 (CALEA 81.2.4a).
  - b. All radio traffic will be conducted using an appropriate professional protocol. Lengthy discussions, disagreements, or inappropriate conversations will not be transmitted (CALEA 81.2.4a).
  - c. Transmitted messages will not be argumentative, sarcastic, or exaggerated. (CALEA 81.2.4a).
  - d. Officers calling other officers or the communications center, or responding to a call will use their unit number for identification (CALEA 81.2.4a, CALEA 81.2.4c).
  - e. When responding to officers, the communications center will use the radio identifier of the calling unit.
  - f. Appropriate acknowledgement will be made before any unit proceeds with radio traffic. If the acknowledgement is to stand by, officers should make no further transmissions until advised, unless it is an emergency.
  - g. Under normal circumstances, the communications center should respond to the calling units in a timely manner.
5. Officer safety and operational efficiency require officers to communicate with the communications center during the following times (CALEA 81.2.4a):
- a. At the beginning and end of a tour of duty;
  - b. During special details or secondary employment jobs.



- c. Acknowledgement receipt of an assigned call;
- d. Upon arrival at the assigned call;
- e. Upon completion of the assigned call;
- f. When making traffic stops;
- g. Prior to self-initiated investigations concerning suspicious persons and/or circumstances;
- h. When communicating with other officers in the field;
- i. When going in and out of service including meal and break times; and
- j. Other times when needed.

**Note:** The communications center will record the status of officers when out of service in the CAD, providing for a permanent record to be maintained (CALEA 81.2.4b).

- 6. Officers should provide the following information as appropriate (CALEA 81.2.4c):
  - a. Radio identifiers;
  - b. Activity type/Nature of the Call;
  - c. Location;
  - d. Description of suspect(s);
  - e. Vehicle description;
  - f. Any other pertinent information.
- 7. Officers shall stay in contact with the communications center at the scene of an emergency by either portable radio or cell phone.
- 8. The communication center should assign the necessary number of officers, based on the nature of the call. At least two officers will be dispatched to the following (CALEA 81.2.4e):



- a. All disturbances, shootings, stabbings, other violent felonies and felonies in progress;
  - b. Violent or potentially violent misdemeanor arrests;
  - c. Use of Force Incidents;
  - d. A fleeing suspect;
  - e. Felony vehicle stops and/or arrests;
  - f. An assault or attempted assault on an officer;
  - g. Other situations, which in the opinion of the Police Supervisor require a multiple officer response.
9. Police supervisors may overrule assignments which are made by the communications center. Such changes must be based on their knowledge of the situation and to ensure compliance with department policies.
10. Police supervisors are expected to monitor the radio traffic of all personnel under their command to ensure proper radio procedures are used and excessive numbers of units do not respond to calls.
11. If a supervisor or additional assistance is needed, the request will be made as brief as possible without loss of clarity.
12. Supervisors will be informed in the event of the following incidents for the purpose of assuming command (CALEA 81.2.4f):
- a. Major crimes, especially offenses against any person(s);
  - b. Offenses including weapons violations and/or weapons discharges by or at an officer;
  - c. Barricaded hostage situations;
  - d. Natural or manmade disasters including hazardous materials incidents;
  - e. Incidents involving allegations against officers;
  - f. Offenses against the public order such as rioting, disorderly conduct or demonstrations;



- g. Response to resistance incidents;
- h. Prisoner escape;
- i. Acts of terrorism, including the finding of an exploded or unexploded bomb;
- j. Commission of crimes or incidents involving officers or other officials of this or any other jurisdiction;
- k. Other incidents as requested by citizens, subordinates and/or superiors.

**D. Vehicles Pursuits**

- 1. Upon being notified of a pursuit, dispatch will respond by asking the location, direction of travel and the charges.
- 2. Dispatch will immediately notify a supervisor via police radio that a pursuit is underway.
- 3. If a secondary unit is not involved, dispatch will notify a second unit to be enroute.
- 4. Dispatch will also ensure all non-emergency radio traffic will be held by both communications and other non-involved units. A second radio channel may be used during such times (CALEA 41.2.2f).

**E. Radio Communications with Interacting Agencies (CALEA 81.2.4d)**

When communicating with other agencies on the designated radio frequencies:

- 1. Officers will identify themselves by radio identifiers.
- 2. Officers will use plain language phrases when communicating with other agencies.
- 3. Officer will ensure Decatur Police Department policies and procedures are followed.
- 4. Contact a supervisor when other agencies are requesting assistance.
- 5. Supervisors will be responsible for monitoring the radio traffic and may overrule any decision made by the officer or deny any request from interacting agencies.

**F. Emergency Requests for Assistance (CALEA 81.2.4g)**



1. Officers shall not hesitate to call for assistance or backup when needed or desired and should specify the response code for the assisting officer(s). The circumstances will dictate the number of units needed.
2. In the event an officer activates a Code 2 response, communications personnel will send two units to assist the officer, other available units may respond to assist, unless overruled by a supervisor.
3. The communications center will provide the requesting officer's last known location and the nature of the call and/or circumstances.
4. In the event an officer activates a Code 3 response, communications personnel shall send all available units to assist the officer.
5. All units will be informed of the officer's last known location and nature of the call and/or circumstances.
6. Each officer's handheld radio is equipped with an emergency or "Officer Down" button, which provides a means for officers to alert the communications center they are in danger without having to initiate voice contact.
7. When the emergency button is activated, all radio traffic between the officer needing assistance and the communications center will be handled on the primary channel.
8. Communications personnel will assign additional units to assist. The number of units will depend on the nature of the call and/or circumstances.
9. If the location of the unit/officer in need of assistance is unknown, communication personnel will broadcast the last known location and status of the unit needing assistance.
10. Dispatched units will remain enroute until the emergency situation has been resolved.
11. If an emergency activation is initiated from an unidentified radio, communications personnel will initiate a welfare check on all units. If there is no response, the communications' supervisor will be immediately notified.
12. The communications supervisor will notify the on duty Supervisor to determine additional measures to be taken to resolve the alarm.

#### **G. Call for Service Information Victim/Witness Calls (CALEA 81.2.6)**



1. When receiving calls for information or service from victim/witness of a crime or traffic accident, etc., the communications center will obtain all available information to determine the nature of the call and the number of units necessary.
2. The communication center will dispatch the closest unit to the call for service. Additional units may be dispatched depending on the nature of the call, *section C12*.
3. The communications center will relay all pertinent information to the responding officers.
4. The responding officer(s) will determine whether an emergency or non-emergency response is required depending on the nature of the call (CALEA 81.2.6a).
5. When responding to a call, the communications center personnel may inform the caller of the department's response, including direct services and/or referral to other agencies. Additionally, the communications center may (CALEA 81.2.6b):
  - a. Advise the caller if an officer will be responding to the call and if there will be a delay;
  - b. Advise of any delays when a supervisor's response is required;

**Note:** The communications center shall not to commit the officer to a specific arrival time;

#### **H. Response to Information and Services (CALEA 81.2.6c)**

1. When a victim or complainant contacts the communications center to request information not handled by the communications center, the call may be transferred to the front desk of the Decatur Police Department or it may transferred to the appropriate jurisdiction.
2. If a victim or complainant requests services from the Decatur Police Department, the information should be logged into the CAD system as a call for service.
3. One or more officers may be dispatched to the call.
4. If the victim or complainant contacts the communication center after the officer(s) left the scene, and it is in reference to the same call for service, the communications center should update the call in the CAD system.
5. If the purpose of the call is for a complaint, the caller should be referred to an on duty supervisor.

#### **I. Access to Resources (CALEA 81.2.5)**



The communications center should have immediate access to the following department resources:

1. Shift Lieutenant, supervisor, or officer in charge at all times (CALEA 81.2.5a);
2. Duty roster of all personnel on duty, as well as a schedule of police details with the hours of services for each officer (CALEA 81.2.5b);
3. Phone numbers of all personnel (CALEA 81.2.5c);
4. Visual maps (in the CAD as well as paper maps) of the department's entire jurisdiction (CALEA 81.2.5d);
5. Officer status indicators, which will allow the communications center to monitor the status of each officer when they are on a call (CALEA 81.2.5e)

**J. Procuring Emergency and Necessary External Services (CALEA 81.2.5f)**

1. The communications center should maintain a list of referral agencies to be used by police department personnel such as:
  - a. Air Support;
  - b. Medflight,
  - c. Other law enforcement agencies,
  - d. Emergency medical services,
  - e. Hospitals,
2. The referral list should be used when police department personnel encounter individuals who require assistance outside the normal scope of police duties.
3. The referral list should contain contact information for those agencies who provide services to the community.

**K. Tactical Dispatching Plans (CALEA 81.2.5g)**

Tactical dispatching may be defined as the procedures to be followed by communications personnel during crimes in progress and/or other tactical operations. During prolonged tactical



situations, it is preferable to separate the tactical operation from the normal radio traffic. If possible, the tactical operation should be switched to a secondary radio channel. However, if this is impractical, the primary radio channel may be changed. The communication center will:

1. Obtain the location and nature of the incident;
2. Obtain information on possible victims, including any injuries;
3. Obtain suspect(s) information as soon as possible, including any weapons used or in possession;
4. Obtain any other descriptive information on individuals and vehicles involved
5. Dispatch the two closest units available;
6. Inform the responding officers as new information is available.
7. If known or suspected injuries, dispatch Fire/EMS.
8. Notify patrol supervisor.
9. Notify surrounding agencies if needed or requested.

#### **L. Emergency Messages (CALEA 81.2.10)**

The communications center may receive calls from citizens or other law enforcement agencies requesting that an emergency message(s) be delivered to third party individuals.

1. Emergency messages may include, but are not limited to:
  - a. Serious illness of a family member;
  - b. Injury as a result of a vehicle crash, crime, or other incident;
  - c. Hospital personnel needing to speak to a family member;
  - d. Law enforcement personnel needing to speak to an individual; or
  - e. Requests approved by a shift supervisor.



2. All emergency notification requests should be entered into the CAD system as a call for service and dispatched to officers.
3. An officer will be dispatched to deliver the message. In the event of a serious illness or an injury as a result of a vehicle crash, crime or other incidents, a supervisor will respond with the officer.
4. A department chaplain may be requested to respond as outlined in the Chaplains policy # 301.4.

**M. Misdirected Emergency calls (CALEA 81.2.11)**

1. It is common for the one agency to receive emergency telephone calls intended for another law enforcement or public service agency. The communications center should operate a system that uses selective routing features designed to eliminate misdirected calls.
2. If the communication center receives a misdirected call for service, they should transfer the call to the known agency responsible for service. The communication center will:
  - a. Obtain the location of the incident to determine where to transfer the incident;
  - b. Transfer the call to the appropriate jurisdiction.
3. If the misdirected call or in the event of an emergency call that is received at the front desk of the Decatur Police Department:
  - a. Officer(s) on desk duty will transfer the call to the communications center. Officers must remain on the line until a successful connection is established with communications center personnel.
  - b. Officers should make a notation of the caller's name, location and phone number in the event the call is disconnected.
  - c. If the call is disconnected before a successful transfer to the communications center, officer(s) will immediately contact the communication center by dialing the non-emergency number to make the notification.
  - d. The communications center will attempt to establish contact with the caller. If contact is made, the communications center will transfer the call to the appropriate jurisdiction or dispatch.



- e. If no contact is made, the communications center will contact the appropriate jurisdiction, if the location of the call is known and will relay all information over to that jurisdiction.
4. Non-emergency calls may be transferred to the appropriate agency, if contact information is available. If no contact information is available for that agency, officers will transfer the phone call to the communications center by dialing the non-emergency phone number.
5. Officers shall not utilize the 9-1-1 emergency phone system for non-emergency situations.

#### **N. Recording and Playback (CALEA 81.2.7)**

The communications center has the ability to record all conversations made on the telephones and radios utilized by the communications center. The communications center has the ability to immediately playback telephone and radio recordings from the consoles. The playback recorder serves to assist communications personnel in the event of a misunderstood or missed message.

1. All telephone lines and radio frequencies utilized by the communications center will be automatically recorded.
2. The recording system will continuously operate.
3. The communications center will maintain a minimum of ninety days of recorded audio (Calea 81.2.7a).
4. Recorded audio files will be stored in a safe and proper manner as follows (Calea 81.2.7b):
  - a. All recordings will be stored on a server in a locked room.
  - b. Only the director, deputy director and IT personnel (under the direction of the director) can access these recordings.
  - c. Access to the recordings must be done by a computer within the communications center only.
5. All requests to review the telephone or radio transmission recordings will be directed to the communications supervisor or designee. The communications supervisor will have the authority to allow departmental personnel to review the recording for legitimate purposes under the following circumstances (CALEA 81.2.7c):



- a. Sworn personnel may review radio and telephone transmission recordings only with the approval of their supervisor.
- b. Civilians requesting to review radio transmission and their phone calls recordings may do so after presenting a subpoena. **Exception:** The original caller may review radio transmission and phone calls recordings in accordance to open records laws.

**O. First Aid Over Phone (CALEA 81.2.13)**

1. Communications personnel must be trained to provide information to callers during life threatening situations until emergency medical arrive at a scene.
2. Communications personnel must follow approved emergency medical guidelines or materials.

**P. Communications Center Security (CALEA 81.3.1)**

Security measures for the communications center are in place to:

1. Limit access to the communications center to authorized personnel (CALEA 81.3.1a);
2. Protect equipment (CALEA 81.3.1b);
3. Provide security for transmission lines, antennas, and power sources (CALEA 81.3.1d); and
4. Provide for back-up resources. Back up resources may include (CALEA 81.3.1c):
  - a. Uninterrupted power supply;
  - b. Multiple radio frequencies, repeaters and towers;
  - c. Portable radio in communications center; and
  - d. Generator power.

**Q. Alternate Power Source (CALEA 81.3.2)**

The communications center will maintain an alternate power source that will ensure continuous emergency communications and operations in case of disruption of primary power. Inspections and tests will be conducted as follows:



1. A documented inspection and test of the alternate power source will be completed at least monthly, or in conformance with manufacturer recommendations and tested or operated under full load at least once a year.
2. All tests and activations of the generator will be logged and maintained by the Information Technology Administrator or Technician.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 900.1**

Subject: Written Directive System	Effective Date: November 9, 2011	Revised Date: November 9, 2011
Title: ACJIC/NCIC Security	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Department members shall comply with all National Crime Information Center (NCIC) and Alabama Criminal Justice Information Center (ACJIC) requirements in the use of the NCIC/ACJIC data system.

**DEFINITIONS**

**Information Security:** The protection of information and Information Technology (IT) systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity, and availability.

**Information System:** A separate set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. This may include other communication equipment, such as a fax machine, laptops, handheld computers, Portable Electronic Devices (PED), and Mobile Data Terminals.

**PROCEDURES****A. Use**

1. Information from the Alabama Criminal Justice Information Center (ACJIC) and the National Crime Information Center (NCIC) are provided to law enforcement/criminal justice officials to assist criminal investigations, enhance officer/citizen safety, facilitate preliminary screening of prospective law enforcement agency personnel, and to facilitate timely preliminary screening of persons seeking weapons/explosives purchases and permits.



2. NCIC terminals are for official business only. Users have no expectation of privacy in their use.
3. User IDs may be publicly known, passwords must be kept secret. Your password is for your use only. Lending it to someone else is a security violation and may result in disciplinary action against both parties.
4. Any user signed on to an ACJIC terminal will be automatically logged off after a period of inactivity.
5. Users that have finished using the ACJIC/NCIC computer terminal shall log off. If you forget your password, notify the ACJIC/NCIC Command Center.
6. All system transactions are subject to routine review for inappropriate or illegal activity.

**B. Security Violation**

1. If you become aware of any policy violation or suspect that your password may have been compromised by someone else, it is your responsibility to report that information to the Police Department's Information Technology (IT) Officer.
2. A violation of security requirements could result in termination of system access privileges and/or disciplinary action and possibly dismissal.

**C. Destruction of Data**

When information obtained from the ACJIC/NCIC computer system is no longer needed, it shall be disposed of in accordance with departmental policy regarding disposal of classified or sensitive information.

**D. Training**

Police Officers and IT personnel who are given access to ACJIC shall be provided security awareness training; refresher training will be provided once every three years.



**DECATUR POLICE DEPARTMENT  
Decatur, Alabama**

**General Order No. 901.0**

Subject: Written Directive System	Effective Date: January 20, 2011	Revised Date: January 20, 2011
Title: Disposal of Classified Information	Pages: 2	Distribution: All Members
Cross Reference: CALEA Reference Chapter	Chief of Police Approval: <b>Nathaniel Allen</b>	

**POLICY**

Proper disposal of classified or sensitive information can protect the Police Department and employees from risk. This policy applies to all employees, contractors, temporary staff, and other workers at the Decatur Police Department, including all personnel with access to sensitive and classified data, media, and equipment, owner or leased by the department.

**PROCEDURES****A. Disposal of Media**

When no longer usable, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data shall be properly disposed of as follows:

1. Hard copies and print-outs shall be shredded or burned;
2. Diskettes and tape cartridges shall be taken apart and shredded or burned;
3. Portable media (CD, DVD, USB flash drives, etc.) shall be shredded or crushed.

**B. Information Technology (IT) Systems**

IT systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from the Police Department's control until all stored information has been cleared. For classified systems, the following shall apply:

1. Employees shall send all hardware to the Agency Information Security Officer (AISO).



2. The AISO shall dispose and/or clean hardware by:
  - a. Overwriting onto the location of the media where the file to be sanitized is located, or
  - b. Degaussing or erasing magnetic data utilizing strong magnets or electric degausses, or
  - c. Destruction of magnetic media by crushing or disassembling.