



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Council Agenda City Council

Tuesday, May 4, 2010

6:30 PM

Huntington Building

PUBLIC WORKS COMMITTEE MEETING AT 5:30 P.M.

City Council Chambers, Huntington Building

NOMINATING AND RULES COMMITTEE MEETING AT 6:15 P.M.

City Council Chambers, Huntington Building

1. CALL TO ORDER BY MAYOR PERRIN AT 6:30 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. ROLL CALL BY CITY CLERK DONNA JACKSON

4. SPECIAL PRESENTATIONS

COM-10:046 Proclamation by the Mayor for Motorcycle Safety Awareness Month

COM-10:047 Presentation by Phillip Steed of the Jonesboro Airport Commission

5. CONSENT AGENDA

All items listed below will be voted on in one motion unless a council member requests a separate action on one or more items.

MIN-10:040 Minutes for the City Council meeting on April 20, 2010.

Attachments: [Minutes](#)

RES-10:040 A RESOLUTION APPROVING AND ADOPTING THE CONTENTS OF THE POLICY AND PROCEDURES MANUAL OF THE POLICE DEPARTMENT IN THEIR ENTIRETY

Sponsors: Police Department

Attachments: [Manual](#)

Legislative History

4/20/10	Public Safety Council Committee	Recommended to Council
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RES-10:043 A RESOLUTION TO ADOPT A REVISED EMPLOYEE HANDBOOK FOR ALL EMPLOYEES OF THE CITY OF JONESBORO.

Sponsors: Human Resources and Mayor's Office

Attachments: [Revised Handbook May 2010](#)
[Revised Handbook - PDF version](#)
[Handbook changes](#)

Legislative History

4/27/10 Finance & Administration Recommended to Council
Council Committee

6. NEW BUSINESS

ORDINANCES ON FIRST READING

ORD-10:020 AN ORDINANCE TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF CEMETERY REVENUES

Sponsors: Finance and Parks & Recreation

EMERGENCY CLAUSE

Legislative History

4/27/10 Finance & Administration Recommended to Council
Council Committee

ORD-10:027 AN ORDINANCE TO AMEND THE 2010 BUDGET TO PROVIDE FOR TRANSFER OF MONIES PAID TO THE FEDERAL TRANSIT ADMINISTRATION BY JONESBORO ECONOMICAL TRANSIT SYSTEM

Sponsors: Finance

EMERGENCY CLAUSE

Legislative History

4/27/10 Finance & Administration Recommended to Council
Council Committee

ORD-10:036 AN ORDINANCE PROVIDING FOR THE LEVY OF A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; ALL PROCEEDS DERIVED FROM THE SALES AND USE TAX WILL BE FOR PROVIDING POLICE AND FIRE SERVICES.

Sponsors: Mayor's Office

Legislative History

4/27/10 Finance & Administration Recommended to Council
Council Committee

ORD-10:037 AN ORDINANCE CALLING A SPECIAL ELECTION IN THE CITY OF JONESBORO, ARKANSAS, ON THE QUESTION OF LEVYING A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; DEFINING THE TERM SINGLE TRANSACTION; PRESCRIBING OTHER MATTERS PERTAINING THERETO; AND DECLARING AN EMERGENCY

Sponsors: Mayor's Office

EMERGENCY CLAUSE

Legislative History

4/27/10 Finance & Administration Recommended to Council
Council Committee

ORD-10:038 ORDINANCE TO AMEND SECTION 117-32 OF CHAPTER 117 KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO CODE OF ORDINANCES PROVIDING FOR A CHANGE IN ZONING BOUNDARIES FROM CR-1 (L.U.O.) PROFESSIONAL OFFICE TO C-3 PROFESSIONAL OFFICE/SERVICE RETAIL FOR PROPERTY LOCATED AT 2300 STADIUM BLVD AS REQUESTED BY BEN FORD

Attachments: [Plat](#)
[Emergency Request Letter](#)
[MAPC Report](#)

EMERGENCY CLAUSE

7. UNFINISHED BUSINESS

ORDINANCES ON THIRD READING

ORD-10:025 AN ORDINANCE TO AMEND TITLE 14, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR A PLANNED UNIT DEVELOPMENT OVERLAY LOCATED AT THE LINKS AT JONESBORO, 3700 S. CARAWAY RD./ LINKS DRIVE AT HARRISBURG RD. REQUESTED BY KIM FUGITT

Attachments: [MAPC Report](#)
[Plat 1](#)
[Plat 2](#)

Legislative History

4/20/10 City Council Waive Second Reading

8. MAYOR'S REPORTS

9. CITY COUNCIL REPORTS

10. PUBLIC COMMENTS

Public Comments are limited to 5 minutes per person for a total of 15 minutes.

11. ADJOURNMENT



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: COM-10:046 **Version:** 1 **Name:**
Type: Other Communications **Status:** To Be Introduced
File created: 4/27/2010 **In control:** City Council
On agenda: **Final action:**
Title: Proclamation by the Mayor for Motorcycle Safety Awareness Month
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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title

Proclamation by the Mayor for Motorcycle Safety Awareness Month



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: COM-10:047 **Version:** 1 **Name:**
Type: Other Communications **Status:** To Be Introduced
File created: 4/28/2010 **In control:** City Council
On agenda: **Final action:**
Title: Presentation by Phillip Steed of the Jonesboro Airport Commission
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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title

Presentation by Phillip Steed of the Jonesboro Airport Commission



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-10:040 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 4/22/2010 **In control:** City Council
On agenda: **Final action:**
Title: Minutes for the City Council meeting on April 20, 2010.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the City Council meeting on April 20, 2010.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes City Council

Tuesday, April 20, 2010

6:30 PM

Huntington Building

PUBLIC SAFETY COMMITTEE MEETING AT 5:15 P.M.

SPECIAL CALLED PUBLIC WORKS COMMITTEE MEETING AT 6:20 P.M.

1. CALL TO ORDER BY MAYOR PERRIN AT 6:30 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. ROLL CALL BY CITY CLERK DONNA JACKSON

Present 10 - Darrel Dover; Ann Williams; Charles Frierson; Jim Hargis; Chris Moore; John Street; Mitch Johnson; Chris Gibson; Rennell Woods and Mikel Fears

Absent 2 - Tim McCall and Gene Vance

4. SPECIAL PRESENTATIONS

COM-10:038 Proclamation / Presentation to Jason Wilkie, former Parks Dept. Director

Mayor Perrin presented Mr. Wilkie with a proclamation and Key to the City for his service to the City as director of the Parks and Recreation Department. Mr. Wilkie thanked the Mayor, the City Council and the City staff for everything they've done for the Parks Department.

This item was Read.

Life Saving Award presentation by Police Chief Michael Yates to Detective Vic Brooks

Chief Yates explained Detective Brooks performed the Heimlich Maneuver on a secretary in the Police Department who was choking. The maneuver was successful in opening her airways so she could breathe. He presented Detective Brooks with the Life Saving Award and commended him for taking action to help the secretary.

COM-10:037 Presentation from Sharon Poe on the Jonesboro Urban Renewal and Housing Authority

Ms. Poe discussed the Jonesboro Urban Renewal Housing Authority, their programs and events they sponsor and support. Councilman Hargis questioned what their annual budget is. Ms. Poe stated their budget depends, but it's approximately \$9 million. He then questioned when they are audited. Ms. Poe answered they have three private annual audits. Councilman Woods thanked Ms. Poe for her work for the citizens. Councilman Moore questioned what went on before 1970, when JURHA was

created. Ms. Poe explained she is not sure that there was any assistance available before JURHA. He then asked whether the JURHA administers grants on behalf of the City. Ms. Poe stated they are federally funded and are associated with the State of Arkansas, but they work closely with the City. Discussion was then held regarding appointment of JURHA members. Ms. Poe explained initially the Mayor appointed the members, but their bylaws state after that the members appoint other members and the appointments are sent to the Mayor for confirmation.

This item was Read.

5. CONSENT AGENDA

Approval of the Consent Agenda

A motion was made by Councilman Mikel Fears, seconded by Councilman Chris Moore, to Approve the Consent Agenda. A motion was made that these files be approved by consent voice vote

Aye: 10 - Darrel Dover; Ann Williams; Charles Frierson; Jim Hargis; Chris Moore; John Street; Mitch Johnson; Chris Gibson; Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

MIN-10:034 Minutes for the City Council meeting on April 6, 2010.

This item was PASSED on the consent agenda.

RES-10:026 A RESOLUTION REQUESTING FREE UTILITIES AT 3009 DAN AVENUE (PARKS & RECREATION ADMINISTRATION COMPLEX)

Sponsors: Parks & Recreation

This item was PASSED on the consent agenda.

Enactment No: R-EN-032-2010

RES-10:032 A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, CRAIGHEAD COUNTY TO UTILIZE FEDERAL-AID MONIES FOR THE INSTALLATION OF TRAFFIC SIGNAL - HIGHWAY 91 AT UNIVERSITY LOOP

Sponsors: Engineering

This item was PASSED on the consent agenda.

Enactment No: R-EN-033-2010

RES-10:035 A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND CITY CLERK TO ACCEPT 0.65 ACRES DONATED BY IBERIABANK fsb AND A 30 FOOT PERMANENT DRAINAGE EASEMENT FROM JIM AND LOUISE MEAD AND A 10 FOOT TEMPORARY CONSTRUCTION EASEMENT FROM CRAIG MCDANIEL AND CINDY MCDANIEL FOR THE CONSTRUCTION AND MAINTENANCE OF DRAINAGE IMPROVEMENTS

Sponsors: Engineering

This item was PASSED on the consent agenda.

Enactment No: R-EN-034-2010

RES-10:036 A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR AND THE CITY CLERK TO ACCEPT THE PROPERTY DONATED BY THE JONESBORO PARKING AUTHORITY (ALSO KNOWN AS MUNICIPAL PARKING AUTHORITY OR DOWNTOWN PARKING AUTHORITY)

Sponsors: Engineering

This item was PASSED on the consent agenda.

Enactment No: R-EN-035-2010

RES-10:038 A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO TO UTILIZE FEDERAL-AID NATIONAL SCENIC BYWAYS FUNDING FOR CROWLEYS RIDGE PARKWAY: JONESBORO MULTI-USE TRAIL

Sponsors: Engineering

This item was PASSED on the consent agenda.

Enactment No: R-EN-036-2010

RES-10:039 A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH LITTLE & ASSOCIATES ARCHITECTS FOR A FEASIBILITY STUDY, PROGRAMMING AND SPACE PLANNING FOR THE CITY FACILITIES AT 314 & 316 WEST WASHINGTON

Sponsors: Mayor's Office

This item was PASSED on the consent agenda.

Enactment No: R-EN-037-2010

6. NEW BUSINESS

ORDINANCES ON FIRST READING

ORD-10:021 AN ORDINANCE TO PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY

Sponsors: Engineering and Finance

Councilman Dover offered the ordinance for first reading by title only.

Councilman Moore motioned, seconded by Councilman Street, to suspend the rules and waive second and third readings. All voted aye.

Councilwoman Williams motioned, seconded by Councilman Moore, to adopt the emergency clause. All voted aye.

A motion was made by Councilman Chris Moore, seconded by Councilwoman Ann Williams, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

Enactment No: O-EN-013-2010

ORD-10:022 AN ORDINANCE TO AMEND THE 2010 BUDGET TO REVISE DEPARTMENTAL BUDGETS FOR CITY COMMUNITY INITIATIVE AND DEPARTMENT OF COMMUNITY DEVELOPMENT

Sponsors: Community Development and Finance

Councilwoman Williams offered the ordinance for first reading by title only.

Councilwoman Williams motioned, seconded by Councilman Street, to suspend the rules and waive second and third readings. All voted aye.

Councilman Gibson motioned, seconded by Councilwoman Williams, to adopt the emergency clause. All voted aye.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Chris Moore, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

Enactment No: O-EN-014-2010

ORD-10:024 AN ORDINANCE TO APPROPRIATE MONIES AND ESTABLISH A RESERVE FUND FOR ABATEMENTS

Sponsors: City Attorney's Office and Finance

Councilman Dover offered the ordinance for first reading by title only.

Councilwoman Williams motioned, seconded by Councilman Gibson, to suspend the rules and waive second and third readings. All voted aye.

Councilwoman Williams motioned, seconded by Councilman Gibson, to adopt the emergency clause. All voted aye.

A motion was made by Councilwoman Ann Williams, seconded by Councilman John Street, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

Enactment No: O-EN-015-2010

ORD-10:025 AN ORDINANCE TO AMEND TITLE 14, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR A PLANNED UNIT DEVELOPMENT OVERLAY LOCATED AT THE LINKS AT JONESBORO, 3700 S. CARAWAY RD./ LINKS DRIVE AT HARRISBURG RD. REQUESTED BY KIM FUGITT

Councilman Street offered the ordinance for first reading by title only.

Mayor Perrin explained the MAPC and staff are recommending the rezoning in order to put meters at each of the individual units.

A motion was made by Councilman Chris Moore, seconded by Councilman

Darrel Dover, to suspend the rules and Waive Second Reading . The motion PASSED by a unanimous vote.

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

RESOLUTIONS TO BE INTRODUCED

RES-10:030 A RESOLUTION TO CONDEMN PROPERTY AT 404 N. DRAKE OWNED BY JUAN LUIS GARCIA

Sponsors: Code Enforcement

A motion was made by Councilman Darrel Dover, seconded by Councilman Chris Moore, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

Enactment No: R-EN-038-2010

RES-10:031 A RESOLUTION TO CONDEMN PROPERTY AT 314 N. FOURTH OWNED BY MARGARET KINDALL

Sponsors: Code Enforcement

A motion was made by Councilman John Street, seconded by Councilman Mitch Johnson, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

Enactment No: R-EN-039-2010

7. UNFINISHED BUSINESS

8. MAYOR'S REPORTS

Mayor Perrin had the following report:

He stated he appreciates the Council's support with the Community Conversations meetings the Mayor's Office held recently in each ward of the City. He explained they will be going over their notes and sending them out to the press.

The Mayor and City Attorney Crego met with Code Enforcement to look at the codes and dollar fines in order to come up with recommendations. The recommendations will be taken to the Revenue Enhancement Committee, then to the Finance Committee and City Council.

He is still interviewing for the Parks Director position that is open due to Mr. Wilkie's departure. He has asked Councilman Woods, who is the chairs of the Parks

subcommittee, and the chair of the Parks Advisory Board to also attend the interviews.

The forms for the incinerator are up and they are hoping to have all of the parts by Wednesday. The projected date for the incinerator to be done is May 17.

On April 22, FEMA and the Corps of Engineers will hold a meeting at the Huntington Building concerning the flood maps. The meeting is open to the public.

They are hoping to have the flashing lights around the schools up before the start of the school year in the fall.

The double left-hand turn lane from Aggie onto Stadium is operational.

The slab has been poured for the JETS building on Dan Avenue. They will begin the framing soon.

70% of Jonesboro's census returns have been counted. He feels they will pass the 2000 census.

When the incinerator was purchased, there was a wire money transfer to the company that came out of account 071000753. By state law there needs to be a check written as opposed to a wire transfer. He visited with the auditors today and the City will be sending a check for the next payment.

They are still monitoring the sales tax collections. They are also continuing to manage the City's expenses. He hopes to have some recommendations for the Finance Committee meeting next week. Revenues for the first quarter were down by \$900,000, but expenses were down by about the same amount.

9. CITY COUNCIL REPORTS

Councilman Street commended the Mayor for holding the Community Conversations meetings. He added he heard numerous positive comments about the meetings. Mayor Perrin stated they will be holding the meetings annually.

Councilman Johnson noted the intersection at Nettleton Avenue and Main Street has improved since the street work was done.

Councilman Woods commended the Street Department for repaving the streets and restriping streets. He also thanked the Mayor for holding the Community Conversations meetings and allowing them to meet with the public.

Councilwoman Williams reminded the Council there will be a Finance Committee meeting next week.

10. PUBLIC COMMENTS

Ms. Juanita Simms, 202 Cedar Street, presented the Council with pictures of the property in north Jonesboro. She noted some of the properties are city-owned. She expressed concern over trash being left on the properties and in the ditches. She stated she doesn't think the person who is over the department that would take care of those issues is doing their job. Councilman Moore questioned which city-owned properties Ms. Simms stated there is a piece of property near the Family Health Clinic on North Church Street that is currently up for sale that has trash littering the property. She called the number on the for sale sign and it was private citizens.

Mayor Perrin stated the only picture that has an address on it is a picture of the 1300 Block of Warner street sign, which is near Parker Park. He noted that at the Community Conversations meeting at Parker Park it was brought to his attention that nearby properties needed to be looked at and cleaned up. Councilman Moore questioned whether she had a list of addresses that are of concern to her. Ms. Simms answered she can get the Council those addresses, if needed. Councilman Woods recommended Ms. Simms speak with Grant Coordinator Gayle Vickers to get involved in ways in which she'll be able to further help others.

11. ADJOURNMENT

A motion was made by Councilman Chris Moore, seconded by Councilman Mitch Johnson, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 10 - Darrel Dover;Ann Williams;Charles Frierson;Jim Hargis;Chris Moore;John Street;Mitch Johnson;Chris Gibson;Rennell Woods and Mikel Fears

Absent: 2 - Tim McCall and Gene Vance

_____ **Date:** _____
Harold Perrin, Mayor

Attest:

_____ **Date:** _____
Donna Jackson, City Clerk



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: RES-10:040 **Version:** 1 **Name:**
Type: Resolution **Status:** Recommended to Council
File created: 4/6/2010 **In control:** Public Safety Council Committee
On agenda: **Final action:**
Title: A RESOLUTION APPROVING AND ADOPTING THE CONTENTS OF THE POLICY AND PROCEDURES MANUAL OF THE POLICE DEPARTMENT IN THEIR ENTIRETY
Sponsors: Police Department
Indexes:
Code sections:
Attachments: [Manual](#)

Date	Ver.	Action By	Action	Result
4/20/2010	1	Public Safety Council Committee		

title

A RESOLUTION APPROVING AND ADOPTING THE CONTENTS OF THE POLICY AND PROCEDURES MANUAL OF THE POLICE DEPARTMENT IN THEIR ENTIRETY

body

WHEREAS, Certain changes and updates to department policy and procedure are necessary for the continued effective, lawful and accredited operation of the Police Department.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: The provisions of this article shall apply equally to all employees of the Jonesboro Police Department.

Section 2: The General Orders or Policy and Procedures Manual of the Police Department are hereby approved and adopted in their entirety.

SECTION 3: Any and all additions, amendments, deletions, and subtractions to or from The General Orders or Policy and Procedures Manual of the Police Department that are proposed following the passage of this article must be submitted to the City Council for approval and adoption by resolution.

SECTION 4: All Resolutions and parts of Resolutions in conflict herewith the hereby repealed.

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CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>101.00</i>
<i>Topic</i>	:	<i>Written Directive System</i>
<i>Effective</i>	:	<i>August 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 12.2.1b-i, 12.2.2a-c.

I. Policy

This directive establishes a system through which Departmental policy and procedures are developed, approved and distributed to agency personnel. The written directive system allows all members of the Department to review proposed policy and procedure in order to identify potential conflicts among divisions before implementation.

II. Definitions

- A. General Orders – Orders that affect all members of the Department describing permanent directives concerned with policies, procedures, rule and regulations. General orders are considered superior to all other departmental orders or written directives.
- B. Special Orders – Orders that affect only a specific segment of the department or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.
- C. Personnel Orders – Orders that announce changes in the status of personnel such as hiring, transfers, assignments, appointments, disciplinary actions and promotions.
- D. Memorandum – An informal written directive, usually to a specific person or group that may or may not convey an order and is generally used to clarify, inform or inquire.
- E. Instructional Material – Less rigid communication including training guides, training bulletins, checklists and legal bulletins.

III. Written Directives

- A. The purpose of this section is to establish authority for the system of written directives. This order also establishes definitions, formats and other instructions relating to the system of written directives. Responsibility for the revision and updating of these General Orders lies with the Chief of Police or his designee.

Having trained and informed personnel is the most effective approach to improving the operation and maintenance of the Department. This written directive system will be an aid to increasing efficiency and job knowledge.

A. PURPOSE OF THE WRITTEN DIRECTIVE SYSTEM

1. To systematically formulate standard statements of Department Policy.
2. To provide procedures for carrying out Department activities.
3. To provide procedures for indexing, purging, updating and revising directives.
4. To describe the written directives system format.

The written directives system must encompass a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. An effort should be made to minimize the number of and complexity of publications while providing centralized information and direction toward common organizational objectives.

B. GUIDELINES TO THE WRITTEN DIRECTIVE SYSTEM

To provide a framework for the development of written departmental publications, certain general guidelines have been adopted:

1. Publications will not conflict with established rules, regulations or policies of the Department or administrative regulations and statutory law imposed by higher authorities.
2. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.
3. When applicable, cross references will be made to other related and published documents. Publications that cancel or supersede other issued documents will reference the affected documents.
4. Departmental publications affecting the interpretation of policy will be reviewed by the Chief of Police prior to issuance. The Chief of Police may

require that certain publications be reviewed by command staff prior to issuance.

5. Policy and procedures adopted by the City of Jonesboro Police Department will be issued on official forms when approved by the Chief of Police.

C. EXTERNAL WRITTEN DIRECTIVES

Employees of the Department will additionally be responsible for certain external written directives. When applicable, such external written directives will be made available to all affected employees.

These external directives may include, but not be limited to: Federal law, State law, City or County Code or Ordinance, Administrative directives from the mayor or council, and administrative directives from federal and state agencies.

Every effort should be made to avoid conflict between department directives and external directives. If such conflict does exist, it may be resolved by application of the following principles:

1. Law takes precedence over administrative regulations. (Example: Federal and State law would take precedence over Arkansas Law Enforcement Standards and Training regulations).
2. Law of the higher jurisdiction takes precedence over law of a lower jurisdiction. (Example: U.S. Supreme Court constitutional interpretations take precedence over State law. State law takes precedence over local ordinances.)
3. City issued directives take precedence over department directives. (Example: City personnel policies take precedence over department personnel policies.)

D. FORMATS FOR THE WRITTEN DIRECTIVE SYSTEM

All written directives should have a standardized heading containing the directive or procedure number, subject, affected personnel, effective date, revision date if any, an indication as to whether the directive replaces another directive or procedure and related CALEA standards. [\[12.2.1d\]](#)

1. The contents of the directive shall include the following:
 - a) Departmental or divisional policy regarding the subject; [\[12.2.1f\]](#)
 - b) definitions if necessary;
 - c) rules and regulations; and [\[12.2.1g\]](#)

- d) procedures for carrying out agency activities. [\[12.2.1h\]](#)

Department written directives will be issued in one of the following formats: General Orders, Special Orders, Personnel Orders, Memorandums and Instructional material.

E. ISSUING AUTHORITIES FOR WRITTEN DIRECTIVES [\[12.1.1b, c\]](#)

1. General Orders may only be issued or modified by the Chief of Police or as directed by the Chief or by the Acting Chief during the Chief's absence.
2. Special Orders may only be issued or modified by the authority of the Chief of Police, or any Division or Unit Commander, with the consent of the Chief of Police.
3. Personnel Orders may only be issued or modified by the authority of the Chief of Police, or any Division or Unit Commander, with approval from the Chief of Police.
4. Memoranda may be prepared by any member of the Police Department. Corrections or modifications to memorandum should only be done by the person issuing the original memo or with that person's knowledge and consent.
5. Rules and Regulations may be issued only by the Chief of Police or as directed by the Chief or by any Division or Unit commander. In all cases, rules and regulations must have the prior approval of the Chief of Police. Rules and regulations will, in most cases, be included in the General Orders.

F. INDEXING OF WRITTEN DIRECTIVES [\[12.2.1e\]](#)

All written directives should be correctly dated and properly indexed.

1. General Orders will be indexed using a three to six digit number which will correspond to appropriate Chapter of the Employee Manual. The heading of the General Order will indicate policy number, instructions for dissemination, effective date, destination, status and approval by the Chief of Police. Additionally, CALEA Standards will be referenced if such are applicable to said order.
2. Special Orders shall be indexed as follows: a two part numbering system which indicates the year of dissemination (01 for 2001 etc.), followed by a three or four digit number reflecting the chronological order (001 for the first, 002 for the second etc...). When taken in context a particular Special

Order will be indexed as (01-001, 01-002, 01-003 etc...) Each new or revised Special Order will be recorded in a dedicated log in the Administrative Office prior to dissemination using the aforementioned format.

3. Personnel Order numbers shall be indexed as follows: a two part numbering system which indicates the year of dissemination (01 for 2001 etc..), followed by a three or four digit number reflecting the chronological order (001 for the first, 002 for the second etc...). When taken in context a particular Personnel Order will be indexed as (01-001, 01-002, 01-003 etc...) Each new or revised Personnel Order will be recorded in a dedicated log in the Administrative Office prior to dissemination using the aforementioned format.
4. Memoranda are not normally numbered for indexing.

G. DISTRIBUTION OF WRITTEN DIRECTIVES

1. Each employee of the Department shall have access to an electronic version of the Policy Manual through the Departmental computer network. The Office of Professional Standards is responsible for ensuring that updates are disseminated so that the paper or electronic manuals are kept current as directives and standard operating procedures are issued, revised, and deleted. All forms of the manual are Departmental property and must be returned upon employee separation. [\[12.2.2a, 12.2.2b\]](#)
2. As directives are issued, employees are required to indicate receipt of these documents(s) or notification of their contents. Notification of receipt may be made electronically or manually through a written receipt as directed by OPS. [\[12.2.2c\]](#)
3. Whenever a written directive is issued, to be distributed to either all Department employees or a specified group, the Division or Unit Commander will be responsible for issuing the directive down through the chain-of-command until every employee under their command has received said directive.
4. A copy of the written directives (general orders and occasionally special orders as determined by the issuing authority) will be sent to all employees by e-mail. Given the technological ability of the use of e-mail, the presumption exists that all employees have received the directive.
5. In the event an employee does not receive or cannot access a copy of the written directive, a copy of the directive will be available on a convenient bulletin board location easily accessible by the employee. All employees are

urged to review all written directives distributed in this manner.

6. When a written directive is issued and that directive is a policy statement, it will be issued as a general order. Employees are responsible for adhering to the specified policy. A directive that does not establish policy or procedure will serve as a matter of information only.

H. UPDATING, REVISING OR CANCELING WRITTEN DIRECTIVES [\[12.2.1e\]](#)

1. Every division and unit, along with the Chief of Police, will insure that all policy directives are periodically reviewed in order to determine whether each directive is current and still in effect. If it is determined that a directive is outdated, no longer in effect or in need of change or revision, the issuing authority will immediately take corrective action.
2. Any member of the Department may initiate a review for possible revision of a particular procedure by writing a memorandum through the chain-of-command to the issuing authority stating the procedure title and number, the reason for the requested revision, and any suggestions for modification. Such input from members of the Department is encouraged and appreciated.
3. All Department forms and supplemental manuals will also be reviewed (and revised if necessary) at the time such review or revision becomes necessary.

IV. Directive Input / Staff Review [\[12.2.1i\]](#)

Whenever possible, those responsible for developing any and all written directives originating from within the Department may consult with and solicit input from the division and unit commanders affected by the directive. The purpose for this is to receive input from these components for assurance that the directive addresses all concerns and interests. During the review and comment process, division and unit commanders should additionally solicit input from representatives of all employee groups directly affected by the proposed directive(s). The Chief of Police may originate a written directive independently or consult with Division Commanders or other employees for guidance.

Last reviewed: 01/04/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>102.01</i>
<i>Topic</i>	:	<i>Organizational Structure</i>
<i>Effective</i>	:	<i>January 4, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 11.1.1, 11.1.2, 11.2.2, 12.1.1, 12.1.2a, 17.1.1, 46.1.1

I. POLICY

The organization shall be structured for optimal span of control. This structure will be reflected in an organization chart, which will be made available to every member of the department. All job assignments within the department shall be documented in a position description. It shall outline primary duties, tasks and responsibilities of the job. The Department shall put into effect basic management systems in order that it may operate more efficiently in delivery of service to the citizens of the community. This system will be utilized in making quality administrative decisions. [\[11.1.1, 11.1.2\]](#)

II. ORGANIZATIONAL STRUCTURE

Organization is the structure of the department resulting from functional divisions of the different components:

A. OFFICE OF THE CHIEF OF POLICE

The City of Jonesboro City Council has the statutory authority to establish a police department and to appoint the Chief of Police for the Jonesboro Police Department, pursuant to Arkansas Statute 14-52-101.

The duties and responsibilities for the Chief of Police are prescribed by Arkansas Statute 14-52-202. By law, these duties include, but are not limited to (a) the suppression of all riots, disturbances, and breaches of the peace; (b) pursue and arrest any person fleeing from justice in any part of the state; and (c) shall have the power to appoint one or more deputies. [\[12.1.1\]](#)

The Chief of Police is the official responsible for the administration and operation of all services within the department. The Chief of Police is responsible for the establishment of departmental policies, directives and rules and regulations that govern department management and operation. The Assistant Chief is also responsible for the administration and operation of the department.

B. DIVISIONS

Divisions are the primary subdivision of the department usually assigned to perform the objectives of the department. The City of Jonesboro Police Department presently consists of four (4) divisions:

- a. Uniform Patrol Division
- b. Criminal Investigation Division
- c. Special Operations Division
- d. Administrative Services Division

III. ORGANIZATIONAL COMPONENTS [\[11.2.2\]](#)

The following is a breakdown of the divisions of the City of Jonesboro Police Department along with the authorities, responsibilities and functions of the divisions. Each division is headed by a Captain. Within the divisions, smaller portions of officers may be under the direct supervision of a Lieutenant or Sergeant. Because of the complexity, diversity and number of functions within the department, reorganization may occur at any time.

A. OFFICE OF THE CHIEF OF POLICE

1. Appointment - The Chief of Police shall be appointed by the Mayor and City Council of the City of Jonesboro.
2. Authority – Jonesboro city ordinance 217, dated October 2, 1905, provides for the implementation of a city police department. Subject to the direction of the Mayor and City Council supervision, control of the Department is vested in the Chief of Police.
3. General Duties and Responsibilities - The Chief shall be responsible within his authority for the planning, directing, coordinating, controlling and staffing of administrative, operational and staff activities of the department.
4. He/She shall make recommendations and have final decision making authority on all appointments and promotions within the Department.

5. He/She is responsible for the enforcement of rules and regulations.
6. He/She will act as the official representative of the Department when required by protocol.
7. The Chief is responsible for reporting all Departmental activity, as required, to the Mayor and City Council.
8. The Chief is responsible for budgetary and administrative planning functions and has the authority and responsibility for the fiscal management of the Department. The Chief is responsible for the supervision of all purchases using funds allocated to the Department, and is authorized to make budget recommendations to the City Council. [\[17.1.1\]](#)

B. UNIFORM PATROL DIVISION

The Uniform Patrol Division is headed by a Captain. The Uniform Patrol Division accounts for the greatest allocation of police resources and represents the primary delivery system of police services for the citizens and businesses of the city. Through the use of strategic patrol car allocation, the Uniform Patrol Division deploys patrol units in the various areas of the city and during the hours of the day that enable a rapid response to citizen requests for police services as well as provide for optimum patrol coverage for the prevention and suppression of crime and disorder. In addition, the high degree of police visibility in conjunction with the enforcement of traffic laws encourages the orderly and safe movement of traffic on the highways and streets within the city.

C. CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division is headed by a Captain. The Investigation Division performs the investigative functions of the Department. The Division is responsible for the follow up investigation of open criminal cases too complex or time consuming to be addressed by patrol officers. Areas of responsibility include property and evidence and crime scene investigations as well as other specialized support functions. Additional units may be formed as needed or required.

D. SPECIAL SERVICES DIVISION

The Special Services Division is headed by a Captain. The Special Services Division controls the operations of special services and activities such as Warrants and court service, Drug Task Force, Traffic Unit, DARE and school resource officers, critical incident response planning and deployment and the Tactical Response Team. [\[46.1.1\]](#)

E. ADMINISRATIVE SERVICES DIVISION

The Administrative Services Division of the Police Department is headed by a Captain that works directly for the Chief. The division is responsible for internal affairs, policy development, records management, CALEA Accreditation, Crime Analysis, Parking Enforcement and other specialized support units as established, needed or required.

IV. SUCCESSION OF COMMAND [12.1.2a]

In circumstances where the Chief is absent or not able to manage the operation of the Department, the following will, generally, assume the role of Acting Chief in the order listed:

1. Assistant Chief of Police
2. Captain of highest seniority
3. Captain of next seniority or any other Captain

The Chief may, depending on the particular circumstances of a given event, assign the aforementioned duties to any of the above, in any order.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>103.00</i>
<i>Topic</i>	:	<i>Goals and Objectives</i>
<i>Effective</i>	:	<i>August 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 15.2.1, 15.2.2

I. Establishing Goals and Objectives

The annual goals and objectives form a framework for developing programs in various functional areas, for enforcement efforts, strategic approaches and departmental planning.

Each organizational component will be required to submit to the Chief of Police each year, its goals and objectives for the coming year.

II. Definitions

- A. Goals - Generalized statements of direction for the Department. Some examples of Departmental goals may include increased productivity through automation, reduction in overall crime, reduction in traffic accidents, saving lives, increasing and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.
- B. Objectives - Objectives are more specific than goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads toward the achievement of goals. Some examples of objectives may include shorter dispatch and response times, reduction of specific trends, crimes, hazards in specified areas, or the in-service training of employees in specific fields.

III. Formulation and Review of Goals and Objectives [15.2.1]

- A. Concurrent with the formulation of the department's budget, typically beginning in late spring or early summer, each Division Commander will submit to the Chief of Police a detailed work program listing the

upcoming year's goals and objectives for their division. When appropriate, multi-year goals and objectives may be included. Every effort will be made to gain input from affected employees for the goals and objectives and once finalized, each employee will be provided with a copy for review and comment. Distribution will be timed with the adoption of the new fiscal year's budget in October. The work program will be used to:

1. Determine budget needs and requests.
 2. Provide direction to all employees.
 3. Detail priorities to citizens, and others.
 4. Provide ability to assess achievement of goals and objectives.
 5. Provide continuity of services, programs, and priorities.
- B. Each Division Commander will make a verbal report at least once through the year, or as directed by the Chief, on their progress and a written evaluation of the success or lack thereof at the conclusion of that year. Other written reports may be also be compiled at the direction of the Chief of Police as needed for progress reports to be made to the Public Safety Committee, City Council, etc. [\[15.2.2\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>201.00</i>
<i>Topic</i>	:	<i>Command Protocol and Supervisory Accountability</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 11.2.1, 11.3.1a,b, 11.3.2, 11.4.5, 12.1.2b,c,d

I. COMMAND PROTOCOL

- A. Each employee is accountable to only one supervisor at any given time. However, it is understood that there may be times when an employee may be given a command or be responsible to someone other than their immediate supervisor. Under ordinary circumstances, each employee should be able to identify one, and only one, supervisor to whom the employee is accountable. [\[11.2.1\]](#)

- B. In all situations the Shift Supervisor is in charge until relieved of his responsibility by the appropriate person. In normal day to day operations, this responsibility can be assumed by the next supervisor coming to duty or by designation of another supervisor to assume that responsibility by the Shift Supervisor. [\[12.1.2d\]](#)

The Shift Supervisor may be relieved of his responsibility by any higher ranking officer within the department. He shall not relinquish his authority to any outside agency personnel.

In those situations which are exception or which require multi-divisional attention the following protocol shall be adhered to:[\[12.1.2b,c\]](#)

1. Crime Scene - the responding detective or CSI shall take control of the scene upon arrival.

2. Tactical operations - the TACT Team Commander shall be in control of the scene (and his team) upon arrival. The Operations Commander or a senior staff member on the scene will be in charge of the command post.

3. Other Exceptional Situations - The Chief, Assistant Chief or Captain may take control of any situation for which he feels the need has arisen.
- C. In exceptional situations where the need to relieve or take over command has occurred, or in situations where there may be a question as to the agency's liability or in special situations of heightened community interest, the supervisor responsible for the situation must notify the Chief of Police. If for some reason the Chief is not available, notification must be made to the Assistant Chief or Captain. [\[11.4.5\]](#)

II. AUTHORITY AND RESPONSIBILITY

- A. In order to maintain organizational efficiency and effectiveness it is imperative that responsibility be accompanied by commensurate authority. If a departmental member is to be proficient in the carrying out of his duties he must be afforded the appropriate authority to make the essential decisions required by the task. With this in mind, each agency member shall have the necessary authority to fulfill the responsibilities embodied in his/her particular job assignment. Each member shall also be accountable for the use of that authority, the delegation of that authority and is accountable for the activities of employees under their immediate control. [\[11.3.1a,b, 11.3.2\]](#)
- B. Ranking personnel should avoid giving direct commands to personnel not under their command, except when required or when doing so is necessary to protect the best interests of the department. In that event, the employee's supervisor should be advised as soon as possible after the incident.
- C. It is the basic responsibility of a supervisor to ensure that each employee under his / her command is properly equipped and trained to perform the duties and responsibilities of his / her individual assignment.
- D. Each supervisor, regardless of level, must effectively direct, coordinate and control the performance of those employees under his / her immediate supervision to achieve the basic objectives and goals of the Jonesboro Police Department and maintain its high level of standards.
- E. Members of the Department who are designated as supervisors by virtue of their rank or classification will, in conformance with Departmental policy, directives, regulations and orders, be responsible and held accountable for the work and conduct of their subordinate personnel.

III. DELEGATED AUTHORITY

- A. Each employee of the Department is vested with the authority to make a decision to accomplish the assigned task. Each member in whom delegated authority is vested is accountable for the use of such delegated authority, as well as the failure to use it.

- B. Delegation of Duties - The delegation of assigned duties shall be utilized to facilitate the most efficient and professional outcome. Delegation shall not be used as a subterfuge to distribute one's own workload but as a means to accomplish a specific task in the most effective and efficient manner.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>202.00</i>
<i>Topic</i>	:	<i>Inter-Departmental Communication</i>
<i>Effective</i>	:	<i>August 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 12.1.4

I. Inter-Departmental Information Exchange [12.1.4]

- A. It is the policy of the Jonesboro Police Department to foster cooperation and coordination among all components by facilitating communication with these procedures:
 - 1. Periodic staff meetings between Division Commanders and the Office of the Chief of Police;
 - 2. Regular disbursement of all general, special, and personnel orders pertaining to any division to all members of the department;
 - 3. Periodic attendance of detectives at shift meetings;
 - 4. Meetings conducted by the Chief of Police and/or the Command Staff with all levels of personnel, including civilians.

- B. Many Divisions compile valuable Departmental information. Information regarding various incidents and incident locations can be accessed through the Department computer system. Information regularly compiled includes, but is not limited to:
 - 1. Stolen Vehicle Hot Sheets, provided by the Communications Center;
 - 2. Monthly summaries compiled by the Division Captains and the Chief of Police.

Last Reviewed: 01/08/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>203.01</i>
<i>Topic</i>	:	<i>Operational Reports</i>
<i>Effective</i>	:	<i>March 16, 2007</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 11.4.1a-e

I. Policy

The Department will have an Administrative Reporting system designed to ensure information regarding operational activities is communicated to all appropriate areas of the department, and to those agencies or City Departments outside the immediate structure of the Police Department.

II. Administrative Reporting [11.4.1a]

A. The Administrative Reporting System is established to provide a continuous and accurate flow of information between management and operational units and to provide management officials information on the activities of the Department. These reports will be used for many purposes, including but not limited to crime analysis, manpower allocations, budget proposals and traffic engineering. Each Division Commander will ensure that the appropriate reports are compiled and submitted to the Office of the Chief of Police in a timely manner. The components of the Administrative Reporting System include: **[11.4.1a, b, c, d]**

1. Monthly Reports

- a) Written monthly activity reports compiled from various statistical information submitted by all divisions.
- b) NIBRS Crime Report – will be completed through use of the in house software records management system which automatically compiles the necessary data and submits reports when prompted.

2. Annual Reports
 - a) Recap of yearly activity.
 - b) Major accomplishments & goals of each organizational component.
 - c) Crime rate statistics.
 - d) Fiscal activity recap.

- B. Monthly Reports - Monthly reports are a means of recapping the activity of the operational components of the Department. Monthly recaps of relevant statistics will be compiled by the shift or squad commanders in each Division, routed to the Division Captains and then to the Office of the Chief of Police, and maintained in the Office of the Chief of Police. Following compilation of the final monthly report for the department as a whole, it will be redistributed back to the division commanders, to the Public Safety Committee, city council members, and to the mayor. The monthly reports include: **[11.4.1b, d, e]**
 1. Recap of activities of the month.
 2. Any significant changes in activity, calls for service or incidents of criminal activity.
 3. Major accomplishments for the month.
 4. New developments for the month.

- C. Divisional Monthly reports must be received by the Office of the Chief of Police no later than the tenth day of the month. Should the tenth day fall on a Saturday or Sunday, then monthly reports are due the next business day.

- D. Annual Reports - The Chief of Police shall complete or direct that an Annual Report be completed for each calendar year of operation of the Jonesboro Police Department. The Annual Report shall be compiled and made available to all employees and citizens. The Annual Report shall include: **[11.4.1b, c, d, e]**
 1. A summary of the activities of each Division.
 2. Information on crime statistics and crime trends for the City.
 3. A crime trend comparison for the current year and the previous year.

4. Fiscal activity recap for the Jonesboro Police Department.
5. Any other pertinent statistics or activities for the operation of the Jonesboro Police Department.

III. Divisional Reporting

- A. The Shift Commander or designee will provide to the Captain of each Division a report. These will be used to determine crime trends, manpower deficiencies, traffic engineering needs, etc.
 1. Shift Sheets will be prepared by the Shift Commander of each shift, indicating activity by category and shift.
 2. Individual Activity logs of traffic contacts, citations, complaints, offense reports completed and other activity will be accomplished by the Traffic Officer indicating his activity only.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>204.01</i>
<i>Topic</i>	:	<i>Planning and Research</i>
<i>Effective</i>	:	<i>May 1, 2007</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

CALEA - 15.1.1, 15.1.2, 15.3.1a-c

I. Policy

It is the policy of the Jonesboro Police Department to establish and to maintain a planning and research function. The planning and research function researches policy, procedural, and operational alternatives, assesses future needs and plans future programs. Planning and research activities are essential to the effective management of the Department.

II. Staffing

A. Planning and Research functions, generally completed by the Administrative Services Division and Command Staff personnel, are staffed at the direction of the Chief of Police. Those Command staff personnel in charge of such functions, shall report their findings directly to the Chief of Police. [\[15.1.2\]](#)

III. Planning and Research Responsibilities

A. The functions of Planning and Research will be directed toward compiling information and presenting documented analysis to assist in the management and decision-making processes of the Department. Employees engaged in Planning and Research functions shall have access to information necessary to complete the research. Research may include but not be limited to the following: [\[15.1.1\]](#)

1. Resource allocation studies to improve the effectiveness and efficiency of available staff;
2. Geographic analysis and equalization of workload distribution;

3. Maintenance of fleet status and projection of future police vehicle needs;
 4. Law enforcement surveys for comparison of service levels;
 5. Collecting community input regarding service expectations and satisfaction;
 6. Preparation of an annual report to reflect the achievements of the Department;
 7. Compiling call for service studies reflecting trends and patterns for future planning; and
 8. Serve as liaison with other law enforcement agencies in the exchange of research information.
- B. Analytical and informational studies by personnel engaged in Planning and Research functions may be self-initiated or directed by the Chief of Police. At the completion of a project the report is forwarded to the Chief of Police and other personnel as instructed by the Chief of Police. The reports are formulated, based on the nature of the project, but include the following:
1. A summary of the study and the research method used to collect the information;
 2. A recommendation of action based on the research;
 3. A cost estimate, if any, to implement the program or change;
 4. A time estimate, if any, to implement the program or change; and
 5. The identifying information to include dates, times, person requesting the study, and the person conducting the study.
- C. Crime Analysis
1. Personnel engaged in Planning and Research functions shall be responsible for conducting a crime analysis to assist the Department with prevention and response.
 - a) The crime analysis information will be obtained from the analytical reports available through the Records Management System. [\[15.3.1a\]](#)

- b) The analytical reports obtained from the Records Management System will be reviewed and a report will be completed to illustrate the number and percentage of crime in each NIBRS category.
- c) The crime analysis information will be distributed monthly to the Mayor and City Council members, City Clerk (& other entities as deemed necessary from time to time) via e-mail. The information may also be distributed periodically to other department personnel as necessary and shall also be made available to the media, citizen groups and students as necessary or when requested. [\[15.3.1b\]](#)
- d) When an employee identifies a crime pattern of significance, notification should be made to the Chief of Police or division commander as soon as possible so that appropriate countermeasures may be developed. [\[15.3.1c\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>205.01</i>
<i>Topic</i>	:	<i>Community Relations</i>
<i>Effective</i>	:	<i>July 7, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 45.1.1 a-c, 45.2.1a-f, 45.2.2 a-d, 45.2.3, 45.2.4 a-e, 61.4.4

I. Policy [45.2.1c]

Crime prevention is a responsibility shared between all members of the Jonesboro Police Department and the citizens of Jonesboro. The Jonesboro Police Department is committed to the principles of crime prevention and to the development, implementation, and perpetuation of proactive programs and procedures that identify and assess crime risks and formulate positive responses to reduce criminal activity.

II. Responsibilities

A. Community Relations Function

1. The community relations function will be the responsibility of the Administration Division. The Administration Division will be responsible for coordination, development, evaluation, and activity reports of the community relations function.
2. It will be the responsibility of any officer(s) assigned as the Community Service Coordinator to maintain liaison with all staff members to insure a continuous, integrated, coordinated response to the furtherance of the Department's community relations effort.
3. It will be the responsibility of the Public Information Officer to assist in establishing community groups where they are needed.

B. Department Personnel [45.2.1b]

1. Patrol Division members play an essential role in the Department's crime prevention efforts. Additionally, the use of investigative

personnel is vital to the success of any crime prevention program. Initial responding officers and investigators frequently have the opportunity to provide relevant crime prevention advice and recommendations to the people they encounter during their tour of duty, and they are expected to take full advantage of this opportunity whenever appropriate.

2. The Department is committed to correcting actions, practices, and attitudes, which may contribute to community tensions and grievances.

III. Objectives

- A. To create and maintain liaison with community groups and organizations. This includes exchanging information, identifying police service needs of the community, promoting police/citizen contacts, acquainting each other with mutual problems and encouraging action aimed at solving these problems; [\[45.2.1a\]](#)
 1. Information obtained in these meetings may provide direction in development or modification of Department policies, procedures, and programs. [\[45.2.1c\]](#)
- B. To educate citizens about the functions and operations of the Jonesboro Police Department; and
- C. To obtain input from community groups to ensure that Department policies and/or training reflect the needs of the community. Input will be obtained through various sources, including, but not limited to:
 1. City Council;
 2. Chamber of Commerce; and
 3. Neighborhood Crime Watch Area Chairpersons.
- D. To identify sources of conflict between the police and the community and to encourage efforts to resolve them. Training needs that are identified will be documented and forwarded to the Training Coordinator; and [\[45.2.1f\]](#)
- E. To evaluate the effectiveness of crime prevention programs on an annual basis.

IV. Programs

- A. Department Personnel will encourage citizens to participate in various community relations programs, when appropriate these programs generally include but are not limited to:
1. Public Information Programs – Publicize Department objectives, problems and successes. [\[45.2.1d\]](#)
 2. Community Relations Programs – Meets with civic groups, minority groups, home owners associations, crime watch groups, and individuals to exchange information and convey information back to the Department, for development of other community relations programs when necessary. [\[45.2.1e\]](#)
 3. Crime Prevention Programs – Provide citizen groups information on making their families, homes and businesses more secure, and work to establish crime watch neighborhoods where none exist.
 4. Traffic Safety Programs – Provide citizens with educational materials regarding traffic safety. [\[61.4.4\]](#)
- B. Survey
1. A survey shall be conducted every three years on citizen attitudes and opinions with respect to overall:
 - a) Police Department performance; [\[45.2.4a\]](#)
 - b) Competence of Department personnel; [\[45.2.4b\]](#)
 - c) Attitude and behavior of officers toward citizens; [\[45.2.4c\]](#)
 - d) Concern over safety and security within the City of Jonesboro; [\[45.2.4d\]](#)
 - e) Concern over safety and security within their Jonesboro neighborhood; and
 - f) Recommendations and suggestions. [\[45.2.4e\]](#)
 2. The survey may be accomplished by publications such as a crime watch bulletin or other reasonable means by telephone, mail, or in person.

3. The survey may be carried out by Department personnel or other authorized representatives, such as through the Marketing and Research department of Arkansas State University.
 4. Results of the survey will be made public, as well as available to the City, the Department and the Chief of Police.
- C. The Administrative Services Division is responsible for developing crime prevention programs and directing crime prevention efforts based on the following:
1. A review of local crime data by crime type and geographic area gathered from a review of all reports and calls for service received by the Department. [\[45.1.1a\]](#)
 2. Identification of and addressing community perceptions or misperceptions of crime by such functions as helping to organize and attend neighborhood meetings and similar community organizations to provide a framework for community interaction. [\[45.1.1b\]](#)
 3. A documented evaluation of the crime prevention programs in which the Jonesboro Police Department is involved, shall be conducted at least once every three years. This analysis shall consist of an evaluation of the effectiveness of these programs with a written report submitted to the Chief of Police. Information to be considered may include several sources, such as input from community members and members of local civic organizations and a review of crime trends to evaluate the effectiveness of the crime prevention measures taken. [\[45.1.1c\]](#)

V. Training [\[45.2.1g\]](#)

- A. Training needs may be discovered through one or more of the following sources:
1. Interview with citizens community groups;
 2. Consultations with those involved in internal investigations;
 3. Department survey; and
 4. Conferences with supervisors.
- B. Training needs that are discovered shall be written down and forwarded to the training officer.

VI. Reports

- A. The Administrative Services Division is responsible for completing a quarterly report to the Chief of Police as it relates to the Community Relations function. This report includes at a minimum:
1. A description of current concerns voiced by the community; [\[45.2.2a\]](#)
 2. A description of potential problems that have a bearing on law enforcement activities within the community; [\[45.2.2b\]](#)
 3. A statement of recommended actions that address previously identified concerns and problems; and [\[45.2.2c\]](#)
 4. A statement of progress made toward addressing previously identified concerns and problems. [\[45.2.2d\]](#)
- B. Department personnel who receive information from citizens that would be relevant to the areas addressed by the above listed report shall forward that information to Administrative Services. [\[45.2.3\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>206.00</i>
<i>Topic</i>	:	<i>Relationships with</i>
	:	<i>Other Agencies</i>
<i>Effective</i>	:	<i>June 15, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 2.1.2, 2.1.3 a-h, 2.1.4, 3.1.1 a-h, 3.1.2

I. Agency Jurisdiction

- A. The Jonesboro Police Department has primary jurisdiction in the enforcement of federal, state, local laws and ordinances within the defined boundaries of the City of Jonesboro. The Department’s primary responsibility is to the citizens of Jonesboro.
 - 1. A detailed official map, maintained by the city information services department, including the boundaries of the jurisdiction and areas of patrol responsibility, may be observed in the patrol building, the Criminal Investigation Division and the communications center. [\[2.1.1\]](#)

II. Concurrent Jurisdiction

- A. The Department recognizes and acknowledges that the Jonesboro Police Department shares concurrent jurisdiction with other local, state and federal agencies that derive their jurisdiction by law. [\[2.1.2\]](#)
 - 1. The Jonesboro Police Department shares concurrent jurisdiction within the City of Jonesboro with State Law Enforcement agencies and the Craighead County Sheriff’s Department with the enforcement of Federal and State Laws.
 - 2. The Jonesboro Police Department shares concurrent jurisdiction within the City of Jonesboro with the Arkansas State University Department of Public Safety with the enforcement of Federal and

State Laws although the ASU DPS has primary jurisdiction on the Arkansas State University campus and property.

3. The Jonesboro Police Department shares concurrent jurisdiction within the City of Jonesboro with Federal Agencies with the enforcement of felonies authorized by the Code of Criminal Procedure Article 2.122.
 4. The Jonesboro Police Department shares concurrent jurisdiction within the City of Jonesboro with the Arkansas State Police with the investigation of motor vehicle accidents and traffic enforcement on public highways within the city. The Arkansas State Police has primary jurisdiction on the Interstate Highway within the city, but will be assisted by this Department when requested.
- B. Employees of this Department will offer complete cooperation when situations arise where departments with concurrent jurisdiction must exercise their authority within the city limits.
- C. In the event of an emergency or police investigation, other departments may request the assistance of the Jonesboro Police Department. Acting within the provisions of state law, Officers of the Jonesboro Police Department are authorized to cross jurisdictional lines and assist other departments. During the course of such assistance, members of the Jonesboro Police Department will abide by the Directives of the Jonesboro Police Department.
1. Whenever another agency requests the assistance of the department, outside the department's jurisdiction lines, the discretion of whether to respond remains with the on-duty field supervisor. The supervisor discretion should be guided by the following:
 - a) The Officers of the Department will not be the first responders to an investigation or incident outside of Department's jurisdictional lines except for a request for a response to a life-threatening situation.
 - b) The Officers of the Department will not respond to requests for assistance outside the jurisdictional lines of this Department when the absences of officers from their primary responsibilities will unnecessarily endanger the Citizens of Jonesboro, their property or the officers remaining in the city.

III. Operations Outside City Limits of Jonesboro

- A. If an on-duty officer finds it necessary to leave the city limits of Jonesboro, the officer shall state the reason and request permission from his or her supervisor prior to leaving the city limits unless prior approval has been granted.
- B. From time to time it may be necessary for personnel from the Jonesboro Police Department to conduct planned operations outside the city limits. In order to ensure officer safety, the following procedures shall be followed.
 - 1. The officer in charge of any operation outside of our legal jurisdiction will ensure the local law enforcement officials in the area of operation are notified of:
 - a) The nature of the operation;
 - b) The number of officers involved;
 - c) If the officers are uniformed or non-uniformed;
 - d) What vehicles are involved; and
 - e) The expected duration of the operation.
 - 2. If a single officer is involved, he or she shall cause the above to take place.
 - 3. All operations, including surveillances and service of search or arrest warrants, will be reported to the other law enforcement officials unless such notification could jeopardize the operation or officer safety or cannot be made due to time constraints that could affect the outcome of the operation.

IV. Off-Duty Officers Outside Jonesboro Jurisdiction

- A. If a Jonesboro Police officer, in off-duty status and outside the Jonesboro city limits, observes a criminal offense, enforcement action is regulated by ACA 16-81-106, which provides for arrest authority to any certified officer. However, officers involved in such situations should carefully consider other available options, especially when the offense is a misdemeanor offense. Officer safety issues could arise from being in an unfamiliar jurisdiction without backup and consideration should be given to simply contacting the local agency of jurisdiction to take the necessary action.

V. Mutual Aid Agreements

- A. Emergency situations often require augmenting law enforcement capabilities to restore order and assist victims.
- B. Mutual aid agreements exist to provide additional law enforcement officers to protect health, life and property against riot, unlawful assembly accompanied by the use of force and violence, and during times of natural disaster or man-made calamity.
- C. A mutual aid agreement, as negotiated by the Chief of Police or designee, should include at a minimum the following information:
 - 1. The legal status of agencies and agency personnel responding to mutual aid requests; [\[2.1.3a\]](#)
 - 2. Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction; [\[2.1.3b\]](#)
 - 3. Procedures for requesting mutual aid; [\[2.1.3c\]](#)
 - 4. Identity of those persons authorized to request mutual aid; [\[2.1.3d\]](#)
 - 5. Identity of persons to whom outside personnel are to report; [\[2.1.3e\]](#)
 - 6. Procedures for maintaining radio communication with outside personnel; and [\[2.1.3f\]](#)
 - 7. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources. [\[2.1.3g\]](#)
- D. All mutual aid agreements will be annually reviewed by the Chief of Police to ensure that they define the current legal status of the agencies involved. [\[2.1.3h\]](#)
- E. A copy of mutual aid agreements shall be maintained in the Office of the Chief of Police.

VI. Requesting Outside Law Enforcement Assistance

- A. In the event of an emergency which, in the opinion of the Chief of Police or his designee, requires federal assistance, aid will be solicited by the Chief of Police or his designee, from the appropriate federal law

enforcement agency. [2.1.4]

- B. In the event of a criminal offense in which there are concurrent enforcement responsibilities, (i.e. bank robberies, drug violations, etc.) the supervisor on duty may notify the federal agency having concurrent jurisdiction.
- C. In the event of an emergency which, in the opinion of the Chief of Police or his designee, necessitates the call-out of the Arkansas National Guard, the Chief of Police or his designee shall request the call-out through either the Mayor of the City of Jonesboro or the Craighead County Judge's Office, who in turn will make the proper notifications. [2.1.4]

VII. Contractual Agreements for Police Service

- A. The Jonesboro Police Department may, at the discretion of the Chief of Police, offer police services through a contractual agreement. (An example of a current contractual agreement includes services provided by School Resource Officers.)
- B. Any time the Jonesboro Police Department enters into a contractual agreement to provide police services the written agreement will include: [3.1.1a-h]
 - 1. A statement of the specific services to be provided;
 - 2. Specific language dealing with financial agreements between the parties;
 - 3. Specification of the records to be maintained, concerning the performance of services by the provider agency;
 - 4. Language dealing with the duration, modification, and termination of the contract;
 - 5. Specific language dealing with legal contingencies;
 - 6. Stipulation that the provider agency maintains control over its personnel;
 - 7. Specific arrangements for the use of equipment and facilities; and,
 - 8. A procedure for review and revision, if needed, of the agreement
- C. Officers providing services through a contractual agreement shall have all employment rights, promotional opportunities, training opportunities and benefits protected. [3.1.2]

- D. The Chief of Police, or his designee, shall ensure that all contractual agreements for police services, entered into by the Jonesboro Police Department, comply with these provisions.

Last Reviewed: 01/11/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>207.00</i>
<i>Topic</i>	:	<i>Legally Mandated Authority</i>
<i>Effective</i>	:	<i>September 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.1

I. Policy

It is the policy of the Jonesboro Police Department that sworn officers shall take all appropriate police action within that authority allowed by law.

II. Legally Mandated Authority – Sworn [1.2.1]

- A. Officers of the Jonesboro Police Department shall at all times, by virtue of their legally mandated authority, enforce the laws and ordinances of the City of Jonesboro and the laws of the State of Arkansas relating to crimes committed within the City and take appropriate enforcement action. This authority is vested in sworn law enforcement officers and is derived from Arkansas State Statute 14-52-203.
- B. In cases where circumstances indicate that a violation of Federal law has been committed, the appropriate Federal agency will be notified. Officers of the Jonesboro Police Department have the authority to enforce Federal laws where concurrent jurisdictions exist.
- C. For the purposes of protecting life and property, officers shall always be considered "on duty" while in the City of Jonesboro and shall be prepared, under color of authority, to act any time circumstances indicate their services are required
- D. All officers shall perform their duties as required or directed by law, departmental rules and regulations, policies, directives or by lawful order from a supervisory officer.

Last Reviewed: 01/11/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>208.01</i>
<i>Topic</i>	:	<i>Media Relations</i>
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<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 54.1.1a-f, 54.1.2, 54.1.3

I. Policy

The Jonesboro Police Department acknowledges that law enforcement agencies must have the support of their communities in order to operate efficiently. By providing the public with accurate information on departmental operations and administration, the Department can better foster a relationship of mutual trust, cooperation and respect with members of our community. Therefore, it is the policy of this Department to cooperate fully and impartially with authorized news media representatives in their effort to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with Departmental operation, infringe upon individual rights, or violate the law.

II. Definitions

- A. Public Information – Information that may be of interest to the general public regarding policy, procedures or events involving the Department; or, other newsworthy information that is not legally protected, does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interests of officers, victims, witnesses, or others.
- B. News Media Representatives – Those individuals who are directly employed by agencies of the electronic or print media such as radio, television, and newspapers. Freelance workers in this field are to be regarded as other members of the general public unless otherwise designated by the Chief of Police.
- C. Public Information Officer – An officer designated by the Chief of Police, who serves as a central source of Department information that may

be released to the news media and the community concerning certain events.

- D. Criminal Investigative Information – Information relating to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including but not limited to the following:
 - 1. Information derived from laboratory tests;
 - 2. Reports of investigators or informants; or
 - 3. Any type of surveillance.

Such information is considered “active” as long as it is related to an ongoing investigation, which is continuing with a reasonable, good faith anticipation of securing an arrest or prosecution in the foreseeable future.

III. Duties of the Officer Assigned as Public Information Officer

- A. Assist the news personnel in covering routine news stories, and at the scenes of incidents; [\[54.1.1a\]](#)
- B. Be available for on-call responses to the news media; [\[54.1.1a\]](#)
- C. Prepare and distribute Department news releases; [\[54.1.1b\]](#)
- D. Arrange for, and assist at news conferences; [\[54.1.1c\]](#)
- E. Coordinate and authorize the release of information about victims, witnesses; and suspects; [\[54.1.1d\]](#)
- F. Coordinate the release of authorized information concerning confidential agency investigations and operations; and [\[54.1.1e\]](#)
- G. Publicize information concerning community services and victim services offered by the Department in conjunction with other public service agencies. [\[54.1.1f\]](#)

IV. Procedures

- A. During normal business hours, all officers will attempt to comply with media requests for information by referring any media request to records for day to day requests or to the division commander of the person handling that case or issue in order to obtain the requested information.

- B During normal business hours, the Chief of Police or his designee may release information from police department files. Authorized news media representatives shall have reasonable access to the Chief of Police or his designee and members of the command staff.
1. The Division Commander or ranking on-duty supervisor will handle all media requests after normal business hours. In the event of a particularly newsworthy incident, the Division Commander or ranking supervisor will determine the need for assignment of a PIO. If such response is deemed necessary, the supervisor will contact the Chief, Assistant Chief or a member of Command Staff for assignment of a PIO. The supervisor will then contact that officer and brief him/her on the situation.
 2. When representatives of the news media desire interviews with agency personnel other than an assigned Public Information Officer, such interviews may be conducted only with the approval of the appropriate Division Commander and may be coordinated through the PIO.
- C. Daily administrative reports of criminal activity will be made available on a routine basis to media representatives.
- D. Public information shall be released as promptly as circumstances allow, without partiality and in as objective a manner as possible. When necessary, the investigating officer shall prepare a report of the event and forward a copy of the report, through his/her supervisor, to the assigned PIO in a timely manner.
- E. At the scene of any event of public interest, members of the Jonesboro Police Department will permit members of the news media to conduct interviews, take photographs or film, or otherwise perform their assigned tasks, provided their activity does not interfere with ongoing law enforcement operations.
- G. Confidential information relating to the ongoing internal investigation of police employees shall not be released without the express permission of the Chief of Police.
- H. Unless a release of information would compromise an investigation, a PIO, the Division Commander, or shift supervisor should release information in as timely a manner as possible and is authorized to release the following types of information involving criminal matters to news media personnel: [\[54.1.1e\]](#)

1. The accused/arrested person's name (if an adult), age, residence, employment, marital status and any similar background information.
 2. The date, time, location, and nature of the reported crime.
 3. The identity of the investigating or arresting agency and/or assigned investigators, and the length of the investigation.
 4. The circumstances surrounding the arrest including the date, time, and place of arrest; whether there was any resistance involved, possession or use of weapons, pursuit, and the descriptions of any items seized in connection with the arrest.
 5. The name, sex, age, and address of any victim or complaining witness, unless the release of such information is protected by law.
- I. With regard to sex crimes, the identity of the victim of a sex crime is not considered public information and will not be released. A.C.A 16-90-1104 prohibits a law enforcement agency from disclosing information either directly or indirectly relating to the identity of a victim of a sex crime except to the extent the disclosure is of the site of the crime, is required by law, is necessary for law enforcement purposes, or is permitted by the court for good cause.
- J. In those instances where more than one agency is involved in an incident, the agency having primary jurisdiction will be responsible for releasing and/or coordinating the release of information to the news media.

V. News Conferences

- A. All Jonesboro Police Department news conferences will be conducted only upon the approval of the Chief of Police. These scheduled news conferences will be conducted in the following manner: [\[54.1.1\]](#)
1. All news media sources within the jurisdiction of the Jonesboro Police Department will be informed as soon as is practicable of the date, time, and location of the scheduled news conference.
 2. The assigned PIO, Division Commander, or officer coordinating the conference will be responsible for supplying media representatives with appropriate press packets that should include, but not be limited to, the following:

- a. When appropriate, a general press release detailing the incident, with correctly spelled names, dates of birth and address of suspects.
 - b. Applicable statistics; and
 - c. Photographs of the suspect(s), news clippings, and other visual objects that will meet the special needs of the media.
- B. In most cases, the Chief of Police, a Division Commander, or the investigator in charge of the case, as well as any other knowledgeable personnel will be present with during the news conference to provide additional background information on the case.
- C. The officer in charge of the press conference will respond to any improper questions or adversarial situations that may arise during the news conference.
- D. News Media Photography
 - 1. Personnel shall not interfere with the legal right of the news media photograph suspects or accused persons in custody.
 - 2. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts, or interviews, nor shall Departmental personnel pose with suspects or accused persons in custody.
 - 3. When an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual.

VI. Media Relations in Field Situations [54.1.3]

- A. At the scene of any event of public interest, members of the Jonesboro Police Department shall extend every reasonable courtesy to news media representatives. Officers will permit members of the news media to conduct interviews, take photographs or film, or otherwise perform their assigned tasks, provided their activity does not interfere with ongoing law enforcement operations. [54.1.1a]
- B. Areas considered to be of evidentiary concern should be identified as soon as possible and officers posted until the area can be duly marked with the use of barrier tape as soon as practicable. This should be done so as to make it clear to both the public and the media the area that should not be entered

so as to ensure their safety, protect potential evidence and to provide a reasonably unhindered work space for crime scene investigators.

- C. Media representatives shall not be excluded from the vicinity of major incidents, natural disasters, or other catastrophic events. For safety purposes, the news media should coordinate their activities with the supervisor in charge of the event or the Division Commander or the assigned PIO who will act as a liaison during these types of incidents. ***The decision to assume the risk of possible danger remains with the individual news person involved and it is not the responsibility of the Jonesboro Police Department to provide for the safety of any news media personnel who voluntarily choose to subject themselves to danger. [54.1.3]***
- D. Members of the media may occasionally respond to a news scene that normally would not require the presence of a press liaison. The supervisor in charge will act as the PIO for that incident or may request assistance of the Chief or another member of the command staff.
- E. At the scene of some major crimes and incidents, such as hostage and barricade situations, bomb or chemical incidents, the supervisor in charge will designate an area that the public should be kept from for safety purposes. If this occurs, media representatives shall be so informed and the supervisor in charge shall designate a preliminary press area as early as possible and as close to the scene as safety and operational requirements allow. The supervisor will then be responsible to provide “situation briefings” to the media until such time as the scene is considered safe for entry by the public.
- F. Once clearance has been obtained from the investigator or supervisor in charge of the scene and the scene has been secured and is safe for entry, the supervisor may conduct an on-scene tour with the media representatives.
- G. Supervisors at crime or incident scenes may release information of a factual nature to the media as governed by this directive or may refer the inquiry to the Chief of Police. To prevent duplication of effort or providing conflicting information, Division Commanders or shift supervisors shall ensure that information concerning newsworthy events which has been released to the news media is reported to the Chief or assigned PIO as soon as possible.

VII. Non-criminal Matters

- A. At the scene of significant accidents, man-made or natural catastrophes, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the police, fire, medical, or other emergency relief workers. **[54.1.3]**

- B. News releases concerning incidents involving agency policy, the official interpretation of agency policy, or investigations of an internal nature will only be made by the Chief of Police or his designee.
- C. To the extent that is reasonable, representatives of the media will be involved in the development of directives and procedures relating to the public information function. [\[54.1.2\]](#)

Last Reviewed: 01/11/10

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
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Approved By : *MY*

Reference: CALEA 1.2.5a-c, 11.4.2, 82.1.1 a-c, 82.1.2 a-e, 82.1.3, 82.1.4, 82.1.5, 82.1.6a-d, 82.1.7, 82.2.3, 82.2.4, 82.3.1, 82.3.2a-c, 82.3.3a-c, 82.3.5, 82.3.6

I. POLICY

Records are maintained by the Department in compliance with statutes as a public service, as an investigative and administrative aid, and to provide statistical data. This function is important for the effective delivery of law enforcement services.

II. Records Security

- A. Paper records that have been forwarded to Records personnel shall be secured in the Records File Room. This area is restricted to Records personnel and Department supervisory personnel. No original files shall be removed from the Records Room without authorization from Records or supervisory personnel and must be signed out. [\[82.1.1a\]](#)
- B. Computerized records are maintained in the RPS, R2M and Casemaster databases. Access to these files is controlled by passwords assigned to Department personnel. The city's Information Systems department will conduct annual audits of the Department computer system to verify all passwords, access codes and access violations. Information Systems also maintains a network back up system and various security functions, including maintenance of off site storage and maintenance and update of a disaster recovery plan. [\[82.1.1a\]](#) [\[82.1.6 a-d\]](#)
- C. The release of records or reports outside the Department to individuals and the media is conducted in accordance with the Arkansas Freedom of Information Act. (Ark. 25-19-101) [\[82.1.1c\]](#)
- D. Some Department records are confidential, however, and criminal records and arrest information may be released only to those persons who qualify as law enforcement officers or to other authorized public agencies. Information concerning criminal history and arrest information pertaining to a specific individual will not be released to

prospective employers without the written authorization of the person who is the subject of such a search. [82.1.1c, 82.1.7]

- E. Printouts of information from ACIC/NCIC (Ark Crime Info Center/National Crime Information Center) that are attached to case files or criminal history files are not subject to FOI and access to that information is legislated through Ark Code Ann 12-12-212. [82.1.1c]

III. Records Retention

- A. This Department shall abide by the mandatory minimum retention period established by Ar. Code Ann. 14-2-201 through 14-2-204 which outlines procedures for maintaining, recording and destruction of specific police records. Since records concerning juveniles are already protected from distribution by state law, records containing juvenile information shall be purged and retained on the same schedule as other records, but will still be maintained in separate files. [82.1.2d, 82.1.3]
- B. All Department records will be available in an electronic format. Records that were not originally a computer generated record will be scanned and added to the appropriate electronic file. All computer files are maintained on the city server which is maintained by the Information Systems department. Files are backed up daily and a back up tape is maintained in a separate physical location as according to Information Systems policy. [82.1.6a,b]
- C. Records will be sealed and stored in a separate area upon receipt of an order of expungement or an order to seal from a court with jurisdiction. [82.1.2e]

IV. Numbering System [82.2.3]

- A. All calls for service, reports of crime, citizen complaints, and officer-initiated calls shall be issued a computer generated CAD number at the time the incident is reported. The six digit number assigned to each call will be a sequential number. Each number shall be separate and distinct for each incident.
- B. All calls requiring a case number will be issued a computer generated number. The first two digits of the number will be last two digits of the year followed by a dash and then a five digit sequential number. The sequential numbering will start at one on January 1st of each year. Each number shall be separate and distinct for each offense or incident report.

V. Collecting and Submitting Activity and Crime Data

- A. In order to promote the development of good record keeping and to aid in the effort to establish a national database of crime statistics, the Department will participate in the National Incident-Based Reporting System (NIBRS). The Records Supervisor will prepare and submit the required monthly reports to the Arkansas Crime Information Center. [82.1.4]
- B. A monthly report including these same statistics, along with statistics of other departmental activity (CID activities, warrants division, IA, training, etc.) will also be prepared and submitted to Administration personnel and the Chief of Police. [82.3.2a]

VI. Accessibility of Records Information

- A. Offense, Incident, Arrest, and Accident Reports are generally available in the Department's computerized databases which are accessible to department personnel at all times. [\[82.1.1b\]](#)
Offense reports are made available to the general public during normal business hours. Traffic accident reports are also available to the public via an online report service.
- B. There will be occasions when the information is not yet available in the computerized databases. This information may be obtained by requesting the report (s) through Records personnel who will make a copy of the record for the person requesting the report. Supervisors shall have access to or be able to make arrangements for access to records 24 hours a day, should the information be required by a law enforcement officer outside normal business hours. [\[82.1.1b\]](#)
- C. All incident reports should be completed prior to the end of an officer's shift if at all possible. All reports must be reviewed by a supervisor prior to being forwarded to the records division. If the supervisor needs to refer the report back to the officer for alterations, or if there is not enough information to complete the report at the time, etc. an 'Incomplete' slip will be attached to the report and it will be returned to the in basket for written reports at the desk, or it will be returned electronically in the case of computer generated reports, so it will be available if needed. [\[82.2.1e\]](#)

VII. Distribution of Reports and Records

- A. The distribution of reports to the various organizational components within the Department is specific to the type of report. After reviewing the reports for completeness, Records personnel distribute the reports as follows: [\[82.2.4\]](#)
 - 1. Copies of all offense and arrest reports are electronically available to and reviewed by the Investigations Division.
 - 2. Copies of all cases where a juvenile was cited or taken into custody are forwarded to the Craighead County Juvenile Office.
 - 3. Copies of all reports related to citations issued for District Court are forwarded to District Court with the related citation.
 - 4. Accident reports are scanned and uploaded to the online report service utilized by the Department.
 - 5. All original report documents will be retained in records and only copies will normally be distributed, unless the original is needed for court or some other specified purpose.
- B. Investigators shall maintain case files on active cases being investigated. After the case has been classified as closed or inactive, all associated records should be returned to Records personnel. [\[82.3.5\]](#)

- C. For additional security and control, intelligence, vice, drug, and organized crime records and reports will be maintained by the appropriate Special Services Division. (i.e., Criminal Investigation, Prowl or Drug Task Force Division) [82.3.5]

VIII. Agency Forms [11.4.2]

- A. All department approved forms will be available to all officers on the shared access f: drive. Additionally, a copy of each approved form will be made available to all officers. Forms are maintained in a notebook at the front desk area. Additional supplies of certain form may also be available. Officers are encouraged to utilize the computer when possible for speed and accuracy, but may utilize pre printed forms when necessary. Pre printed forms are available for several different applications, including, but not limited to:
 - 1. Witness statement supplements
 - 2. Domestic violence supplements
 - 3. MVA reports
 - 4. Information exchange reports for MVA reports
- B. When developing new forms or modifying existing forms, consideration should be given to the application of the forms. Ease of use, information flow and relationship to existing computer applications should be considered. The division commanders will be responsible for the development and modification of forms utilized within their divisions.
- C. Forms utilized only within specific divisions only will require only the approval of that division commander. Forms utilized throughout the department will require submission to the Command staff for review and approval prior to implementation. The Administrative Services Captain shall administer the requests for change, approval, updating and distribution of all department forms. Forms used by the department must meet any necessary and applicable state and federal standards if those forms require submission to outside agencies.

IX. Searchable Computer Records

Numerous computer files are indexed within the department so as to be available for use in compiling data for statistics and/or analysis, compiling investigatory information, maintaining inventory, etc. Access to some of these files may be limited by user name and password.

- A. Master name index [82.3.1]

The computerized RPS reporting system maintains a master name index of persons entered into the system. This index serves as a cross reference to all reports where a person has been named, including criminal history information. [82.1.7]

- B. Calls for Service [82.3.2a,b]

All calls for service are documented by the Central Dispatch Center and entered into the automated computer assisted dispatch (CAD) system. All such information is then searchable by a number of identifiers, including caller, call type, call location, dates, units responding, etc.

C. Evidence / Property Files [\[82.3.2c\]](#)

All property items reported as lost, stolen, involved (evidentiary), or recovered will be listed in the property section of the appropriate offense report. Such property is then searchable according to the property type, description, etc.

Monthly requests for validation of stolen property items from the Ark Crime Info Center (ACIC) will be completed in a timely manner in accordance with ACIC/NCIC policy.

All items submitted into evidence will be properly marked and entered into the evidence receiving portion of the computer system and will also be searchable as to existence and location within the Department evidence property room and subject to property room inventories.

D. Warrant and Wanted Persons File [\[74.1.3\]](#)

All warrants issued by District Court, Circuit Court and Juvenile Court are entered into the Department Warrants program by the warrants division. [\[74.1.3c\]](#)

All warrants and summons issued by District court are maintained at the P.D. and are accessible 24 hours a day for verification. [\[74.1.3f\]](#)

Warrant information downloaded to the system from District court on misdemeanor warrants will be verified by the warrants division. Bench warrants and juvenile warrants are maintained by and must be verified through the Craighead County S.O. Only felony bench warrants will be entered into ACIC/NCIC and that will be completed and maintained by the CCSO. [\[74.1.3a,d\]](#)

Warrant information will be deleted upon service or upon recall by the court. [\[74.1.3e\]](#)

Information concerning warrants from other jurisdictions will be forwarded to the warrants division and/or patrol upon request of that jurisdiction. Requests for service must be accompanied by a copy of the valid warrant held by that department and/or ACIC/NCIC terminal message of verification. [\[74.1.3b\]](#)

E. Offense reports will also include a computer generated case status indicators that should be changed by an officer or clerk when the case status changes. [\[82.1.5\]](#)

X. Adult and Juvenile arrest records

A. Adult arrest reports are completed at the time of arrest or as soon after as possible. The officer should obtain all of the arrestee's address and personal information each time a person is arrested. The arresting officer shall enter the information into the computerized RPS system or ensure that a written report is submitted to the Records Division for entry. [\[1.2.5a\]](#)

B. Persons arrested for a Class A misdemeanor or above must be fingerprinted (Ar. Code Ann 12-12-101) and should also be photographed each time they are arrested. The image is obtained digitally and attached to that arrestee by name and incident number in the computerized RPS system. [\[1.2.5b,c\]](#)

- C. Each person who has been arrested and fingerprinted will receive an FBI number and SID number. That individual's criminal history will be accessible through ACIC/NCIC via these identification numbers. [\[82.3.6\]](#)
- D. Fingerprinting and photographing juveniles who have been arrested shall be performed in compliance with A.C.A. 9-27-320, which states when a juvenile is arrested for any offense which, if committed by an adult, would constitute a felony, or a Class A misdemeanor wherein violence or the use of a weapon was involved, the juvenile shall be photographed and fingerprinted. The photographs taken are automatically attached to the corresponding offense report by the records management system and as such are protected in the same manner as the report itself. Fingerprints on juveniles that are not charged as adults are completed at the Craighead County Detention center on the AFIS system and as such become part of the state automated system and are not maintained in paper form. [\[82.1.2b,c\]](#)
- E. Juvenile records contained in the RPS system are only accessible by Department employees who have searched the database with the proper criteria. Paper copies of reports related to juveniles will be maintained in a file separate from other files. Release of juvenile arrest information is prohibited by law except under certain circumstances and the masking feature available in the computer software should be utilized when releasing offense reports containing juvenile information. [\[82.1.2a,c\]](#)
- F. All juvenile records shall be disposed of according to the mandatory minimum retention period established by Ar. Code Ann. 14-2-201 through 14-2-204 which outlines procedures for maintaining, recording and destruction of specific police records. Records containing juvenile information will be retained on the same schedule as other records. [\[82.1.2d\]](#)

XI. Traffic Accident Reports

- A. Traffic accident data (reports, investigations, locations) – All traffic reports shall be indexed in the computer, scanned, uploaded to the online report service and filed in records. [\[82.3.3a\]](#)
- B. Traffic Enforcement Data (stops, citations, arrests, dispositions, locations, etc.) – Information concerning traffic stops by type, violator identifiers, arrests and locations is available through the Department computerized records. Information concerning the disposition of citations is available through the District Court. [\[82.3.3b\]](#)
- C. Roadway Hazard Reports – Roadway hazards or defects shall be reported to the Dispatch Center who will in turn notify the appropriate city, county or state department. [\[82.3.3c\]](#)

Last Reviewed: 01/11/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>210.00</i>
<i>Topic</i>	:	<i>Accreditation</i>
<i>Effective</i>	:	<i>June 15, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 33.5.3 a-c, 33.5.4

I. Policy

The Jonesboro Police Department initiated the accreditation process in 2006 with several goals in mind:

- Strengthen crime prevention and control capabilities
- Formalize essential management procedures
- Establish fair and nondiscriminatory personnel practices
- Improve service delivery
- Solidify interagency cooperation and coordination
- Boost citizen and staff confidence in the department

CALEA is not mandated by any governmental agency but is a *voluntary* process sought by the Jonesboro Police Department as a commitment to professional business practices. With these goals in mind, it is the policy of this department to provide familiarization and training to all department members as necessary to solidify the success of accreditation.

II. Introduction to Accreditation

A. The Commission

The Commission on Accreditation for Law Enforcement Agencies (CALEA) was formed in 1979 by four major police organizations that wanted to establish standards ensuring professional business practices within the law enforcement community. The founding agencies were:

1. The International Association of Chiefs of Police (IACP)
2. The National Organization of Black Law Enforcement Officers (NOBLE)
3. The National Sheriff's Association (NSA)
4. The Police Executive Research Forum (PERF)

B. Standards

There are 463 standards divided into 42 chapters. Each standard is composed of three parts: the standard statement, commentary and levels of compliance.

1. The standard statement is a declarative that places a clear-cut requirement on the agency. Some standards call for development and implementation of a policy or procedure in the form of a rule, regulation or written directive. Other standards require an activity, report, procedure or other action or requirement.
2. The commentary explains or expands upon the standard to provide guidance.
3. The last part of each standard is levels of compliance. For each of four agency size categories, the levels of compliance indicate whether a given standard is mandatory (M), other than mandatory (O), or not applicable (N/A). Agencies are categorized by the total number of personnel employed, from A to D. The Jonesboro Police Department is a size C agency, having 75 to 299 employees.
4. Following is an example of a standard:

1.1.1 *A written directive requires all personnel, prior to assuming sworn status, to take and subsequently abide by an oath of office to enforce the law and uphold the nation's constitution or basic law of the land and, where applicable, those of governmental subdivisions. (MMMM)*

In this instance, standard 1.1.1 is mandatory for all agencies, A through D. All standards list levels of compliance in the same order - A through D - left to right.

C. The Accreditation Process

1. Application - The accreditation process begins when an agency applies to CALEA for applicant status. Once eligibility has been confirmed, the agency and the commission sign an accreditation agreement that identifies what is expected of each party.
2. Questionnaire – The agency completes and files an Agency Profile Questionnaire (APQ), thereby providing information that CALEA seeks to determine the standards with which the agency must comply.

3. Self Assessment – The agency initiates the self-assessment process, which involves examination by the department to determine whether it complies with all applicable standards. The agency also prepares, compiles and assembles ‘proofs of compliance’ to facilitate the on-site assessment.
4. On-Site Assessment – After the agency is satisfied that it has reached compliance with all applicable standards, it notifies the Commission. The Commission then identifies a team of assessors, allows the agency to review the assessment team to avoid conflicts of interest and sends the assessment team to the agency. The assessors then examine the proofs of compliance to determine if the agency truly complies with all applicable standards.
5. Commission Review – The on-site assessment team submits a report to the Commission, whereupon the Commission grants full accreditation or defers accreditation status. If deferred, the Commission will advise the agency of the steps necessary to gain accreditation.
6. Re-accreditation – accreditation is for a three year period. To maintain accreditation during this period, agencies must remain in compliance with the standards under which accreditation was granted. Annual reports are submitted, attesting to the continued compliance and/or reporting any difficulties experienced and the actions taken to resolve them. At the conclusion of the three-year period, the Commission offers the agency to repeat the on-site assessment to continue accreditation.

III. Training

- A. All newly hired personnel will receive training regarding the accreditation process within thirty (30) days after their employment begins or within thirty (30) days after completing the academy. [\[33.5.3a\]](#)
- B. Training regarding the accreditation process will be provided to all agency personnel during the self-assessment phase associated with receiving accreditation and again just prior to an on-site assessment associated with initial accreditation and each re-accreditation. [\[33.5.3 b,c\]](#)
- C. The employee assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed. [\[33.5.4\]](#)

Last Reviewed: 01/11/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 17.1.1, 17.2.1, 17.2.2, 17.3.1a-e, 17.4.1a-d, 17.4.2a-f, 43.1.3

I. Policy

The purpose of this policy is to establish certain fiscal management guidelines for the Jonesboro Police Department, to include defining procedures for budgeting, purchasing, and accounting. This directive also establishes procedures for the receipt and disbursement of cash monies within the Jonesboro Police Department, and applies to all members. It shall be the policy of the Jonesboro Police Department to adhere to all Arkansas statutes and City of Jonesboro ordinances relating to budgeting, purchasing, and accounting procedures as prescribed for municipal governments.

II. Authority and Responsibility [17.1.1]

- A. The Chief of Police of the Jonesboro Police Department has the authority and responsibility for the fiscal management of the Jonesboro Police Department. The Chief of Police is responsible for the supervision of all purchases using funds allocated to the Department, and is authorized to make budget recommendations to the Mayor's office.
- B. Authority and responsibility for section A of this policy is vested within a written statement issued by the Mayor of the City of Jonesboro, Arkansas

III. Budget Preparation Process [17.2.1]

- A. The Chief of Police is responsible for the submission of the Jonesboro Police Department's annual operating, personnel, and capital expenditures budget to the Mayor or his designee.
- B. The City of Jonesboro's fiscal year begins January 1st and ends December 31st.

- C. Typically during mid-summer each year, the Mayor's office directs the head of each department within the City to prepare and submit a budget for the next fiscal year.
- D. Division commanders are responsible for the preparation of their respective budgets. Once the new budget packets are received, commanders meet with the Chief of Police to receive any special instructions about the preparation of the operations budget and capital outlay budget. To enhance coordination of the budget process, guidelines dependent on the overall City budget instructions will be established at this initial meeting with the Chief. Division commanders are also advised of deadlines by which they must return their budget proposal to the Chief's office. [\[17.2.2\]](#)
- E. Division commanders shall meet with the various unit supervisors and members of their command to solicit input as to budget requests for the following year. Requests must be specific and must be justifiable. Budget requests shall relate to the unit's function, and will be consistent with that unit's stated functional goals and objectives. In certain instances, at the direction of the Division Commander or Chief of Police, additional information describing the request, such as product information or specifications sheets may be necessary. Finally, pricing information for the request is essential.
- F. Division commanders shall return their budget to the Chief's office by the posted deadline. Once budgets for all of the programs have been received, a total aggregate budget will be prepared and reviewed by the Chief of Police in preparation of submission to city council.

IV. Purchasing

- A. All purchases by the Jonesboro Police Department shall be made in compliance with applicable City of Jonesboro ordinances and guidelines; and with all Arkansas statutes governing municipal purchasing practices. [\[17.3.1.a\]](#)
- B. All requests for the purchase of supplies, equipment, and other operating expenses in excess of \$250.00 shall be submitted to the Quartermaster for review. Once approved, a requisition shall be completed and forwarded to the City of Jonesboro's Finance Department. This request shall include all relevant vendor information, a description of the item, and its price. For those purchases requiring bids, a bid sheet must also be completed. The Finance Department will then issue a purchase order number authorizing the purchase. Once the purchase has been made, invoices shall then be forwarded to the Finance Department for payment. [\[17.3.1.a\]](#)

- C. City ordinances and Arkansas law addresses the type of purchases that are subject to the bidding process. More detailed instructions are provided in the City of Jonesboro Purchasing Manual. Basically, purchases should be made according to the following guidelines: [\[17.3.1.b\]](#)
1. Purchases that are less than \$250 may be made *without* securing competitive bids. **Even though bids may not be required for this type purchase, all members must ensure that the best price for the proposed purchase has been obtained.**
 2. Purchases that exceed \$250, but are less than \$500 require the securing of three bids prior to the purchase. Bids may be obtained in person, fax, email, internet, etc. and must be submitted with the requisition.
 3. Purchases that exceed \$500, but are less than \$1,000 require the securing of three *written bids* prior to the purchase. Bids may be obtained in person, fax, email, internet, etc. and submitted to the Purchasing Agent for a purchase order number to be issued before the purchase.
 4. Items that exceed \$1,000, but are less than \$20,000 must have three written bids and also must have been authorized by the mayor before a purchase order number can be secured from the Purchasing Agent.
 5. Purchases that exceed \$20,000 require the securing of *written competitive bids* prior to the purchase, as directed by the City of Jonesboro's Purchasing Department. The City Council must approve such purchases. Competitive bids require advertising in the legal section of local newspapers, etc. and require the direct involvement of the Purchasing Department.
 6. In certain instances in which a particular bill reoccurs every month, such as utility bills, no purchase order is required. The bill and a request for payment are forwarded to the City of Jonesboro's Finance Department for payment.
- D. Vendors for products or services used by the Jonesboro Police Department must be capable of delivering the product or service being sought. Failure to deliver the product or service in a timely manner may disqualify the vendor from future consideration by the City. [\[17.3.1.c\]](#)
- E. City Ordinance permits the waiving of competitive bidding in exceptional situations on an emergency basis. Such waiver must be approved by the

appropriate council committee(s) and then the full council for approval. [17.3.1.d]

- F. Following authorization from the Chief of Police, items may still be purchased even though the budgeted amount for that line item has already been exceeded, as long as funds still exist elsewhere in the overall budget. An adjustment ordinance will then be presented to the City Council at the conclusion of the fiscal year indicating what adjustments were made to the overall budget. [17.3.1.e]

V. Cash Management and Accounting System

- A. The City of Jonesboro operates its cash management system with the assistance of a computerized accounting system. The City's Finance Department oversees all revenues and expenditures for each department in the City.
 - 1. Once the City Council reviews approves and adopts its final annual budget, the Finance Department forwards a complete budget to each department. The budget is also accessible electronically. This budget, among other things, reflects the amount of monies ultimately allocated to each department. The budget also details the amount that each program within the department was funded, and then finally, how much each account within that program received. [17.4.1.a]
 - 2. On a 'real time' basis, the Finance Department makes available to each department an electronic "Statement of Revenues and Expenditures" for each department and each individual account within that program. The software program lists the expenditures, encumbrances, the amount originally budgeted for that account, the unencumbered amount remaining in the account, and the percentage of the original amount the unencumbered balance represents. Copies of this statement may be accessed by the Chief of Police electronically so he or she knows the status of each account. [17.4.1.b,c,d]
- B. The Jonesboro Police Department maintains cash funds for the purpose of providing "buy money" or confidential informant funds for the Narcotics Unit and the Criminal Investigations Division. The following procedures describe the process for handling the buy money funds.
 - 1. The commander of the Drug Task Force is authorized by the Chief of Police to oversee cash accounts to be used for 'buy money', as payment to confidential informants and for miscellaneous operational expenses. **Buy money funds are to be used for no**

other purpose other than those specified on the Covert Operations Expense Voucher. Payments to confidential informants are regulated by DTF Policy. [17.4.2.e, 43.1.3]

2. Monies designated for use as payment to confidential informants or for “buy money” are received from State and Federal asset forfeiture funds. As a part of the forfeiture procedure, the Chief of Police submits a request to the authority overseeing the forfeiture that the monies be designated to the department for such use. [43.1.3]
3. On an as needed basis, the narcotics unit commander shall submit, through the Chief of Police, a request to the City of Jonesboro’s Finance Department to issue a check for ‘buy money’ cash to be obtained. The money will immediately be placed in the safe in the office of the Chief or the safe in the DTF office. A record of the receipt of the money shall be made in the Springbrook software and Drug Trak software programs by the supervisor making the deposit.
4. The security safes are located in a locked area in the Administration Division and within the DTF officers. Safes are to be kept locked at all times, and are accessible only by the respective commanders and their designees. [17.4.2.e]
5. Balances in each account should be maintained at a reasonable level sufficient to facilitate transactions. Overly excessive balances must not be maintained.
6. **Each transaction involving disbursement of funds from the buy money account requires that the issuing supervisor complete an entry in the appropriate software program, as well as completion of the appropriate request form.** The entry shall reflect all of the following information: the date of the transaction, the transaction number, the name of the officer to whom funds are being issued, the name of the authorizing supervisor, the amount of cash disbursed, and the balance remaining after the disbursement. [17.4.2.a,d]
7. A payment to a confidential informant shall not exceed \$150 unless authorized by the Chief of Police. [17.4.2.c]
8. A payment that is designated as “buy money” shall not exceed \$250 unless authorized by the Chief of Police. A payment that is designated as “buy money” less than \$250 but more than \$100 must be approved by the DTF Unit commander. [17.4.2.c]

9. The Chief of Police has ‘real time’ access to all of the information in the Springbrook and Drug Trak software program regarding the detailed activity of the “buy money” account, including a description of the expenditures and the balance of the account either currently or for any time period he or she may wish to review. [\[17.4.2.f\]](#)
- C. The circumstances under which cash is collected are (1) when a cash bond is accepted; or (2) photocopying fee for a MVA report. **Cash will not be collected for any other activity of the Jonesboro Police Department unless the Chief of Police grants prior authorization. In all cases, when cash is received, the receiving member will issue an appropriate receipt.**
1. Cash Bond Procedures
 - a. Arkansas Act 252 of 1997 authorizes the Jonesboro Police Department to collect a bond fee for arrests that involve any charge that is returnable to the City Division of Jonesboro District Court. This bond fee is payable only at the Jonesboro Police Department’s Information Desk and must be in the form of cash, money order or cashier’s check. Personal checks are not acceptable.
 - b. Cash received should be counted again in the presence of the person posting the bond and must be witnessed by two officers. The Desk Officer completes an official numbered receipt, specifically designated for this purpose, and gives a copy of the receipt to the person posting the bond fee. [\[17.4.2.b\]](#)
 - c. In the presence of the witnessing officer, the desk officer places the bond money in an envelope, seals the envelope and affixes the white copy of the receipt to the envelope and then inserts the envelope in the slot of the safe located at the information desk. [\[17.4.2.b\]](#)
 - d. The pink copy of the receipt is left intact in the receipt book.
 - e. If an officer must void a bond fee receipt, the officer must clearly write the word “VOID” on all three copies, as well as place his signature on the receipt. The white copy and yellow copy of the receipt are placed in an envelope and then placed through the slot of the located at the

information desk. The pink copy of the voided receipt is left intact in the bond fee receipt book.

- f. Prior to the beginning of court days, a records clerk will remove the bond fee envelopes from the safe and have the desk officer verify that the correct amount of bonds were accounted for and removed from the safe. In the presence of a clerk of the District Court, the money will again be counted and verified. The numerical receipts are also verified to ensure that all are accounted for and no receipt is missing. In the event that there is a discrepancy in the monies, or if a numbered receipt is missing, the records clerk will immediately notify a supervisor, so that an inquiry may be conducted. Discrepancies that cannot be resolved shall be turned over for investigation.
- g. The monies collected for bond fees are turned directly over to the District Court.

2. Report Fees

- a. Unless a file is of an unusually large size, the Jonesboro Police Department will provide copies of most Incident/Offense type reports to the public at no charge. The Chief of Police or his designee establishes a fee schedule for the photocopying of these reports.
- b. A state mandated fee of \$10.00 will be charged for copies of motor vehicle accident reports. Records clerks shall collect the appropriate fee, and then issue a receipt specifically designated for this purpose.
- c. The white copy is given to the customer. Receipt of the money is also recorded on the receipt log and the cash is placed in the individual clerk's bag and locked in their drawer.
- d. The pink copy of the receipt is to remain intact in the receipt book.
- e. If an employee must void a photocopy receipt, the clerk must clearly write the word "VOID" on all copies, as well as place his/her signature on the receipt. All three copies shall be left intact in the receipt book.

- f. The amount of money in each clerk's bag should agree with the amount indicated on the receipts. The numerical receipts are also verified by the Clerk to ensure that all receipts are accounted for. In the event that there is a discrepancy in the monies, or if a numbered receipt is missing, the Clerk is directed to immediately notify a supervisor.
 - g. Monies collected for MVA reports and receipts will be forwarded to the City of Jonesboro Finance Department (Collections) for deposit, along with a copy of the receipt log.
 - D. The Jonesboro Police Department does not maintain any type of petty cash fund.

VI. Inspections and Audits

- A. At least quarterly, the city Finance department shall inspect all cash management records with respect to confidential informant and "buy money" funds maintained by the Criminal Investigations Division and the Narcotics Unit. Such inspections shall include an accurate counting of the cash to ensure that the amount on hand agrees with the cash journal record for that account. Additionally, all checks that have been issued to be deposited to the account shall be reconciled with the cash journal, and deposits to the account verified. [\[17.4.2.f\]](#)
- B. At least annually, the State of Arkansas has auditors conduct an audit of all city functions, as well as the Jonesboro Police Department's cash collections functions to ensure compliance with all applicable laws, ordinances, and policies. [\[17.4.3\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>301.00</i>
<i>Topic</i>	:	<i>Mission Statement</i>
<i>Effective</i>	:	<i>June 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: None

MISSION STATEMENT

As members of the City of Jonesboro Police Department we must strive to set a standard of excellence for others to follow. In keeping with this goal, we have developed a mission statement that reflects the fundamental principles of the organization and must be the cornerstone of your personal law enforcement philosophy:

“The City of Jonesboro Police Department shall strive to ensure that all of our citizens are served in a professional, ethical and equitable manner that respects individuals, protects our democratic ideals and system of government, pursues greater accountability of police, greater public share in decision making and greater concern for civil rights and liberties.”

It is the intent of this manual to provide every employee of the City of Jonesboro Police Department as much guidance and direction as possible in order to meet this standard of excellence.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>302.00</i>
<i>Topic</i>	:	<i>Oath of Office</i>
<i>Effective</i>	:	<i>June 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.1.1

OATH OF OFFICE

All law enforcement employees will, before exercising any type police powers, be required to take the oath of office:

OATH OF OFFICE

I, _____ do hereby solemnly swear or affirm that I am qualified to hold the office of City of Jonesboro police officer according to the Constitution of the United States and the Constitution of the State of Arkansas, and the I am not a member of the Communist Party.

I do further swear or affirm that I am not the holder of any office or trust under the government of the United States, nor any other State, or any foreign State which I am by the laws of the State of Arkansas prohibited from holding.

I do further swear or affirm that I am not the holder of any unaccounted for public money due this State or political subdivision or authority thereof.

I do further swear or affirm that I will obey, adhere to, uphold, and enforce the laws of the United States of America, the State of Arkansas, and the Ordinances of the City of Jonesboro at all times.

I do further accept the Law Enforcement Code of Ethics of the International Association of Chiefs of Police as my standard of conduct while on and off duty and swear to faithfully abide by and defend said Code of Ethics.

So help me God.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
Destination : *Directive Manual*
Number : *303.00*
Topic : *Code of Ethics*
Effective : *June 1, 2006*
Status : *New*
Approved By : *MY*

Reference: CALEA 1.1.2

All sworn law enforcement officers in the City of Jonesboro Police Department or those members vested with law enforcement authority as a result of their employment with the City of Jonesboro will, at all times, abide by our Code of Ethics and attend ethics training at least every other year. [\[1.1.2\]](#)

Law Enforcement Code of Ethics

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

I will keep my private life unsullied as an example to all and 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, animosities or friendships influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve the objectives and ideals, dedicating myself before God to my chosen profession.....

Law Enforcement

Last Reviewed: 01/18/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>304.02</i>
<i>Topic</i>	:	<i>Rules and Regulations</i>
<i>Effective</i>	:	<i>November 1, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.3.1, 1.3.5, 12.1.3, 22.3.2, 26.1.1

I. Policy

Employees of the Police Department are among the most conspicuous representatives of city government and to the majority of people they are symbols of stability and authority upon whom they rely. The conduct of Department employees is closely scrutinized and when actions are found to be excessive, unwarranted or unjustified, they are criticized far more severely than for comparable conduct of persons in other walks of life. Since an employee's conduct both on and off duty may reflect directly upon the Department, employees will conduct themselves in a manner which does not bring discredit upon themselves, the Department or the City. An employee's conduct must exhibit the highest degree of professionalism and personal accountability. Therefore, this Code of Conduct is designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of all Department employees. [\[26.1.1\]](#)

II. Authority of Code

- A. No procedure, regulation, section, sentence, clause or phrase as provided herein is to be construed to be in conflict with any law, ordinance or policy of the United States or the State of Arkansas.
- B. If any procedure, regulation, section, sentence, clause or phrase of this Code is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Code.

III. Scope

- A. The provisions of the Code of Conduct are observed by all employees of the Department in order to maintain the confidence, respect, and support of the public.
- B. Violations of the Code of Conduct, the City of Jonesboro Personnel Rules and Regulations, Departmental rules, regulations, policies, or directives issued with proper authority, ordinances of the City of Jonesboro, and/or laws of the State of Arkansas or the United States, subject the offender to disciplinary action. Action taken will depend on the severity of the offense, the record of the offender, and the seriousness of the consequences of the violation.
- C. Disciplinary action under the Code is in accordance with the City of Jonesboro Personnel Rules and Regulations. All disciplinary actions are based on substantial evidence; however, "proof beyond a reasonable doubt" is not required.
- D. It is the duty of all employees to take appropriate corrective action and/or submit a written report to the Chief of Police when they learn through personal observations or report of a violation of law or regulatory decree.
 - 1. In the event of intimidation, or fear of intimidation, the reporting employee reports directly to the Chief of Police.
- E. Members of the Police Department who are in a provisionary status may be terminated from employment by the Chief of Police without cause when they fail to meet the minimum standards of employee performance or when they violate a law or regulatory decree announced in this Code.
- F. Employees do not procure appointment in the Department by means of misrepresentation or omission of any facts concerning his or her personal history, qualifications for employment, or physical condition.
- G. Any employee who, by any act or conduct, attempts to violate or conspires with any person to violate a law, rule, regulation, policy or directive issued with proper authority is subject to the same discipline as though the actual violation had been accomplished.

IV. Appearance, Uniform and Equipment

- A. Employees of the City of Jonesboro present a "neutral image" to effectively relate to all segments of the population they serve. Societal interest demands highly trained personnel who demonstrate disciplined conduct and strict adherence to regulation and authorized detail.

Therefore, employees shall comply with the uniform and appearance standards prescribed by the Chief of Police.

B. Uniforms

1. Are to be kept neat, clean, in good repair, and well pressed at all times. While wearing the uniform, all employees will maintain a professional bearing.
2. When an employee is in uniform, the complete uniform, including ballistic vest, must be worn at all times in the prescribed manner. The cap is optional for all employees during inclement weather. The ballistic vests are optional for command staff. Uniform items are those furnished by or authorized by the Department. No part of the uniform is worn with civilian clothing or vice-versa.

C. Civilian Clothing

1. The police officer normally wears a uniform on a tour of duty. However, commanding officers may prescribe other clothing to be worn as required by the nature of duty to which the particular officer is assigned.
2. Normally, officers and employees who are required to wear civilian clothing do so in a manner that is complimentary to the individual and generally acceptable in the business community. Commanding officers may require other clothing or uniform depending upon the employee's job assignment.

D. Badges

1. Badges worn in the performance of official duties will be issued by the department. Personally owned badges of the same size and type may also be worn. Other badges may only be utilized with specific permission of the Chief of Police.
2. Suspended employees must immediately surrender their badges and identification card to the commanding officer notifying the offender of suspension.

E. Other City Property and Equipment

1. Improper or negligent handling of or willful damage to city property is a violation of this code.

2. Employees who have lost, damaged or destroyed any equipment issued to them by the Department may be required to reimburse the City for that piece of equipment at current replacement value if the loss or damage is the result of negligence on their part.
 3. Employees promptly report the need for repairs of any city owned property issued to, used or possessed by them to the city department officially charged with the maintenance of such property.
 4. Employees do not alter, make substantial repairs to, or in any way change, add to or remove any parts or accessories of any city-owned property without permission of the Chief of Police. This includes, but is not limited to, buildings, office equipment or motor vehicles. This is not to be interpreted to preclude officers from having minor repairs made to vehicles or other essential equipment to enable the equipment's continued use on duty.
 5. Employees do not convert or use Departmental equipment for personal advantage outside the scope of their employment. Police identification cards issued to an employee will not be used by or given to any other person.
- F. Maintaining a 'neutral image' may encompass any number of general appearance issues as determined by the Chief of Police. Currently, facial hair other than a mustache, visible tattoos, unusual visible piercings and hair styles or colors that would be considered 'shocking' to the general public will not be permitted.

V. Professional Conduct and Personal Bearing

- A. Dereliction of duty on the part of any employee detrimental to the proper performance of the functions of the Department is cause for disciplinary action. The offender will be punished according to the degree of severity of the violation, the results brought about by the dereliction, and the effect it has upon the discipline, good order, and best interest of the Department. The following subsections constitute dereliction of duty:
1. Failure of a supervisor to immediately take action when a violation of the policies, rules, or regulations comes to their attention, regardless of the supervisor's or violator's assignment or rank within the Department.
 2. Failure to observe and give effect to the rules, regulations, policies, or other directives issued by proper authority of the Department.

3. Failure to deliver to the official Departmental custodian all property found, confiscated by, or relinquished to members of the Jonesboro Police Department without undue delay and, in any event, before their tour of duty ended.
 4. Failure to place evidence in its officially designated place for preservation and storage.
 5. Failure to give name and badge number to any person upon request as required in the Ark Rules of Criminal Procedure 3.1.
 6. To be under the influence of drugs or to be a user of drugs when a physician or dentist does not prescribe such drugs or to take drugs in a manner not prescribed by a physician or dentist.
 7. Unnecessary violence toward any person.
 8. Disrespect shown to a civilian supervisor, supervisory officer, commanding officer or subordinate.
 9. Use of indecent, profane, or harsh language in the performance of official duties.
 10. To accept, agree to accept, or solicit a bribe. The donor or other person shall define a bribe as a gift, emolument, money, thing of value, testimonial, appointment, personal advantage, or the promise of solicitation of it for the purpose of obtaining special privileges or personal gain.
 11. Sworn members who show cowardice or failure to perform police duties because of danger.
 12. To malingering or feign incapacitation so as to avoid duty or work.
 13. Failure to obey any lawful order addressed to him or her by a supervisor or command officer, including any order relayed from a superior by an employee of the same or lesser rank. [\[12.1.3\]](#)
 14. Lying to a supervisor including willful omissions or misstatements.
- B. Each member of the Department conducts himself or herself, both on-duty and off-duty, in such a manner so as to not bring public disrepute or discredit upon the member or the Department, or impair the operation or the efficiency of the Department or member.

- C. Employees treat superiors, subordinates, and associates with respect. Every employee is courteous and civil at all times in his or her relationship with others. When on duty in the presence of other members or the public, supervisors are referred to by rank.
- D. Respect for other employees should also include respect for their property, both personal property or assigned equipment. Employees are not to take possession of or utilize another employee's property (clothing, equipment, food, etc.) without that employee's consent.
- E. Employees do not publicly criticize or ridicule the Department, its policies, or other employees by talking, writing or expressing in a manner which:
 - 1. Is defamatory.
 - 2. Is obscene.
 - 3. Is unlawful.
 - 4. Tends to impair the operation of the Department by interfering with its efficiency, by interfering with the ability of supervisors to maintain discipline, or by a reckless disregard for the truth.
- F. Employees do not, at any time, ridicule, mock, deride, taunt, or belittle any person. Neither do they willfully embarrass, humiliate, nor shame any person nor do anything that might invoke any person to violence.
- G. Employees do not conduct themselves in the offices or buildings of the Department or in any public place or public forum in such a manner which would discredit the police service or in any way hamper the activities and goals of the department.
- H. The soliciting of any fund, money, loan, fee, reward or gratuity from other than the legal institutions established for that purpose must receive prior approval from the Chief of Police.
- I. Employees do not accept, either directly or indirectly, any gift, gratuity, reward, fee, loan, discount rate, rebate or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence their discharge of official duties. Any such monies received without solicitation shall be turned in to the office of the Chief of Police.
- J. Employees may not receive any reward, gratuities, favor, money, or any other gifts from any subordinate without the express written permission of

the Chief of Police. Employees may not give or donate any gratuities, favors, money, capital items, or any other gift to any supervisor or the Police Department without the express written permission of the Chief of Police.

- K. The buying and selling of anything to or from any complainant, suspect, witness, defendant, prisoner or other person involved in any police related activity, which has come to the employee's attention, is not permissible. Neither can the employee act as intermediary in payment of reward for the return of stolen property without prior authorization by the Chief of Police.
- L. Employees report any circumstances or event, which may affect the efficient operation of the Department or its members through their chain of command so long as it is reasonable.

VI. Responsibilities and General Conduct

- A. For the purpose of protecting life and property, officers are always considered on duty while in the City of Jonesboro and are prepared to act anytime circumstances indicate their services are required.
- B. Officers respond without delay to all calls for police service from citizens or other members. Emergency calls take precedence; however, all calls are answered as soon as possible consistent with established policies and traffic laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no officer fails to answer any call for service. Within the City of Jonesboro officers take appropriate action to:
 - 1. Protect life and property.
 - 2. Preserve the peace.
 - 3. Prevent crime.
 - 4. Detect and arrest violators of the law.
 - 5. Enforce all federal, state, and local laws and ordinances coming within Departmental jurisdiction.
 - a) The above is not to be construed to include enforcement of laws of a Class C misdemeanor nature or traffic enforcement when out of uniform and not on duty.

C. Authority and Accountability

1. The ranking on-duty supervisor at the scene of any police incident is in charge and responsible for the proper conclusion of that incident. In the absence of a supervisor, the senior officer remains at the scene until such time as the incident is under control, is being properly handled in accordance with existing policies, and sufficient instructions have been issued to result in the proper conclusion of that incident.
2. Officers must respond to the lawful orders of superior members and other proper authorities, as well as requests for police assistance from citizens.

The administrative delegation of the enforcement of certain laws and ordinances to particular units of the Department does not relieve officers of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Officers assigned to special duty are not relieved from taking enforcement action outside the scope of their specialized assignment when necessary. All members perform their duties as required or directed by law, Departmental rule, policy, procedure, or by order of a superior member, whether it is a direct order or one relayed through an employee of same or lesser rank.

No officer shall knowingly issue any order that is in violation of any law, ordinance, or departmental rule, regulation, policy, or procedure. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no member of the Department is required to obey any order that is contrary to federal or state law or local ordinance. Responsibility for refusal to obey rests with the member, who shall be required to justify his refusal. [\[12.1.3\]](#)

3. In the event that an employee receives an order conflicting with previous commands, rules, policies or directives, the employee shall respectfully call the conflicting order to the attention of the superior officer giving the order. Should the superior officer not change the order, it shall be obeyed. The employee, in this circumstance, shall not be held responsible for disobedience of the first order. [\[12.1.3\]](#)

Members, who are given an order that they feel to be unjust or contrary to Department Policies and Procedures or Rules and Regulations, must first obey the order to the best of their ability. Then, at their first opportunity, they shall report in writing the facts

of the incident and the action taken to the Chief of Police through their chain of command. [12.1.3]

4. To achieve effective direction, coordination, and control, supervisory personnel will be accountable for the performance of employees under their immediate control.

D. Officers are required to take appropriate action to aid a fellow peace officer exposed to danger or in a situation where danger might be impending. Officers are required to request medical aid as soon as possible after the use of lethal or less than lethal weapons, if necessary due to injuries to any person. [1.3.5]

E. Duty Hours and Reporting for Duty

1. The Chief of Police has the authority to regulate the working hours of all employees and may call the employee to duty regardless of the regular working hours assigned to that employee. No employee may be absent without leave. Absence without leave means that without proper authorization, the employee fails to report for duty at the time and place of duty or leaves a place of duty or assignment.
2. Unless otherwise directed, officers are to report to daily roll call at the time and place specified wearing the proper uniform and equipment. Careful attention is given to orders and instructions. It is the responsibility of each employee assigned to a shift, who cannot report for duty due to illness, to notify an on-duty supervisor or commanding officer at least one hour prior to his or her reporting time. Personnel working non-shift assignments (CID, DTF, etc) must notify their supervisor within 30 minutes before the workday begins.
3. Nonexempt sworn or non-sworn personnel may be required to work extra hours in addition to their regular workday or workweek when an emergency exists. Personnel shortages can be considered an emergency. All time worked in excess of the standard workday or workweek will be paid in accordance with current overtime and/or compensatory time policies.

F. Employees remain alert, observant, and occupied with Departmental business during their tour of duty. When on duty, employees devote their entire time and attention to the business of the Department. Employees are prohibited from engaging in the following activities while on duty:

1. Sleeping, loafing, or idling.

2. Recreational reading, except at meals.
 3. Carrying any article which distracts from the proper performance of their duty.
 4. Drinking intoxicating beverages, except in performance of a police duty, and then only with the specific consent of a command rank officer, and never in uniform.
 5. Gambling (including the purchase of lottery tickets), except in performance of a police duty, and then only with the specific consent of a command rank officer, and never in uniform.
 6. Any sexual conduct.
- G. Employees promptly submit all reports, records, citations, or other materials, which are required by the performance of their duties or by competent authority.
- H. Officers obtain prior approval of their supervisor before initiating undercover investigations and all such approval is forwarded to the Chief of Police.
- I. Intoxicants
1. Employees never bring or keep any intoxicating liquor or beverage in Departmental facilities, except that liquor or intoxicants brought to Departmental facilities in the furtherance of a police task, and these are promptly identified and stored according to policy.
 2. Employees never become intoxicated while on duty nor consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent their job performance is impaired. Officers in uniform never purchase or consume any form of intoxicants.
 3. Officers on duty or in uniform do not enter private clubs or other similar establishments except to perform a police service. Loitering and unnecessary conversation in such locations is forbidden. Officers should engage citizens and business proprietors in conversation to maintain open communication and to discuss community needs.

- J. No expenditure of money is made or liability incurred in the name of the City of Jonesboro or the Department unless authorized by the Chief of Police.
- K. Because law enforcement is often a physically demanding occupation, the Jonesboro Police Department places the responsibility on its employees to maintain their good health and the level of physical fitness required to perform law enforcement duties. Employees of the Department are encouraged to maintain a healthy diet and exercise regularly. Payroll incentives will be offered to officers who complete required testing. [\[22.3.2\]](#)
- L. Employees shall furnish the Department with his or her current telephone number and address within 24 hours if changed, in the form of a memo to their supervisor who shall forward the memo to the Administrative Secretary.
- M. Use of Tobacco Products
 - 1. Smoking is prohibited by state law in any city owned vehicle or building and the use of tobacco products while in any city building, city owned vehicle or at any time while in personal contact with the public is prohibited.
 - 2. Tobacco use may occur only in areas designated as smoking areas or locations outside that are no closer than fifty (50) feet from the entrance to any public building or other enclosed area.
 - 3. Public use of tobacco products detracts from the professional image of the individual and department and such use of any tobacco products is strongly discouraged during duty hours.
 - 4. Examples of tobacco products include, but are not limited to; cigars, cigarettes, pipes, all forms of chewing or smokeless tobacco and snuff.

VII. Protection of Prisoners, Their Rights and Property

- A. Officers do not arrest any person or search any premises or person except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant under the laws of the State of Arkansas, the United States, or the ordinances of the City of Jonesboro.
- B. All officers protect the rights of persons held in custody and no employee verbally abuses or uses unnecessary violence against any person.

- C. Officers do not falsely arrest, imprison, or direct any malicious prosecution against any person.
- D. Employees do not willfully mistreat or give inhumane treatment to any person held in custody.
- E. The officer uses only that force necessary to effect an arrest. **[1.3.1]**
- F. Deadly force in effecting an arrest is only used as authorized by state and federal law, according to the policy of this Department.
- G. Any employee who has lost, damaged or destroyed any property or equipment belonging to a person in custody or which has come into possession of said employee by reason of his or her office may be required to make restitution if the loss or damage is the result of negligence on the part of the employee.

VIII. Public Activities

- A. Employees in the Police Department shall not be permitted to take an active part in any political campaign for an elective position of the city if they are on active duty. The term active part means making political speeches, passing out cards, or other political literature, writing letters, signing petitions, actively and openly soliciting votes and making public derogatory remarks about candidates for such elective positions.
- B. Employees are not required to contribute to any political fund or render any political service to any persons or party whatsoever and no person shall be removed, reduced in classification or salary, or otherwise prejudiced by refusing to do so.
- C. Employees shall not use the prestige of their office or position with the city for any candidate, including the wearing of campaign buttons or other markings nor participate in any political campaign while in uniform or on active duty.
- D. Employees do not become members of any organization, association, movement or group which advocates or approves of the commission of acts of force or violence to deny others their rights under the Constitution of the United States or which seeks to alter the form of the government of the United States by unconstitutional means.
- E. Employees do not participate in any type of disruptive protest demonstration nor may they act as a spokesman, representative, or agent for any group engaged in or planning to engage in any type of disruptive protest demonstration.

- F. Except for official police duties, no employee of this Department associates with persons of immoral character, convicted felons, gamblers, or other persons who habitually commit violations of the law. This does not exclude an employee of this Department from associating with immediate members of his or her family if they fall within the aforementioned categories.
- G. Employees do not permit their name or photograph to be used to endorse any product or service, which is in any way connected with or alludes to their employment as a law enforcement officer without the permission of the Chief of Police.
- H. No member of the Department shall solicit special privileges or use his or her position for personal gain or private advantages or for the advantages of others including charities without approval of the Chief of Police.

IX. Civil, Criminal, Judicial, and Investigative Actions

- A. The Department has jurisdiction in criminal cases only. Employees do not render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell a disturbance actually existing. This is not intended to prevent employees from informing any citizen as to steps necessary to institute a civil lawsuit.
- B. Officers do not investigate criminal cases or personally file criminal charges in a court of law against any person for a criminal offense committed against him or her or any member of his or her family except misdemeanors and then will do so according to the procedures set forth by the City Attorney. Other offenses that may be committed against him or her or members of his or her family will be reported to the division of the Department having responsibility for the investigation of such offenses. The personnel of that division investigate and file such charges as may be proper.
- C. Truthfulness
 - 1. Employees are truthful at all times, whether under oath or not, when conducting any official police business.
 - 2. Employees do not willfully misrepresent any matter, sign any false statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, official hearing, or Departmental hearing.

3. Employees answer questions or render material and relevant statements to a competent authority in a Departmental personnel investigation when so directed.
4. Employees do not knowingly falsify any report, document, or record, or enter or cause to be entered any inaccurate, false, or improper information on records, documents, or reports of the Department or of any court or alter any record, document, or report. Employees do not remove or destroy or cause the removal or destruction of any report, document, or record without authorization.

D. Court Matters

1. Employees are present and available to testify in any court or before any grand jury when officially notified to appear. In criminal cases outside Craighead County and in all civil cases, employees respond to legal subpoenas only.
2. Employees who, for a valid reason, are unable to answer an official summons or written notice to appear in court must be excused by that court or prosecutor prior to the time they are scheduled to appear. The employee shall notify their immediate supervisor of the reason for any absence from court as soon as the employee returns to work.
3. Any employee who is subpoenaed or volunteers to testify for the defense in any criminal or civil trial or hearing or against the City or Department in any hearing or trial notifies his or her supervisor in writing upon receipt of the subpoena or of his or her intention to testify prior to appearance as a witness. This does not apply to the employee that has been subpoenaed as a hostile witness nor when the employee has been subpoenaed in a motion to suppress by the defense. Any employee who becomes a plaintiff, defendant, or party to a civil action not addressed elsewhere in this code of conduct, immediately notifies the Chief of Police by special report of his or her involvement. The purpose of this notification is not to interfere, but to inform. In civil cases arising from duty related events, coordination of case prosecution or defense may be necessary.
4. Employees do not accept fees as a witness in criminal cases prosecuted in the state or municipal courts of Craighead County. Employees may accept witness fees in criminal cases prosecuted outside of Craighead County or in federal court as prescribed by

law. Employees may accept witness fees in any civil case as prescribed by law.

E. Employees do not engage in any of the following conduct:

1. Interfering with the service of lawful process.
2. Interfering with the attendance or testimony of witnesses through coercion, bribery, or other means.
3. Attempting to have any District Court Notice to Appear, traffic citation or other process reduced, voided, or stricken from the calendar without the approval of their division supervisor.
4. Recommending a dismissal, reduction of charges or other disposition of a pending criminal case, which has been previously filed in any criminal court or before any grand jury except by written approval of their division supervisor.
5. Taking any other action which interferes with the efficiency or integrity of the administration of criminal justice.
6. Having knowledge of such interference and failing to inform a superior officer in writing.

F. Bail Services

1. Employees do not suggest, recommend or advise of any person or company offering related services, such as an attorney, wrecker service or bail bond broker, to any person coming to their attention as a result of police business. This does not apply when a relative or personal acquaintance of the employee seeks such service. In no case may such advice be given where a fee, gratuity, or reward is offered by, solicited or accepted from the person or business.
2. No employee gives any lawyer, bondsman, or the agent of either, or any other unauthorized person information regarding prisoners in confinement, property in custody or records of the Department, except that which is public information.
3. Employees do not furnish bail or act as a principal or surety of any bail bond or bail bond application for any person charged with any type of criminal offense except members of their immediate family.

G. Confidential Information

1. No employee reveals any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.
2. No employee makes known any information concerning the progress of an investigation, a known or reported law violation, a condition against which action is to be taken at a future time, or any proposed police operation to any person not authorized to receive it.
3. Employees do not communicate in any manner, either directly or indirectly, any information which may assist persons guilty of or accused of criminal or quasi-criminal act(s) to escape arrest or punishment or which may enable them to dispose of secret evidence or unlawful activity, money, merchandise, or other property unlawfully obtained.
4. While most police reports are subject to FOI, employees shall not release any official information, police report, police record, arrest report, prosecution report, criminal history file, mug shot picture, or other record or report to any person or agency which does not have a criminal justice function unless ordered by a lawful subpoena or approved by a supervisor.

X. Time Allotted For Meals

- A. Sworn personnel who work an eight (8) hour shift (i.e. 0700-1500) shall be allotted a maximum of two thirty (30) minute meal breaks, when time permits, per duty shift. Officers working a ten hour shift (i.e. 1500-0100) shall be allotted a maximum of two forty (40) minute breaks, when times permits. If possible, breaks during the last hour of the shift should be avoided.
- B. Officers may be recalled to duty from a break at any time a supervisory officer deems it necessary.
- C. Officers will check out at a specific location for meals.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>305.00</i>
<i>Topic</i>	:	<i>Equal Employment Opportunity Plan</i>
<i>Effective</i>	:	<i>June 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 31.2.3

I. Policy

The City of Jonesboro has an Equal Employment Opportunity Plan to ensure equal employment opportunities for employment and employment conditions for minority persons and women. The Equal Employment Opportunity Plan is based on an annual analysis of the Department's present employment policies, practices and procedures relevant to their impact on the employment and utilization of minorities and women.

II. Anti-Discrimination Policy

It is the policy of the City of Jonesboro Police Department not to discriminate against minorities or women with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment, provided the individual is qualified to perform the work available. Accordingly, all initial employment decisions shall be consistent with the principal of equal employment opportunity (EEO).

All promotion decisions shall be consistent with the principal of EEO, and only valid qualifications will be required for promotions. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, training, and education will be administered in a non-discriminatory manner with respect to minorities and women.

III. Jonesboro Police Department Commitment

This policy includes, without limitations, the following commitments:

- To provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, or natural origin.
- To identify and analyze all areas of the employment process to further the principal of equal employment opportunity. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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<i>Number</i>	:	<i>306.01</i>
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<i>Effective</i>	:	<i>July 10, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 31.3.1 a-d, 31.3.3, 31.3.4, 32.1.1, 32.1.2, 32.1.3, 32.1.4 a-c, 32.1.5, 32.1.6, 32.1.7, 32.2.1 a-c, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10

I. Policy

It is the policy of the Jonesboro Police Department to employ those candidates who are the most qualified for the position to be filled based on the individual's skills, knowledge and abilities. This Directive describes the selection process for all personnel. [\[32.1.1\]](#)

II. Responsibilities

- A. The Chief of Police is responsible for the final selection of candidates for the Jonesboro Police Department.
- B. A recruiting coordinator will be appointed and in conjunction with the City of Jonesboro Human Resources Department, shall be responsible for administering the selection process for full-time sworn personnel.
- C. The Human Resources Department will be responsible for the placing of advertisement for all positions and will be the distribution and collection point for applications for civilian positions. Due to the more involved nature of sworn position applications, the police department will distribute and collect applications for sworn officer positions.

III. Sworn Personnel

- A. Recruiting Coordinator Responsibilities
 - 1. Testing for the position of police officer with the Jonesboro Police Department shall be held as needed at the direction of the Chief of

Police, but generally twice a year, once in the fall and once in the spring.

2. The recruiting coordinator shall administer the following elements of the selection process:
 - a) The application process;
 - b) Administering the written examination;
 - c) Administering the physical agility examination;
 - d) Coordinating the background investigation for each qualified candidate.
 - e) Coordinating the employment interview with the interview board.
 - f) Coordinating the pre-employment psychological, medical and urine drug analysis tests.

B. Application Process

1. Employment announcements and acceptance of applications shall follow procedures as stated in the City of Jonesboro Personnel Rules and Regulations and this policy. The Coordinator shall notify Human Resources of the need to advertise and test for sworn positions.
2. The Department's job announcements for sworn personnel shall:
 - a) Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements; **[31.3.1a]**
 - b) Be advertised through electronic, print, or other media; **[31.3.1b]**
 - c) Advertise the Department as an equal opportunity employer, and; **[31.3.1c]**
 - d) Announce the official filing deadline. **[31.3.1d]**
3. After the final closing of the job opening announcements, the Recruiting Coordinator will determine if the applicants are

qualified for employment by checking qualifications of the applicant with the position description.

- a) Applications for sworn positions shall not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing and interview process. [\[31.3.4\]](#)
 4. The Recruiting Coordinator shall acknowledge receipt of all employment applications and shall periodically inform applicants of the status of their applications. [\[31.3.3\]](#)
 - a) Applicant contacts shall be documented by the Recruiting Coordinator and/or the assigned background investigator.
 5. Upon acceptance of their formal application, candidates for all positions shall be informed, in writing, of:
 - a) All elements of the selection process; [\[32.1.4a\]](#)
 - b) The expected duration of the selection process; and [\[32.1.4b\]](#)
 - c) The Department's policy on reapplication. [\[32.1.4c\]](#)
 6. Candidates for all positions that are determined to be ineligible for appointments shall be informed in writing. [\[32.1.5\]](#)
 7. The Recruiting Coordinator shall maintain records of those candidates for sworn positions that are found to be ineligible for appointment with an explanation as to why they were rejected. Records concerning civilian employees (applications, etc.) will be returned to and maintained by the city Human Resource department. [\[32.1.6\]](#)
- C. Sworn Candidates Selection Process
1. Testing Process
 - e) The Jonesboro Police Department constantly strives to ensure that the selection process is administered, scored, evaluated and interpreted in a uniform manner. At the written and physical agility testing, all candidates will be given the same instructions outlined in the test guide to include the following items: [\[32.1.3\]](#)

- (1) Time limits for test;
- (2) Instruction on completing the test process and the minimum passing score; and,
- (3) An alphabetical list of the candidates who received a passing score will be posted at the Department.

2. Written Test

- a) All applicants for like positions are administered identical exams, which are scored in a uniform manner.
- b) The material used in the testing process is based on job-related criteria. The entry level written examination is based on task analysis and validation made available by the company providing the examinations. [\[32.1.2\]](#)
- c) The testing material, when not in use, shall be secured at all times by the Human Resource Department. [\[32.1.7\]](#)
- d) Upon completion of the written tests, the testing material shall be returned to the company providing the examinations within the time frame specified by the company. [\[32.1.7\]](#)

3. Physical Agility Exam

- a) Physical agility tests are conducted based on the job requirements as established by the job description. All applicants for like positions are administered identical physical agility examinations. [\[32.1.2\]](#)
- b) The applicant shall complete a liability waiver before the physical agility process.
- c) Physical agility tests are pass/fail tests. If the applicant passes all phases of the test, the applicant is continued to the next phase.

4. Background Investigation

- a) Sworn officers trained in background investigations shall conduct background investigations of all candidates passing the written and physical agility testing. The investigations shall be concluded before the candidates meet an oral

interview board. The background investigations shall include, but are not limited to: [\[32.2.2\]](#)

- (1) Verification of qualifying credentials; [\[32.2.1a\]](#)
- (2) A review of any criminal record; and [\[32.2.1b\]](#)
- (3) Verification of three personal references. [\[32.2.1c\]](#)

- b) The information obtained in the background investigations will be maintained in the candidate's file. [\[32.2.3\]](#)
- c) The Department shall comply with all federal, state, and local requirements regarding the privacy, security, and freedom of information of all candidate records and data.

6. Polygraph Test

- a) All candidates must pass a pre-employment polygraph test given by a certified polygraph examiner. [\[32.2.5\]](#)
- b) All candidates will be given a questionnaire to complete covering the possible polygraph question material. [\[32.2.4\]](#)
- c) Failure of the polygraph examination will not be utilized as the single determinant of employment status. [\[32.2.6\]](#)

5. Oral Review Process and Interview

- a) An Interview Board designated by the Chief will conduct an oral interview.
- b) Scoring is conducted on an objective basis and is calculated by the Interview Board. During the interview, applicants are asked questions based on background, personal history statement and job requirements.
- c) The Interview Board ranks the applicants and then makes a non-binding recommendation as to the person(s) to be selected for hiring. If multiple applicants are being sought, the board's scores are used to rank candidates for seniority determination of employees beginning employment on the same date.

- d) The Interview Board then consults with the Chief of Police regarding the list of eligible candidates and selection of the primary applicant(s) to be considered.

6. Disqualifications

- a) Automatic Disqualifiers – The following items are automatic disqualifiers. If at any point the applicant is determined to meet any of the following disqualifiers, the application process for that individual automatically ceases:

- (1) Failure to meet any of the minimal hiring standards established for the position;
- (2) Failure to meet minimum age standards as required by the State of Arkansas (must be 21 or must reach 21st birthday within 90 days of the written test);
- (3) Refusal to submit to a search of local, state, and national records, fingerprint files, or a search of such files discloses any identity falsification or criminal record that disallows the candidate from employment;
- (4) Any criminal conviction or pending charge which substantially relates to the work or the position held as outlined in the job description.
- (5) An inability to obtain any license or permit required for the position sought for any reason;
- (6) Must not have obtained any discharge from military service other than Honorable, General or Medical;
- (7) Must not have falsified any information on the application form;
- (8) Must meet minimum standards and those stated in the position advertisement.

- b) Possible Disqualifiers – If at any point the applicant is determined to meet any of the following disqualifiers, the application process for the individual may be discontinued at the discretion of the Chief of Police. The following items are possible disqualifiers:

- (1) Failure to properly complete the application forms, including but not limited to, failure to fill in all blanks, failure to provide notary seals required or failure to attach requested documents unless prior arrangements have been made;
- (2) Unstable job history; The applicant changes jobs frequently for reasons other than those beyond the applicant's control such as company closures, temporary positions, or layoffs;
- (3) Previous termination by an employer because of conduct which would violate the rules and regulations of the City of Jonesboro or this Department;
- (4) Inability to maintain minimum attendance requirements essential to perform the job;
- (5) History of inability to get along with co-workers or creating hostile working environment;
- (6) History of insubordination;
- (7) History of failure to maintain financial responsibility for court ordered child support payments;
- (8) History of committing family violence;
- (9) Failure or refusal to provide proof of all names, social security numbers and dates of birth used in the past or use of a falsified name, social security number or date of birth when such information is requested and necessary to meet an essential job function; and
- (10) Those reasons, which are articulated, by the Recruiting Coordinator and/or oral interview board deemed detrimental to the maintenance of good order within the organization and/or potentially damaging to the reputation of the organization with the Citizens of Jonesboro;
- (11) Must not have engaged in the use of marijuana within one year preceding the application submittal;

- (12) Must not have engaged in the use of a drug, narcotic, or controlled substance other than marijuana, within the five years preceding the application submittal, except under the care of a physician.

7. Medical and Psychological Examination

- a) The Department requires each candidate to pass a medical examination and psychological examination to determine the suitability for employment.
- b) All candidates for employment, prior to appointment, shall pass a medical examination and a drug urinalysis given at a licensed facility. [\[32.2.7\]](#)
- c) All candidates prior to appointment must pass a psychological examination given by a licensed psychologist. [\[32.2.8\]](#)
- d) A record of the medical examination and the psychological examination shall be maintained in a separate file in the office of the Chief of Police. [\[32.2.9\]](#)

8. Probationary Period and Field-Training Program

- a) As a final step in the selection process, the Department requires a twelve-month probationary period. The Chief of Police may approve an extension of this period. Included within this twelve-month probationary period is a field-training program. Upon successful completion of the field training program and the probationary period, the candidate may be granted permanent status. [\[32.2.10\]](#)

9. Reapplication

- a) Reapplication of candidates who are not appointed to probationary status may be made when the next testing date is announced.
- b) Those applicants who have failed three written or three physical agility examinations or those who have failed twice on the oral board may not be considered again until:

- (1) A substantial change has occurred in the qualifications and/or background; or
- (2) A time limit of at least one calendar year has elapsed from the date of their last examination for this Department.

IV. Civilian Personnel

- A. Candidates for non-sworn positions will be selected in a fair and uniform selection and evaluation process. [\[32.1.3\]](#)
- B. Written testing is not currently required for non-sworn positions, but other selection materials, such as applications, background investigation information, etc. shall be maintained with the same limited access security as other personnel files. [\[32.1.7\]](#)
- C. Upon acceptance of their formal application, candidates for all positions shall be informed, in writing, of:
 1. All elements of the selection process; [\[32.1.4a\]](#)
 2. The expected duration of the selection process; and [\[32.1.4b\]](#)
 3. The Department's policy on reapplication. [\[32.1.4c\]](#)
- D. Candidates for all positions that are determined to be ineligible for appointments shall be informed in writing. [\[32.1.5\]](#)
- E. Background Investigation
 1. Sworn officers trained in background investigations shall conduct background investigations of all candidates. The investigations shall be concluded before the candidates meet an oral interview board. The background investigations shall include, but are not limited to: [\[32.2.2\]](#)
 - a. Verification of qualifying credentials; [\[32.2.1a\]](#)
 - b. A review of any criminal record; and [\[32.2.1b\]](#)
 - c. Verification of three personal references. [\[32.2.1c\]](#)
- F. Records of candidates not selected for civilian positions (applications, etc.) will be returned to and maintained by the city Human Resource department. [\[32.1.6\]](#)

V. Special Considerations

A. Reinstatement

1. A police officer that voluntarily resigns from the Police Department may be reappointed to the Department without taking another entrance examination.
2. The former officer must submit a written request to the Chief of Police.
3. A candidate for reappointment will not be considered unless the officer was in good standing with the department at the time of his/her separation. Such candidates may not appeal his/her rejection by the Chief of Police.
4. Specific testing of the candidate such as alcohol, drug, physical, etc. may be conducted as permitted or required by the City or department Rules and Regulations.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>307.00</i>
<i>Topic</i>	:	<i>Allocation of Personnel</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 16.1.1 a-c, 16.1.2, 16.2.1 a-c, 16.2.2

I. Purpose and Scope

- A. The purpose of this policy is to provide guidelines for the effective allocation of personnel within the Jonesboro Police Department. This policy shall apply to all members of the Jonesboro Police Department.

II. Policy

- A. It is the policy of the Jonesboro Police Department to attempt to deploy personnel in a manner that best aids in the provision of efficient and effective police services. The deployment of personnel shall be consistent with available resources and community service demands as determined by workload assessments and other reliable methods of determining personnel allocation and distribution.

III. Procedure

- A. Accurate information on position status should ensure that positions are filled in accordance with budget authorizations. Accurate accounting of positions should also facilitate recruitment, selection, and training schedules and allow for accurate decisions in filling vacant positions through transfers and promotions. Therefore, the Assistant Chief shall maintain an organizational staffing table that provides the following minimum information:
 - 1. The total number and type of each position, sworn and non-sworn, authorized in the City of Jonesboro's annual budget. [\[16.1.1.a\]](#)
 - 2. The number of sworn and non-sworn personnel, by rank or job title, within each organizational component. [\[16.1.1.b\]](#)

3. Position status information, whether filled or vacant, for each authorized position in the Police Department. [\[16.1.1.c\]](#)
- B. To provide for the most efficient and effective use of personnel resources, the Jonesboro Police Department will attempt to staff each organizational component in a manner consistent with that component's workload. Agency personnel are allocated to organizational components based on documented workload assessments, which are conducted through a combination of measurable work products and supervisory judgments. A workload assessment of each division shall be completed annually by the respective Division Commander. Factors influencing workload demands include, but should not be limited to, the following: [\[16.1.2\]](#)
1. Number of tasks and their complexity;
 2. Location of the tasks; and
 3. Time required for completion of the tasks.
- C. The Jonesboro Police Department's service area is divided into beat areas, which are monitored for volume of calls for service. Each beat area represents a percentage of the total calls for service received by the Police Department. An area number is recorded in connection with every call for service attended by the Police Department.
- D. At least annually, or more often if needed, a tabulation of calls for service by reporting area will be obtained to enable department staff to reassess demands for service and consider redefinition of patrol beat boundaries. The review should take into account the number of incidents handled by personnel within a specific period of time; the average time required handling basic calls for service as determined through a sampling of incidents; and the current level of man-hours available. [\[16.1.2\]](#)
- E. The workload assessment should also take into account all non-sworn positions within the Department. All positions within the Department common to other governmental agencies and not requiring sworn personnel to perform the tasks of that position should be considered for staffing by non-sworn personnel. Such positions should be specified as non-sworn and shall be advertised and staffed accordingly.
- F. Due to variations in workloads, distribution of personnel will be reassessed and revised as deemed necessary by the Chief of Police. Time, location, demands for service, as well as those factors listed above, shall be analyzed to determine if revisions are necessary.

IV. Specialized Assignments

- A. Openings within specialized assignment areas will be announced department wide, with opportunity given to every member to announce their intention to seek the post by letter or other notification to the specified division commander. [16.2.2]

- B. Specialized Functions [16.2.1a-c]
 - 1. Criminal Investigation – developed to complete further follow up investigation on those criminal cases that are too lengthy or complicated to be followed through to the point of arrest by patrol officers during routine shift hours.
 - 2. Warrants / Prisoner Transport – developed when the number of warrants being issued exceeded the capability of patrol officers to serve those warrants and still maintain normal shift function. Transport officer is an extension of this function due to increased court docket.
 - 3. Drug Task Force – developed to better combat the growing number of drug crimes.
 - 4. Service Division / Quartermaster – department growth in number of officers necessitated the establishment of this position in order to provide equipment and fleet service to the department.
 - 5. K9 – utilized to provide an additional means to thwart rising drug crime rate.
 - 6. TACT – established to address increased numbers of incidents of barricaded/hostage situations and high risk warrant service in a professional and efficient manner.
 - 7. Reserve – implemented as a means of providing additional police service during high need events and incidents or in the event of a disaster.
 - 8. SRO / DARE – school shooting incident increased awareness of need for officers to serve the schools and officers were designated after local schools expressed a desire to have officers assigned.
 - 9. Honor Guard – voluntary unit brought about by a desire of officers to honor their fellow officers.

10. Sex Offender Notification Officer – state mandated public notification of the presence of sex offenders necessitated this position, which is currently contained within the CID Division.
 11. Prowl – an effort to reduce crime rates by focusing on a specific segment of the city or a specific crime and address significant ‘hot spots’.
 12. Training – desire for increased training to maintain and well educated, therefore professional department necessitated this position as department ranks grew.
- C. Specialized positions will be re-evaluated at least annually during a regular Command Staff meeting. This review will include re-evaluation of the initial problem that required implementation of the position(s) to determine if the personnel should be reallocated or the unit reorganized in order to better suit current needs. [\[16.2.1\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>308.00</i>
<i>Topic</i>	:	<i>Job Descriptions</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 21.2.2

I. POLICY

It is the policy of the City of Jonesboro Police Department to maintain an up to date list of all job descriptions for all positions within the department. Said list shall be made available for review and duplicates shall be maintained by the City of Jonesboro Human Resource Department. Said job descriptions shall be periodically reviewed to address changes in function or operations.

The Police Chief, in conjunction with the appropriate Division Commander, shall formulate and update job descriptions as necessary. These shall be developed following the guidelines set out by the City of Jonesboro Human Resources Director. All job descriptions shall be maintained on a shared drive in the computer, as well as in the administration offices, and will be available upon request.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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<i>Number</i>	:	<i>309.00</i>
<i>Topic</i>	:	<i>Drug Testing</i>
<i>Effective</i>	:	<i>August 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

I. Policy

All employees of the City of Jonesboro are subject to random drug testing. This testing is in addition to the random testing for employees in positions regulated by the Department of Transportation. In order to protect the rights of Department employees, maintain confidentiality, and reduce the negative connotations of the random drug testing process, the following information and guidelines are provided for Department personnel.

It should be noted that the City of Jonesboro has adopted a NO TOLERANCE POLICY regarding it's Drug and Alcohol Test Program.

II. Definitions

- A. Controlled Substance – is as defined by the Federal Controlled Substance Act or similar state statutes.
- B. Alcoholic Beverage – is defined by State law as any intoxicating beverage with greater than 3% alcohol content.
- C. Reasonable Suspicion – is defined as a belief based on objective facts sufficient to lead a reasonable, prudent person to suspect that an employee is under the influence of a controlled substance or an alcoholic beverage so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform the job safely is reduced.

III. Testing

- A. Pre-employment

Once an offer of employment has been made, actual employment is contingent upon the applicant's ability to pass a drug test. The employee must be drug tested prior to actually beginning their job duties.

B. Random

1. Lists of employees (not covered under DOT regulations) for random drug testing will be compiled by the company contracted by the city to administer is Drug and Alcohol Testing Program.
2. Upon notification by the Human Resources Department that an employee has been selected for random drug testing, the employee's supervisor will contact the employee and advise them that they have been selected for a random test. At that time, a Liability Release form must be completed. The employee shall report to the testing facility as soon as practicable and before the end of their current tour of duty.
3. If the selected employee is off-duty, the Human Resources Department will be advised that the employee is off-duty and not available for testing. Under no circumstances may any type of leave time be requested after the time of notice of selection for random drug testing for the purpose of making an employee unavailable for testing.

C. Reasonable Suspicion

1. If a supervisor has reasonable suspicion that an employee currently on duty or about to report for duty appears to be under the influence of a controlled substance, and therefore appears to be impaired and unfit for duty, the employee will be required to consent to a drug / alcohol test.
2. Human Resource should be contacted to arrange for testing. In situations where H.R. personnel are unavailable, the Chief, Asst. Chief or division supervisor will make the determination concerning testing and insure that H.R. is notified of the action as soon as possible.
3. Following such action, transportation shall be arranged for the employee and the employee shall be advised not to report for work until the test results are known.

D. Post Accident

1. In the event of a workplace accident, a supervisor and/or department head may require any involved employee to submit to a drug / alcohol test.
2. MVA – as soon as practical following a motor vehicle accident, any involved employee shall submit to a drug/alcohol test if the accident involved:
 - a. a fatality;
 - b. the employee receives a citation for a moving traffic violation arising from the accident;
 - c. the accident occurred while the employee was operating any type of equipment, vehicle or tool supplied by the city.
3. If an employee is seriously injured and cannot provide a specimen at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports or other documents that would indicate the presence of controlled substances.

IV. Approved Test Sites

A. The test site(s) currently approved by the City of Jonesboro is:

1. National Medtest, 1303 Stone St

If a test is required after hours, Medtest can be reached at 931-1993. If the employee is already being treated at the E.R., just ask the E.R. to use the National Medtest forms when they do the drug test.

B. Other approved test sites may be added as agreements and arrangements are made with the sites and the City of Jonesboro.

V. Refusal

A. Under this policy, actions constituting a refusal to a test are:

1. refusal to sign any documents which involved the test;
2. failure to provide an adequate amount of breath without a valid medical explanation;

3. failure to provide sufficient urine for a drug test without a valid medical explanation; and
 4. engaging in conduct that clearly obstructs the testing process.
- B. The penalty for refusal to take a mandated test for drugs or alcohol is immediate termination.

VI. Positive Tests

- A. Consequences – an employee who tests positive on a drug/alcohol test will be terminated immediately.
- B. Second Tests – urine tests are made ‘split specimen’ meaning that the test is divided into two bottles before testing. If the result of the primary specimen is positive, the employee has seventy two (72) hours to request testing of the second half of the specimen by an independent laboratory. Second tests are at the employees expense.

VII. Employee’s Rights

- A. The process shall be confidential with information only being released to personnel who are authorized to receive such information.
- B. The employee has the right of refusal to be tested. However, the employee shall be advised of the consequences for refusal as outlined in the City of Jonesboro Policies and Procedures Manual.
- C. The employee has the right to request a split sample for testing at a laboratory of their choice. This additional sample and testing is done at the expense of the employee. The employee is encouraged to request a split sample if they have any doubts or concerns whatsoever about the testing site, testing process, lab personnel, etc.
- D. The employee is advised to list all legally prescribed medications along with any other medications they are taking at the time of the random drug test and have the list attached to the drug screen. The employee has the right to keep this information confidential from the supervisor.
- E. The employee shall not be treated in a manner that brings or focuses suspicion of drug use on them when selected for random drug testing.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Topic</i>	:	<i>Harassment</i>
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<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 26.1.3

I. POLICY

Harassment on the basis of sex is a violation of Section 703 of the Title VII of the Civil Rights Act of 1964. These Principles also apply to harassment on the basis of race, color, religion or national origin. Section 703 of Title VII of the Civil Rights Act of 1964 and the Equal Employment Opportunity Commission (EEOC) guidelines shall be used to address and/or resolve complaints of harassment issues within this agency.

It is further a policy of both the City of Jonesboro and the Jonesboro Police Department to provide a work environment that is free from discrimination where employees at all levels are able to devote their full attention and best efforts to the job. Accordingly, the department does not authorize and will not tolerate any form of harassment of or by an employee based on race, sex, religion, color, national origin, age, disability or any other factor protected by law.

II. EEOC Guidelines and Definitions

- A. The term ‘harassment’ for all purposes includes, but is not limited to, offensive language, jokes or other verbal, graphic, or physical conduct relating to an employee’s race, sex, religion, color, national origin, age, disability or other factors protected by law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the persons job performance.

- B. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. According to the US Equal Opportunity Commission, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual's welfare; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive, or demeaning working environment.

Sexual harassment is unwelcome behavior and does not include consensual relationships.

C. Examples of conduct that may be considered sexual harassment or create a hostile work environment, whether committed by supervisors or fellow employees may include, but are not limited to:

1. Oral or written comments, invitations, solicitations and flirtations of a sexual nature; or
2. Unwelcome and inappropriate touching, patting, pinches, shoulder rubs, etc.; or
3. Statements, anecdotes, jokes, sexually degrading terms used to describe an individual, teasing, gestures, physical contact or threats of physical contact, and display of books, magazines, or pictures of a sexual nature that are, in the view of the recipient, offensive and unwelcome; or
4. Threats or insinuations that a person's employment, wages, promotional opportunities, or other conditions of employment may be adversely affected by not submitting to sexual advances.

D. Racial, religious, national origin or other harassment includes any verbal, written or physical act in which race, religion or national origin is used or implied in a manner which would make a reasonable employee uncomfortable in the work environment or which would interfere with the employee's ability to perform the job.

Examples of such harassment may include:

1. Jokes which reference race, religion, or national origin; or
2. display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or

3. language which is offensive due to a person's race, religion, or national origin.

III. Reporting Harassment

- A. When an employee finds such conduct offensive or unwelcome, or when they believe they have witnessed harassment in any form, they should inform the person that they find the behavior offensive. That person may not realize that their behavior could be offensive to others.

An employee may report offensive behavior, specifying the circumstances, conversations, and any other information concerning the incident. Such reports may be reported to any of the following persons:

1. His or her immediate supervisor
 2. Any other supervisor
 3. The Chief of Police
 4. The city Human Resources or Personnel Director
 5. The Mayor
 6. The Federal Equal Employment Opportunities Commission
- B. Confidentiality / Protection from Retaliation

Persons reporting harassment will have their identity protected to the extent allowed by law. Any employee making a report of prohibited harassment or unwanted conduct will be protected from retaliation from any source. Further, any employee who engages in such retaliation will be discharged.

IV. Investigation and Documentation

- A. All supervisors are required to document their receipt of harassment complaints, must initiate an immediate investigation concerning the complaint (including any statements obtained) and shall report immediately any allegations and findings to the division commander and Office of Internal Affairs, who shall report to the Chief of Police.
- B. Any complaints which are made will be investigated in a timely fashion. All law enforcement officers and employees must cooperate in any investigation of such a complaint. If the facts support the allegations, the perpetrator of the harassment may be subject to SEVERE disciplinary action, up to and including termination.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>311.01</i>
<i>Topic</i>	:	<i>Early Warning System</i>
<i>Effective</i>	:	<i>June 15, 2007</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 35.1.9a-f

I. Policy

Failure of an agency to develop a comprehensive Personnel Early Warning System can lead to the erosion of public confidence in the agency's ability to investigate itself, while putting the public and agency employees in greater risk of danger. The Jonesboro Police Department values its employees and also recognizes that employees are subject to stresses that may impact work performance and expected conduct.

Issues that affect an employee's ability to perform at an acceptable level or that impact the Department's ability to serve the citizens of Jonesboro must be addressed. The Department should not be faced with investigating an employee for serious misconduct only to find that there had been an escalating pattern of less serious misconduct, which could have been addressed through intervention.

This Directive is intended to assist supervisors in identifying employees whose performance warrants review and where appropriate, intervention in circumstances that may have negative consequences for the employee, coworkers, the Department, the City of Jonesboro, or for the general public. This Directive does not alter the critical role of supervisors in directly monitoring employee performance.

II. Definitions

Personnel Early Warning System – A system designed to assist in the early identification procedure for collecting and evaluating materials required for implementing such corrective action.

III. Tracking [35.1.9b]

- A. The Administrative Services Division Captain shall be notified of the following types of incidents and shall make note of such for tracking purposes for the Personnel Early Warning System. The investigating officer or employee's supervisor is responsible for the notification, if the incident occurs outside of the normal business routine.
1. Complaints of misconduct along with the final classification.;
 2. Fleet accidents and incidents; and
 3. Use of force incidents.

IV. Activation [35.1.9a]

- A. The Personnel Early Warning System shall activate when an employee has:
1. Two or more sustained complaints of misconduct within a calendar year;
 2. Three or more complaints of misconduct within a calendar year;
 3. Three or more complaints of misconduct of the same nature in two consecutive calendar years;
 4. Two or more fleet accidents or incidents, where the employee was at fault, within a calendar year; or
 5. Any use of force incident determined to be inappropriate.
 6. Any combination of the above type incidents when a total of six items are noted within a six month period.
- B. The Administrative Services Captain shall send a memo, through the chain of command, notifying the division commander and/or supervisor of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:
1. The date of the incident(s);
 2. The general allegations;

3. The disposition of the incident(s); and
4. Any disciplinary actions.

V. Response and Recommendations [35.1.9d]

- A. After receiving an activation notification, the employee's division commander and/or supervisor shall review the employee's files consisting of, but not limited to:
 1. Complaints of misconduct;
 2. Uses of force;
 3. Sick or other leave use;
 4. Performance evaluations;
 5. Fleet accidents and incidents; and
 6. Disciplinary or corrective actions.
- B. The division commander and/or supervisor shall submit a written response, through the chain of command, to the Administrative Services Captain with the findings and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to: [35.1.9e]
 1. Counseling by supervisors;
 2. Referral to Employee Assistance Program; [35.1.9f]
 3. Remedial training to address identifiable problems; or
 4. Reassignment or transfer.
- C. The Administrative Services Captain shall review the written response and forward it to the Chief of Police for approval of the recommended action.
- D. Upon approval, the employee's division commander and/or supervisor shall notify the employee that he or she has been identified by the Personnel Early Warning System.
- E. The employee shall cooperate with the supervisory personnel in identifying reasons for the actions causing concern along with possible resolutions. The employee shall follow the agreed upon plan of action to

completion. Failure to complete the requirements of the plan is grounds for disciplinary action.

- F. Upon completion of the plan of action, the employee's supervisor shall send a memo through the chain of command to notify the Administrative Services Captain.
- G. The Administrative Services Captain shall be responsible for ensuring that any corrective measures are accomplished and for submitting a report with the final results to the Chief of Police and will maintain the files associated with the Personnel Early Warning System.
- H. All corrective measures shall be implemented within applicable Jonesboro Police Department Directives and Procedures and the City of Jonesboro Policies and Procedures.

VI. Review of Personnel Early Warning System

The Early Warning System will be reviewed annually by the Chief of Police or his designee in order to assess the system's effectiveness and make any necessary changes. [\[35.1.9c\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>312.01</i>
<i>Topic</i>	:	<i>Off/Extra-Duty Employment</i>
<i>Effective</i>	:	<i>August 15, 2008</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 22.3.4, 22.3.5a-e

I. Policy

It is the policy of the Jonesboro Police Department to allow employees when authorized by the Chief of Police or his designee, and pursuant to state law, to engage in off duty / extra duty employment provided certain provisions are followed. All officers' first duty is to the City of Jonesboro and they are expected to uphold their oath of office at all times.

II. Definitions

- A. Extra-Duty Employment - Secondary employment wherein the actual or potential use of law enforcement powers is anticipated.
- B. Off-Duty Employment - Secondary employment wherein the actual or potential use of law enforcement powers is not anticipated.

III. Requirements

- A. All officers employed by the Jonesboro Police Department are required to obtain prior approval for any extra/off duty employment that involves the use of his/her police authority. The outside employment form required by this Department must be properly filled out and submitted to the immediate supervisor who forwards it through channels to the Division Commander or directly to a member of Command Staff. The Division Commander or Command Staff member shall review the request and forward same to the office of the Chief of Police along with a written recommendation for approval or declination. [\[22.3.5a\]](#)
- B. The above mentioned form must be approved by the Division Commander and

forwarded to the Chief of Police for review before any employee engages in any type of outside employment. [22.3.5a]

- C. Whenever the off duty employment involves the officer's police authority he/she must understand that they are still subject to the department's rules and regulations. The prospective off duty employer must be informed that this policy exists and that the officer may be required to return department equipment at any time the department deems it necessary and may be called to duty in emergency circumstances.
- D. Employees will not allow outside employment to interfere in any way with their scheduled duties. No employee will work another job for more than six (6) of the twelve (12) hours preceding their tour of duty. No employee will be allowed to work more than forty (40) hours of outside employment in a given pay period (two weeks).
- E. Employees do not work any outside or extra duty employment for eight hours following the end of any shift that they fail to report for duty due to illness or injury. This would also include special duty assignments, such as STEP, etc. wherein the officer would be due compensation from the department.
- F. No employee will engage in any type of outside employment or business activities which may raise the question of honesty, respect, dignity, integrity or loyalty to the Department or to the laws which they are sworn to uphold. [22.3.5b]
- G. If any employee is engaged in outside employment which requires wearing the Department uniform, the entire uniform will be properly worn. Employees may use their assigned city owned vehicles (subject to availability) for law enforcement duties inside the city limits. Sworn personnel may carry and utilize only approved weapons and ammunition furnished by or approved by the department. Use of departmental equipment may be granted whenever the approving authority believes it is beneficial to the department.
- H. In the event that an emergency request for off duty employment occurs and none of the normal approving authorities can be contacted, the Officer In Charge may grant emergency permission. He must then forward a memo along with this form setting out the circumstances requiring exception.

IV. Prohibited Work [22.3.4]

- A. Employees are not permitted to engage in outside employment for any employer or establishment where:
 - 1. the secondary employment involves the use of Department records.
 - 2. the secondary employment involves the collection of debts or repossession of

property.

3. the secondary employment involves the employee working for, or in conjunction with a private investigator(s) or lawyer(s) unless authorized by the Chief of Police.
 4. it appears from the employee's sick leave record, or other evidence, that secondary employment may impair their health or ability to discharge Departmental obligations.
 5. secondary employment, or the place where it is performed, is such as to impair the employee's efficiency or capabilities as a member of the Department, or to interfere with their response to any emergency call.
 6. any employment which conflicts or interferes with their responsibility to the Department.
- B. Officers will not be authorized to work off duty law enforcement related jobs until they have successfully completed the Basic Training Course **and** their initial probationary period unless exempted from this provision by the Chief of Police.

V. Legal Restrictions

If the extra or off duty employment involves the use of police skills, expertise or authority:

- A. Employees will not be granted injury leave with pay if they become injured while on this off duty employment. Prospective employers must be advised of this policy and his/her potential responsibility. If the officer receives an incapacitating injury; however, the use of sick leave is acceptable if they become physically incapable of reporting for duty due to an off duty employment injury.
- B. If the employment is not police related, and during this employment, an officer finds it necessary to exercise police action which results in an injury, he/she would then be eligible for injury leave. This only applies as long as the police action occurs within the jurisdictional boundaries of the Jonesboro Police Department.
- C. If the extra / off duty employment is situated outside the corporate limits of the City of Jonesboro, officers shall not represent themselves as a police officer during the performance of their duties. Officers are also not to use any city equipment or utilize the facilities of the department record bureau in connection with any off / extra duty employment, unless prior approval is given by the Chief of Police, Assistant Chief or another member of Command Staff.

VI. SPECIAL RULES FOR BUSINESSES SELLING ALCOHOLIC BEVERAGES

- A. Employment at any bar, lounge, package store or other establishment selling alcoholic beverages either for take-out or on-premises consumption, will be mainly restricted to policing of parking lots for the purpose of serving as a deterrent to thefts, property damage, arguments, fights, open container violations, disorderly conduct or other violations.
- B. Officers will not routinely patrol the interior of such establishments or act as a "bouncer" for the establishment. Officers will enter the lounge or bar area only to enforce the law or prevent a violation thereof. Officers will, however, station themselves at the entry door, lobby, foyer, etc., in order to prevent or control any of the activities cited in paragraph A above.
- C. Officers will be limited to checking the identification of persons who appear, or are suspected, to be under age when they have purchased or are attempting to purchase alcoholic beverages. Any checking of identification for entry purposes will be a function of the management.
- D. Under no circumstances will an Officer be allowed to loiter in the lounge or bar area of such establishments before, during, or after their extra job duties, while in uniform.
- E. All officers must be mindful of the fact that, while in public view in an establishment which serves alcoholic beverages, their actions are under close scrutiny by both patrons and employees of the establishment. Each Officer should insure that not only do their actions conform to the Rules and Regulations of the department, but also shall ensure that the actions of the establishment's management, employees and patrons conform with applicable state laws and city/county ordinances.
- F. In general, no extra-duty, where law enforcement duties are required, will be authorized by the Chief of Police where the rate of pay is equivalent to less than \$20.00 per hour unless a special exemption is given. The chief may grant a special exemption to this requirement for single events (like football games, fairs, charitable events) or for extra-duty assignments that pre-date the implementation of this policy.

VII. Authority

- A. Extra duty employment assignments for the department will be overseen by the Captain of the Uniform Patrol Division or his designee. The UPD Captain will provide a point of coordination to oversee adherence to the policies and processes involved in the extra-duty employment and will collect and maintain the forms that are required and that provide documentation of the significant aspects of each

officer's extra-duty employment. [\[22.3.5d,e\]](#)

- B. The Chief of Police reserves the right to require any employee to discontinue any outside employment if, at his discretion, the outside employment is unsatisfactory. Failure to comply with the Chief of Police's request will result in disciplinary action. [\[22.3.5c\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Topic</i>	:	<i>Officer Involved Incident</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 22.2.4, 22.2.6, 54.1.1, 55.2.6

I. Policy

In the event an employee is seriously injured, killed, or dies, whether in the line-of-duty or not, whether feloniously, accidentally or naturally, while an active member of this agency, this Department shall provide liaison assistance to the immediate survivors. This support assistance may include the clarification of survivor benefits and the tangible and intangible emotional support during this traumatic period of grieving and adjustment of the surviving family. This directive provides procedures for informing families of officers who are killed or seriously injured in the line-of-duty and the supporting of their family during and after the funeral.

II. Post Event Procedures

1. Summon medical assistance
2. Call supervisor
3. Arrange for involved officer to leave scene
4. Take weapon
5. Remove from duty
6. Refer inquiries from media to PIO
7. Counseling / evaluation

III. Notification

A. Departmental notification

1. In the event of the death or a seriously injured officer, the on-duty supervisor shall immediately notify the Chief of Police. Notification of the Department's Command Staff shall be made after the Chief of Police notification.
 - a. The supervisor should apprise the Chief of Police with as many facts of the incident as possible, and the location of the deceased or seriously injured officer.
 - b. At no time should this notification be allowed to stall or be prevented for any reason.
 - c. It is imperative that these notifications not be made via radio. In the event that radio contact is the only contact available at the time with the Chief of Police, request should be made for immediate phone contact or a face to face meeting.
2. Other Department members may be notified when time allows. Utilization of a 'phone tree' type relay system may be allowed among each shift or division.
3. As soon as possible after accurate information is compiled, and AFTER notification has been made to the officer's family, the Public Information Officer shall coordinate media releases at the incident scene and Department headquarters. [\[54.1.1\]](#)

B. Family notification [\[22.2.4\]](#)

1. This is the most critical area in helping to mitigate rather than escalate the trauma of the event and should be carried out as soon as possible.
2. Unless otherwise directed, the Chief of Police or a Command Staff Officer shall notify survivors in person, in a timely, compassionate manner. Notification should follow the general outline shown in order:
 - a. Spouse, if applicable, or significant other
 - b. Adult children

- c. Parents
- d. Siblings

Other relatives, friends and clergy may also be notified as requested by the spouse or other next of kin.

- 3. The Chief of Police or Command Staff Officer may be accompanied by a team to support and assist with the notification. The team may consist of a close friend of the family, officer, clergy, and/or other support members.
- 4. Additionally, some members may need to be sent to additional relatives' locations for notification. The team should not wait for the entire family to gather together. The notification should be started immediately.
- 5. If the family members are located out-of-town, it may be necessary to request the assistance of another agency. When doing this, the requested agency should be provided with as much information about the incident as possible.
- 6. The notification team shall stay with the next of kin, acting as department liaison, until such time as they are relieved of such responsibility by the family, department or by their own determination. The notification team should also assist with childcare, if needed, and when appropriate, alternative housing. The team should also be prepared to furnish transportation if and when needed.

IV. Hospital Procedures

A. Hospital Presence

Employees should be mindful of the need to allow for the efficient operation of medical services. Employees should refrain from gathering in large numbers inside the hospital emergency services area in the event of an officer injury or death.

The following department personnel are authorized to respond to the hospital when necessary:

- 1. Department Staff officers;
- 2. Officers assigned to the investigation;
- 3. Police Chaplain;
- 4. Family liaison and officers acting in a support role to the family;

5. Other officers as authorized by Department Staff.

B Security

At least one officer shall be assigned security of the area. He shall allow access to:

1. Those authorized above;
2. Medical personnel; and,
3. Family and persons they authorize.

C. Support

1. The on-duty shift commander will assign an officer/employee to function as a support partner at least until the officer/employee involved is escorted home or admitted to a room.
2. When possible, the support partner will be chosen by the officer/employee involved.
3. The support partner will provide emotional support and needed assistance to the officer/employee involved.
4. The support partner will not be involved in the investigation, nor act as a spokesperson for the officer/employee involved.
5. The support partner's work schedule may be adjusted

D. Personal / City Property

1. The employee's immediate supervisor will take control of the employee's personal property and City property in the employee's possession and will store it at the P.D. or turn it over to the Crime Scene Unit as circumstances dictate.
2. Additional City property assigned to the employee shall be obtained from his locker, desk or residence at a later date unless it is necessary for the investigation of the offense in which the employee is directly involved.
3. If the employee's supervisor is not available to take possession of the property, a supervisor appointed by the Division Commander will be responsible for the property.

V. Assistance [55.2.6, 22.2.4]

- A. A representative from the Department shall be appointed by the Chief of Police or his designee to assist the family with referrals for:
1. Transportation;
 2. Child care;
 3. Monetary assistance for food, lodging or other necessities; and,
 4. Other items as circumstances dictate.
- B. The representative is authorized to *request* department resources and the Jonesboro Police Department Association resources as he deems necessary within legal guidelines.
- C. The liaison shall be responsible for obtaining information, applications, forms, and other items related to death benefits and/or worker's compensation claims as may be required by the family. These may include, but are not limited to:
1. City of Jonesboro life insurance policies and benefits;
 2. State of Arkansas survivor benefits;
 3. Killed in the line of duty; (21-5-704);
 4. Permanently disabled in the line of duty; (21-5-705);
 5. Killed in the line of duty as a result of a felonious criminal action; (21-5-705);
 6. College scholarships for spouse or children (6-8/2-503);
 7. Police pension death or disability benefits; and,
 8. Federal government death benefits.
 9. Employee Assistance Program [22.2.6]

The representative is not required to, but may assist the family in obtaining additional benefit information (life insurance, will and probate court requirements, etc.).

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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<i>Topic</i>	:	<i>Performance Evaluations</i>
<i>Effective</i>	:	<i>December 15, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 32.2.10, 35.1.1a-d, 35.1.2, 35.1.3, 35.1.4, 35.1.5 a-g, 35.1.6, 35.1.7, 35.1.8

I. Policy

The Jonesboro Police Department recognizes that it is important that an employee receive timely and relevant feedback on their performance. Therefore, it shall be the policy of the Jonesboro Police Department to at least annually, conduct a fair, objective, and impartial formal performance evaluation of every sworn and non-sworn employee.

II. Procedure

- A. All sworn employees are subject to a twelve month probationary period commencing from their date of hire into the sworn position. [\[32.2.10\]](#)
 - 1. Newly hired, non-certified, officers must complete eight weeks of classroom type training, 12-14 weeks of FTO evaluation and completion of the academy curriculum and as such shall be under some type of evaluation for a period of at least eight months.
 - 2. All officers will be evaluated daily during their field training period, using the Jonesboro Police Department's FTO Reports. When the probationary officer completes the field training program, he or she will be re-evaluated as necessary to maintain at least a quarterly evaluation until the first year's employment anniversary is reached. [\[35.1.3\]](#)
 - 3. Performance evaluations described in this policy may be completed in addition to evaluations required by the Commission on Law Enforcement Standards and Training (CLEST).

4. The evaluation period shall be the period, daily or quarterly, immediately preceding the date of the evaluation. [\[35.1.5a\]](#)
- B. Non Probationary Employees
1. Sworn officers who have completed the initial one-year probationary period and all civilian employees shall be evaluated annually using the approved evaluation forms. [\[35.1.2\]](#)
 2. The evaluation period shall be the year preceding the officer or civilian employee's annual evaluation. [\[35.1.5a\]](#)
 3. The criteria used for the performance evaluation shall be specific to the assignment of the employee during the evaluation period. [\[35.1.4\]](#)
- C. All raters shall be trained to use the City of Jonesboro's Performance Evaluation and Development Plan. The rater's immediate supervisor will be responsible for training the rater in the proper techniques of evaluating performance, preparing the evaluation form, and conducting the evaluation interview and counseling session. [\[35.1.1.d\]](#)
- D. The employee's immediate supervisor shall conduct evaluations. All ratings will be based only on performance specific to the employee's position during the evaluation period. The rater should not be influenced by performance during an earlier evaluation period, by anticipated performance, or by performance that occurs while the evaluation is being prepared. [\[35.1.1.c, 35.1.4\]](#)
- E. At the end of each evaluation period, the rater will counsel the employee in the following areas: [\[35.1.1.c\]](#)
1. The results of the completed performance evaluation. [\[35.1.7.a\]](#)
 2. The level of performance expected. [\[35.1.7.b\]](#)
 3. Explanation of the rating criteria used during the performance evaluation, to include an explanation of the dimensions and the meaning of the scores assigned. [\[35.1.7.b\]](#)
 4. Goals for the upcoming evaluation period. [\[35.1.7.b\]](#)
 5. Career counseling relative to topics such as advancement, specialization, or training appropriate for the employee's current position. [\[35.1.7.c\]](#)
- F. If an employee is performing at an unsatisfactory level, he or she shall be notified of this fact in writing by his or her supervisor. This notification shall be made at least ninety days prior to the end of the annual evaluation

period, if at all possible. If the unsatisfactory performance continues, this information shall be included in the performance evaluation for the period. The supervisor shall define actions that the employee could take to improve his or her performance. [35.1.6]

- G. Each employee shall be given the opportunity to make comments to supplement the completed performance evaluation report. Each employee shall sign the completed evaluation indicating that he has read and understands it. This signature does not indicate agreement or disagreement with the performance evaluation score. [35.1.5d]
- H. Should the employee refuse to sign a performance evaluation, the supervisor shall take note and record the reasons, if given.
- I. Evaluation items which are given the highest or lowest ratings should be accompanied by written documentation with specific reasons for the rating. [35.1.5b]

III. Completion and Review

- A. Each evaluation will be reviewed and signed by the evaluator's supervisor(s) who shall give consideration to the fairness and impartiality of the ratings they have given, their participation in counseling employees, and their ability to carry out their role in the performance evaluation process as a component of the subordinate's annual evaluation. [35.1.5c, 35.1.8]
- B. Division Commanders shall review and forward all completed evaluation forms to the Chief of Police no later than ten days after the date of the performance evaluation.
- C. Each employee shall be provided a copy of the completed evaluation report. [35.1.5e]
- D. Employee performance evaluations shall be purged and destroyed as follows: [35.1.5g]
 - Current Employees: after three years;
 - Retired Employees: date of separation from City employment;
 - Resigned Employees: one year from date of resignation;
 - Terminated Employees: at the end of all appeals.
- E. A member may request an appeal of an evaluation rating when they believe that it does not correctly reflect their performance during the

preceding twelve months. Should an evaluation be contested, the appeal process is as follows: [\[35.1.5f\]](#)

1. The member shall notify his or her supervisor in the form of a written memorandum requesting to appeal the evaluation and stating the specific reasons why the employee does not believe the evaluation rating reflects job performance for the applicable rating period.
2. Discussion of the evaluation between the rater, the reviewer and the employee shall occur as soon as is practicable after the appeal request has been submitted, but must occur within 5 working days.
3. If an agreement between the rater, the reviewer and the member is not reached, the Division Commander shall then review the evaluation with the employee, the rater and the reviewer.
4. If the contention remains unsatisfied, the Division Commander shall forward the appeal and all evaluation documentation to the Office of the Chief of Police. A final decision shall be made by the Chief of Police and the employee advised of that decision in writing.

IV. Evaluation Measurements [\[35.1.1.a, b\]](#)

- A. Several “performance factor ratings” or scores are possible for each of the dimensions of the evaluation by which employees are evaluated. These scores are on a scale of one to five with five being the best possible performance and one being the least desirable performance.
- B. Supervisors shall have additional measurement considerations.
- C. The rater shall also outline specific plans for the employee to further develop their performance over the next evaluation period. Examples might include special assignments, coaching, reading, improvement steps, in-house or outside training, etc.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
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<i>Effective</i>	:	<i>October 15, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 34.1.1, 34.1.2, 34.1.3a-h, 34.1.4, 34.1.5, 34.1.6a-e, 34.1.7

I. Policy

The Jonesboro Police Department, under the direction and authority of the Chief of Police, shall conduct and be responsible for testing for promotions within the Department and compiling eligibility lists for promotions for each rank, in accordance with the Police Officer's Bill of Rights as adopted by the Jonesboro City Council.

II. Eligibility for Promotion

- A. An officer must have served at least five years as a patrolman with the Jonesboro Police Department before the date of the written test to be eligible to test for promotion to Sergeant. Officers who have joined the Department as certified officers from other agencies must have a total of five years experience as a certified officer and may test for promotion after two years with the Department. [\[34.1.6c\]](#)
- B. A sergeant must have served at least one year in grade before the written testing date to be eligible to test for promotion to Lieutenant. [\[34.1.6c\]](#)
- C. A lieutenant must have served at least one year in grade before the written testing date to be eligible to test for promotion to Captain. [\[34.1.6c\]](#)
- D. A captain must have served at least one year in grade before the written testing date to be eligible to test for promotion to Assistant Chief. [\[34.1.6c\]](#)
- E. The Chief of Police shall have sole authority to appoint an officer to the Criminal Investigation Division. This appointment will not constitute a promotion in rank, but is only a transfer of assignment. The officer need not be on the current promotional eligibility list in order to be eligible for permanent appointment to the position of Detective, but must have passed

the promotional tests for the position of sergeant at any time prior to the appointment. Temporary appointments to the Criminal Investigation Division without meeting this criteria in emergency circumstances is permitted but are not to last beyond the cessation of the emergency.

- F. The rules as set forth by the Police Officer's Bill of Rights do not allow for lateral entry into any position of rank within the Jonesboro Police Department. [\[34.1.3g\]](#)

III. Announcement and Application

- A. Announcements for promotional testing shall be posted prominently at least ten (10) days prior to the deadline to apply for such examination. Periodic reminders through the use of the Department e-mail may also be utilized to augment this announcement posting. A list of the relevant subject matter should be provided as study material those interested applicants. [\[34.1.1, 34.1.5\]](#)
- B. The written promotional testing announcement should include the following: [\[34.1.5\]](#)
 - 1. A description of the position to include the expected duties, responsibilities, skills and knowledge required.
 - 2. A description of the eligibility requirements.
 - 3. A closing date for the application period.
 - 4. Dates, times and locations for all phases of the process.
 - 5. A thorough description of the process to be used to include format of the written examination, the nature of the oral interview and the cut-off scores for both written and oral evaluations.
 - 6. Any eligible officer desiring to be examined for promotion shall submit a written request to the Assistant Chief of Police or his designee, by the posted deadline, as specified on the testing announcement. Submissions will not be accepted that are not turned in by the posted deadline.
 - 7. All applications will be evaluated to determine whether or not the candidate meets the eligibility requirements for promotion. [\[34.1.6.c\]](#)
 - 8. Candidates who were eligible for testing, but who did not receive a passing score or did not receive a promotion may reapply for the next testing date to obtain or retain their eligibility. [\[34.1.3f\]](#)

IV. Testing

- A. Promotion shall be based upon open, competitive examinations, approved and administered by the Department in co-ordination with the City Department of Human Resources. [\[34.1.3b\]](#)
- B. For those candidates who achieve a score of seventy (70) percent on the written examination, an oral interview will be administered and performance evaluation will be completed by Command Staff. The purpose of the interview and evaluation will be to determine the promotional potential of the candidate. [\[34.1.3.a, 34.1.3.d\]](#)
- C. The candidate must attain a score of at least seventy (70) percent on the oral interview. Failure to receive the minimum passing score of seventy (70) percent on the oral interview will prohibit the candidate's name from being placed on the promotional eligibility list. [\[34.1.3.a, 34.1.6.a\]](#)
- D. The Assistant Chief of Police shall act as the Testing Coordinator for all promotional tests and shall be held responsible for the security of all tests, scores and associated procedures which by their nature should be confidential during the promotional testing process. [\[34.1.2\]](#)
- E. Assessment Center type testing is not utilized by the Jonesboro Police Department. [\[34.1.3.c\]](#)

V. Scoring Values [\[34.1.6a\]](#)

- A. A written test for each rank to be tested for shall be obtained from an outside testing firm which will contractually guarantee the security of their test. The tests, which are designed to measure skills, knowledge, abilities and traits, needed to perform that particular job description for each rank and adhere to standards which meet legal requirements in force at the time of testing. The written test shall count for fifty percent (50%) of the total promotional score. [\[34.1.4\]](#)
- B. The Jonesboro Police Department will use a job performance Rating Board consisting of all Captains and the Assistant Chief of Police. Each promotional applicant shall be rated by each Board member and given a composite score. This score shall count for twenty percent (20%) of the total promotional score.
- C. An Assessment Board composed of supervisors will interview/test each applicant for promotion and be given a composite score. This score shall count for twenty percent (20%) of the total promotional score.

- D. Each applicant will be given one (1) point for each year in grade served prior to the written testing date up to a total of ten (10) points. This score shall count for ten percent (10%) of the total promotional score.

VI. Eligibility List for Promotions

An eligibility list for each rank shall be compiled in descending order of total testing scores. The list for each rank will continue in effect for twenty (24) months or less should one of the lists be depleted through promotions. Should a need arise to promote from a depleted list, a new test shall be administered for that rank only. Each officer who tests for promotion will be given written notice of his/her scores on each portion of the test and his/her total composite score on the test. [\[34.1.6b,d\]](#)

VII. Promotions

- A. The Chief of Police shall have sole authority to promote any one of the top five (5) candidates on each promotional list. All candidates below the one promoted shall move up one position on the list. [\[34.1.6e\]](#)
- B. A.C.A. 14-51-301 (7) (A) requires a period of probation not to exceed six (6) months in the case of promotions. Upon promotion by the Chief of Police, the newly promoted Sergeant, or Captain will begin a probationary period of six months. Individuals who do not complete the probationary period for performance reasons may be returned to the rank or position held prior to the promotion. [\[34.1.7\]](#)

VIII. Review and Appeal [\[34.1.3e\]](#)

- A. A.C.A 14-51-301 (9) (A) (ii) states all promotional examinations are to be protected from disclosure and copying. During the review process, the officer requesting the review may not copy any test questions [\[34.1.3h\]](#)
- B. All appeals as to the results of specified examinations or other testing components, score values and/or eligibility list rankings shall appeal to the Chief of Police in writing. If an additional appeal is desired, additional appeals should be made in writing to the Department of Human Resources Director and/ or the Mayor.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
Destination : *Directive Manual*
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Topic : *Employee Complaints / Investigations*
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I. Policy

It is the policy of the City of Jonesboro Police Department to document and investigate all allegations of employee misconduct received from any source outside or inside the Department. To insure the integrity of the City of Jonesboro Police Department, all alleged or suspected personnel misconduct will be thoroughly investigated. This will be done to clear the innocent, to protect their reputations, to increase morale and the effectiveness of law enforcement operations, and to establish the guilt of transgressors and facilitate prompt and just corrective action. [\[52.1.1\]](#)

II. Employee Misconduct Investigation Objectives

Primarily, the objectives of such investigations are:

- A. To Protect The Public - The public has the right to expect efficient, fair, and impartial law enforcement services. Therefore, any misconduct by Department personnel must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of these qualities.
- B. To Protect The Department - The department often is evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subjected to public censure because of misconduct by one or more of its personnel. When an informed public knows that its City of Jonesboro Police Department investigates and adjudicates all allegations of misconduct against its members fairly and honestly, then the public will be less likely to feel any need to raise a cry of indignation over alleged incidents of misconduct.
- C. To Protect The Employee - Employees must be protected against false allegations

of misconduct. This can only be accomplished through a consistently thorough investigative process.

- D. Removing Unfit Personnel - Personnel who engage in serious acts of misconduct, or who have demonstrated that they are unfit for law enforcement work, must be removed for the protection of the public, the department, and the department employees.
- E. Correction of Procedural Problems - The department is constantly seeking to improve its efficiency as well as the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

III. Receipt of Complaints [52.1.4]

- A. The Department generally receives two (2) types of calls from the public concerning an employee's actions. These can be classified as follows:
 - 1. INQUIRY - This contact with the Department deals with a question about a policy, procedure, or action taken by the City of Jonesboro Police Department or its employees. These can normally be handled by the person taking the call or referral can be made to the immediate supervisor. If the supervisor is unable to clarify the matter he / she can refer the caller to the appropriate authority.
 - 2. COMPLAINT - A complaint may be an allegation, whether made by a fellow employee or a citizen, that an employee has committed an act of misconduct.
- B. Information regarding procedures to be followed in registering complaints against the department or an employee shall be made available to the public, through either contact with the department or on the city website. [52.1.4]

Complaints are accepted from any source, whether made in person, by mail or by phone. Individuals will be encouraged to submit complaints in person. In situations where this is not possible, personnel may meet with the complainant in a mutually convenient location.

Complaints shall be accepted from anonymous sources, juveniles, and persons under arrest so long as the complaint contains sufficient factual information to warrant an investigation.

The complainant should be requested to read and sign the "Misconduct / False Swearing form." But, refusal on part of the complainant to sign the form or give a written statement should not, in itself, be cause for an "Unfounded" disposition.
- C. Any supervisor can receive a complaint against any employee. It is important not to defer taking the complaint due to the fact that the employee's supervisor is off duty or on leave. Every effort shall be made to facilitate the convenient,

courteous, prompt receipt and processing of citizens complaints. An employee of the police department, who interferes with, discourages, or delays the making of complaints shall be subject to disciplinary action.

- D. In the event that a complainant alleges excessive use of force, the complainant may be requested to sign a medical release form authorizing the release of medical records to Professional Standards. They should also be informed that without their consent the allegation will be more difficult to investigate.
- E. The supervisor receiving a complaint should complete an “Allegation of Misconduct” form. It is the responsibility of that supervisor to collect the basic facts and send a copy of same to the Professional Standards office. This should be done without delay (within 36 hours). Upon receipt of the information, a case number will be assigned to the complaint. Any supervisor may request the Professional Standards office investigate a complaint based upon the complexity and / or seriousness of the allegation(s).
The Chief of Police shall be notified of complaints received by the Office of Professional Standards or the supervisor receiving the complaint. [52.2.2]
- F. In the event an agency employee is arrested, charged with a crime, or found to be under the influence of alcohol or drugs while on-duty, or is arrested or charged with a crime the Chief of Police shall be notified immediately by a supervisor and the employee shall be relieved of duty. If the employee is charged with a crime in another jurisdiction, the employee shall notify the Chief of Police immediately or as soon thereafter as possible. [52.2.2, 52.2.7]
- G. Employees have certain rights under the 4th Amendment of the United States Constitution to be free from unreasonable searches and seizures of their persons and property. The law clearly provides, however, that a public safety organization has a responsibility to ensure that rules and regulations are followed and that it can take reasonable steps to ensure that they are followed. City of Jonesboro Police Department property and work environments, such as officers’ lockers, vehicles, desks, etc., may be inspected on a periodical basis and / or searched if there is a reasonable and articulable reason to do so.

IV. Administrative / Internal Investigations

- A. Whenever a law enforcement officer is under investigation for alleged improper conduct with a possible result of termination, demotion, or other disciplinary action causing a loss of pay or rank, the Police Officer Bill of Rights adopted by the City of Jonesboro shall apply.
- B. The Chief of Police shall authorize investigations of complaints against Department Employees alleging misconduct other than those complaints which may be investigated by the first-line supervisor. [52.2.1b]

- C. Allegations that may result in suspension, demotion, dismissal, or criminal charges are complaints that require a review by the Internal Affairs Captain at the direction of the Chief of Police. The IA Captain shall, with the concurrence of the Chief of Police, make the determination as to whether the allegation should be investigated by the accused employee/s supervisor, other investigative personnel or an outside investigative agency (ASP). [\[52.2.1b\]](#)

- D. The employee's immediate supervisor should investigate minor violations, such as the following violations:
 - 1. Inadequate police service;
 - 2. Violation of Departmental Order or Procedure;
 - 3. Unprofessional conduct;
 - 4. Insubordination; and
 - 5. Other violations at the direction of the Chief of Police.

Upon the conclusion of the investigation, a memorandum detailing the violation and corrective action taken will be forwarded to the Office of Professional Standards and the Chief of Police. [\[52.2.1a\]](#)

Nothing in this policy shall prevent reassignment or referral back to OPS if the facts and circumstances surrounding the case change where re-direction is necessary. This decision shall be made by OPS personnel and/or the Chief of Police.

- E. Confidentiality of all administrative investigation records is vital and proper security precautions shall be taken. Administrative investigation case files and records shall be maintained in a secured area designated by the Chief of Police. Copies of any disciplinary actions shall be maintained in the employee's personnel file. Records concerning disciplinary actions may only be removed from a personnel file with the approval of the Chief or Assistant Chief of Police. [\[26.1.8, 52.1.2\]](#)

V. Investigation Procedures

- A. Citizen Notification
 - 1. Citizens lodging complaints against the Department or its personnel shall be apprised of the status of their complaint from time of receipt until final disposition. They shall be provided with:
 - a) Written acknowledgment of receipt of the complaint; and [\[52.2.4a\]](#)

- b) Periodic updates (at least once every two weeks) regarding the status of the investigation. This may be done by phone. [\[52.2.4b\]](#)
- B. OPS/IA personnel or supervisors in charge of an alleged misconduct investigation should:
 - 1. Take written and / or recorded statements from witnesses and complainants and from the accused employee whenever necessary or possible.
 - 2. Make certain that the employee understands his/her rights and responsibilities regarding an administrative investigation as stated on the 'Administrative Investigation' form and provide the employee with a written copy of the allegations and their rights. [\[52.2.5\]](#)
 - 3. Require that each employee participating in the investigation to prepare and submit an individual report of all the facts of the incident(s) known to them.
 - 4. Review details and facts of an investigation with the accused employee and answer questions in regard to any information in the investigative report that is not considered to be confidential.
- C. The investigator appointed by the Chief of Police to conduct an administrative investigation shall report directly to the Chief of Police. [\[52.1.3\]](#)
- D. The accused employee may be required to report to the Chief of Police or the assigned investigator at the outset of an investigation if it is deemed necessary.
- E. Written reports and/or taped statements may be obtained from the employee under investigation depending upon the complexity of the allegation.
 - 1. Before a taped interview is conducted and/or a written report is made, the accused employee shall be presented with a signed, written copy of the allegation.
 - 2. The accused employee will obey all lawful orders and truthfully answer questions pertaining to the investigation and does not have the right to remain silent.
 - 3. Sworn officers will also be advised of, and asked to sign, a notice of Garrity Warning before any written report and/or taped statements are made. [\[52.2.5\]](#)

4. When practical, interviews conducted with the accused employee will be conducted while the accused employee is on-duty.
 5. The accused employee may have any sworn member of the Jonesboro Police Department or counselor of their choice present during any interview process.
 - a. The sworn member selected or the employee's counselor will not interfere with the scheduled time of the interview.
 - b. The member or the counselor is only an observer and will not participate in the interview process except to counsel the employee.
 6. No statement or admissions made by the employees in an administrative proceeding may be used against an employee in a criminal proceeding. The employee shall be advised when and if administrative proceedings have ceased and criminal proceedings have begun. The employee will be advised of his/her rights under criminal law and procedure at that time.
 7. Admission can be used as a basis for disciplinary action.
- F. During an investigation, the involved employee may be required to provide photographs of themselves. The photographs shall be reasonable and will not be degrading or compromising. Such photographs shall be relevant to the investigation and used for administrative purposes only. These photographs may be taken of, but not necessarily limited to, the following: [\[52.2.6b\]](#)
1. Injuries sustained by the employee in the specific incident;
 2. Articles of clothing or equipment;
 3. Photographs for use in photo line-ups; or
 4. Any object or item as it relates to the investigation.
- G. The employee may be required to submit to certain investigative examinations as part of the administrative investigation. These examinations may consist of medical examinations, laboratory type testing (urinalysis, blood, intoximeter, etc.), handwriting, voice analysis, a live line-up with the employee participating or disclosure of the employee's financial records. [\[52.2.6a, 52.2.6c, 52.2.6d\]](#)
1. Orders for these types of examinations shall be by order of the Chief of Police.

2. The examinations and tests shall be relevant to the investigation and used for administrative purposes only.
 3. Disclosure of financial statements shall directly relate to allegations of misconduct involving any unlawful financial gain.
 4. Refusal to comply shall be considered insubordination and may result in corrective action.
- H. Employees may be required to submit to a polygraph examination when the Chief of Police believes that the integrity of the employee or the Department is in question. [\[52.2.6e\]](#)

1. Employees may not refuse to take a polygraph examination as long as the scope of the investigation is administrative in nature.
2. Once the investigation changes from administrative to criminal, the employee's Fifth Amendment Rights attaches and the employee may refuse to take a polygraph examination without the possibility of any corrective action.

A criminal investigation begins where an employee is either charged with a criminal offense or there is anticipation that criminal charges will be pursued.

I. Investigation Period

Administrative investigations should be completed within 45 days of the date the complaint was filed. [\[52.2.3\]](#)

1. Any need to extend the investigation beyond 45 days will be documented and permitted only after approval by the Chief of Police.
2. Upon the determination that the complaint cannot be handled within 45 days, a written response shall be provided to the complainant and the employee estimating the completion date of the investigation. [\[52.2.4b\]](#)

VI. Concluding an Investigation Involving Department Employees [\[52.2.8\]](#)

- A. All investigations of Department employees accused of misconduct will conclude with one of the following findings:
- a) Unfounded- Allegation is false or not factual;
 - b) Exonerated – Incident complained of did occur but was lawful and proper;

- c) Not Sustained – Insufficient evidence either to prove or disprove the allegation;
- d) Sustained – Allegation is supported by sufficient evidence; or
- e) Violation not related to initial complaint.

B. Response [\[52.2.4c\]](#)

- 1. When a final decision has been rendered and/or final action taken, the citizen and the employee will be advised in writing of such decision or action which will include the following information:
 - a) That the investigation is completed;
 - b) The general findings and conclusion of the investigation; and
 - c) That appropriate corrective or disciplinary action is being taken if the allegation is sustained.
- 2. The Chief of Police or his designee will make the notification.

C. Criminal Investigation of Employees

- 1. Investigation of violation of any federal, state or local Laws, on part of an employee, will be the responsibility of the Investigations Division or as designated by the Chief of Police.
- 2. The employee will be afforded all the rights of the criminally accused during the investigation.
- 3. Normal criminal investigation procedures will be used to conduct the investigation.
- 4. An administrative investigation, conducted by the Chief of Police or his designee, may run concurrently with the criminal investigation.
- 5. Outside agencies may be involved in the investigation.

D. Disciplinary Action

If the complaint is found to be sustained and discipline is required as a necessity, the discipline chosen will be that which is intended to correct the problem and which is appropriate to the offense.

VII. Annual Statistical Summary [52.1.5]

- A. The Chief of Police or a designee shall compile an annual statistical summary of administrative investigations. The summary shall include the following factors.
 - 1. The total number of administrative investigations;
 - 2. A categorized total for civil rights violations, criminal offenses, and policy violations; and
 - 3. A categorized total for administrative investigations that were classified as unfounded, exonerated, not sustained, sustained, or violation not related to initial complaint.
- B. The summary shall be made available to the public and Departmental personnel via the public bulletin board and the official notices bulletin board.

Last Reviewed: 01/25/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>317.00</i>
<i>Topic</i>	:	<i>Disciplinary Actions</i>
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<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 26.1.4a-c, 26.1.5, 26.1.6, 26.1.7a-c, 26.1.8

I. Supervisory Role and Authority [26.1.5]

Except in instances of extreme emergency (such as outlined in policy #316) or in some instances where a lesser rank officer is currently acting in the capacity of a higher rank officer, the outline below is a general guide of the supervisor roles in disciplinary actions:

1. Under the direction and supervision of the Lieutenant, a Sergeant can counsel or reprimand an officer for a minor issue of misconduct (such as failure to appear for court), or recommend to a Lieutenant an employee be counseled, reprimanded, or removed from duty with pay until notification of the Chief of Police for more serious misconduct.
2. A Lieutenant can counsel, reprimand, or recommend to a Captain removal of an employee from duty with pay until notification of the Chief of Police for misconduct.
3. A Captain or the Assistant Chief can counsel, reprimand, or remove from duty an employee for misconduct with pay until notification of the Chief of Police.
4. The Chief of Police can take whatever action he/she deems necessary, including suspension without pay, up to and including termination of employment from the Jonesboro Police Department.

II. Corrective Action

- A. Corrective action may be taken in those cases of minor violations.

- B. Supervisors may use the following corrective actions as a precursor to disciplinary action.
 - 1. Counseling - A corrective action designed to allow the supervisor to guide an employee without the use of punitive sanctions. Criteria used to determine the necessity of counseling as opposed to other discipline may include: [\[26.1.4b\]](#)
 - a) Employee's past work and disciplinary record, attendance, job performance, evaluations, etc.;
 - b) Employee's attitude towards the work place, supervisors and other employees; and,
 - c) The severity of the offense in relation to Departmental guidelines.
 - 2. Training - A supervisor may use training as a corrective action in those areas involving minor procedural violations in Department policy. Corrective training may include areas involving radio procedure or report writing. Supervisors may conduct informal training themselves or schedule the employee for formal documented training through the Training Division. [\[26.1.4a\]](#)

III. Disciplinary Action [\[26.1.4c\]](#)

- A. Employees are subject to disciplinary action for the commission or omission of any act that is prohibited or required.
- B. Non-compliance with any Order, the Rules and Regulations, Departmental procedures, other Departmental or City directives and Administrative Regulations, may also result in disciplinary action.
- C. It is the Department's intent to administrate discipline in a manner that is both consistent and fair to the employee and the Department. [\[26.1.4, 26.1.8\]](#)
 - 1. When discipline is necessary, the discipline chosen will be that which is intended to correct the problem and which is appropriate to the offense. Disciplinary actions may take on one of the following forms:
 - a) Counseling
 - b) Admonishment
 - c) Reprimand

- d) Suspension
- e) Demotion
- f) Dismissal - The Chief of Police may dismiss an employee for just cause. When an employee is dismissed, he will receive the following: [\[26.1.7a-c, 26.1.8\]](#)
 - (1) A statement citing the reason for dismissal;
 - (2) The effective date of the dismissal;
 - (3) A statement of the status of fringe and retirement benefits after dismissal;
 - (4) A statement as to the content of the employee's employment record relating to the dismissal; and,
 - (5) A statement of the employee's appeal rights.

D. All disciplinary actions shall be documented and a written explanation of the action placed in the employee's personnel file. [\[26.1.8\]](#)

IV. Appeal of Disciplinary Actions [\[26.1.6\]](#)

- A. Appeals of disciplinary action should be submitted in writing within 5 days to your immediate supervisor. If possible, the grievance will be resolved at this level and record of the appeal and the resolution will be forwarded to the office of Internal Affairs/Professional Standards.
- B. If a resolution is not found at that level, an appeal should be made in writing to the Division Commander or Internal Affairs Captain who will address the grievance.
- C. If a resolution is still not reached, a written appeal should be made to the Chief of Police. Where the grievance involves the Chief, a written appeal may be made with the Human Resources Director.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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I. Policy

It shall be the policy of the Jonesboro Police Department to prohibit the clandestine recording of one member of the department by another member of the department unless such is authorized by the Chief of Police.

II. Purpose

In an effort to prevent the impromptu conduct of unauthorized internal investigations, to ensure the integrity of official internal investigations and as a mechanism to maintain morale and encourage interpersonal communication between members of the department clandestine recording of one member of the department by another member is prohibited unless specifically authorized by the Chief of Police.

III. Definitions

- A. “Clandestine Recording” means the use of a device to record voice, video or voice and video to capture or record to tape, disk or other electronic media, the voice or image of another WITHOUT the individuals knowledge that said recording is taking place.
- B. “Department Member” means any employee of the Jonesboro Police Department.

IV. Clandestine Recording – When Authorized

- A. Clandestine recording of a member of the department must be authorized by the Chief of Police and ONLY under the following circumstances:
 - 1. During the conduct of an official internal investigation.

2. During the conduct of an authorized criminal investigation involving a department member.
3. As part of a structural security system for the control of evidence, monitoring of persons in custody and as a deterrent to criminal activity.

B. AUTHORIZED RECORDING

Members of the department MAY utilize recording devices to record any member of the department so long as the party wishing to record notifies all parties present that such recording is to take place before initializing such activity.

C. CAR VIDEO RECORDING - PRESUMED

During the normal operation of patrol car video (during traffic stops etc...) department members are hereby given notice that recordings of such activities are presumed and thusly such shall require no notification. Car video body microphones shall not be utilized to circumvent the intent of this policy. Recordings made by the use of these instruments shall be evaluated on a case by case basis should the need arise to determine if the use of such a device was part of normal or routine operations or as a subterfuge.

D. APPLICABILITY ON DUTY/OFF DUTY

This policy shall apply so long as any party to the recording is in an on duty capacity.

E. APPLICABILITY TO PERSONS OTHER THAN DEPARTMENT MEMBERS

State law shall govern the use of recording equipment applied to persons outside the department.

V. Violations

- A. Violation of any portion of this policy may result in disciplinary action up to and including termination.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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Reference: CALEA 25.1.1, 25.1.2, 25.1.3

I. Policy

The Jonesboro Police Department recognizes the need for a structured process for receiving and reviewing employee grievances. Properly conducted, the resolution of grievances can result in improved employee morale and greater job satisfaction. Therefore, it shall be the policy of the Jonesboro Police Department to have an established grievance procedure that allows any member with a legitimate grievance to be able to express the grievance and request a resolution via the member's chain of command at the lowest organizational level possible. [\[25.1.1a\]](#)

The Jonesboro Police Department's grievance process shall be coordinated through the Office of Professional Standards. No member will be discriminated against, harassed, intimidated or suffer any reprisal for filing a grievance, participating in an investigation, or providing information during the grievance process. [\[25.1.2\]](#)

II. Definitions

Grievance – grievances may be an alleged violation of inequitable application of the rules, regulations, policies or procedures of the Jonesboro Police Department which adversely and directly affect the aggrieved member. Operational matters such as disagreements over performance evaluations or supervisor/subordinate problems are just a few examples of grievable matters. In this case, a grievance does not include issues of disciplinary action such as suspension without pay, demotion or dismissal. Appeals for those issues are addressed elsewhere. [\[25.1.1a\]](#)

III. Procedures

A. Any member with a grievance should first discuss the issue with his or her

immediate supervisor. This presentation may be made formally or informally. If the member is aggrieved by some act of commission or omission on the part of his or her immediate supervisor, he or she may initiate the action authorized by this procedure by explaining the grievance to the immediate supervisor of the supervisor in question. The grievance shall be filed in writing, to the member's immediate supervisor, within three (3) working days of when the member was aggrieved, or when the member should have reasonably known he was aggrieved and should include the following: [\[25.1.1b,c\]](#)

The facts upon which the case is based,

The allegation of the specific violation or harm done, and

A statement of the remedy sought.

B. The Process

1. If the aggrieved member so chooses, he or she may have a representative from within the Jonesboro Police Department, selected by the member, with him or her during the grievance procedure. [\[25.1.1e\]](#)
2. Grievance discussions shall be conducted in a professional and courteous manner at all times.
3. The complaint shall receive prompt, objective, and thorough consideration.
4. Members are free to ask questions or seek resolution of the complaint without discrimination, coercion, restraint, or reprisal.
5. Whenever possible, grievance hearings should be conducted during the regularly scheduled working hours of the persons involved.
6. Every effort shall be made to resolve the complaint at the lowest supervisory level.
7. Any step in the grievance process may be the last step and the complaint considered settled if all involved parties are satisfied.

- C. The immediate supervisor, upon hearing the grievance, either alone or with the assistance of his supervisors, shall reach a decision and shall communicate in writing that decision to the aggrieved member within three (3) working days of the initial complaint. The supervisor shall document in writing a thorough synopsis of the incident, to include the

nature of the complaint and action taken, and forward this memorandum to the Office of Professional Standards. [25.1.1.d]

D. The Office of Professional Standards shall maintain a separate and secure file for all employee grievances. At least annually, all grievances filed during the year will be reviewed and analyzed by the Office of Professional Standards to identify specific problem areas or patterns. A copy of this analysis will be forwarded to the Chief of Police. Grievance records are considered to be personnel records. Access to grievance records, statements or other related file material is restricted to members who are named as principals in the grievance, Department Command Staff and the Chief of Police or his designee. Records shall be retained one year from the date of final action. [25.1.2, 25.1.3]

E. Further Appeal

A. If the member remains unsatisfied with the supervisor's decision, he or she shall have three (3) working days to write an appeal, in the form of an inter-office memorandum, setting forth the facts upon which the case is based, the allegation of the specific violation or harm done, and a statement of the remedy sought. The member shall submit the memorandum to the next supervisor in succession pursuant to the Chain of Command. [25.1.1b,d]

1. Upon receipt of the complaint, that supervisor shall note the date of receipt, and then obtain all pertinent information. At his discretion, the supervisor may confer with all involved parties prior to rendering a decision.
2. Within three (3) working days of receiving the written appeal, the supervisor shall notify the member and the supervisor(s) of his decision in writing. If the member still is not satisfied with the resolution, he or she may continue the appeal process within three (3) days to the appropriate Division Commander, and then to the Chief of Police, if necessary. The Chief of Police shall have five (5) working days to respond to the appeal. The preceding steps as described in Section J through N of this policy shall be followed in subsequent appeals. [25.1.1d]
3. If the member refuses or fails to attend a conference with the supervisor considering the grievance, the member will be deemed to have failed to employ or exhaust the grievance process as provided by the Jonesboro Police Department.

- B. If an aggrieved member is not satisfied with the resolution proposed by the Chief of Police, the member may appeal to the Mayor through the City's Director of Human Resources.
- C. Nothing in this policy is intended to deny employees any rights that otherwise may be lawfully available.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>320.01</i>
<i>Topic</i>	:	<i>Computer Use Policy</i>
<i>Effective</i>	:	<i>September 8, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 11.4.4, 82.1.7

I. POLICY

The purpose of this policy is to outline the acceptable use of computer equipment owned by the city. These rules are in place to protect the employee, the Jonesboro Police Department and the City of Jonesboro. Inappropriate use exposes the city to risks including virus attacks, compromise of network systems and services, and legal issues.

II. Computer Use

A. General Use

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP (file transfer protocol), are the property of the City of Jonesboro. These systems are to be used for business purposes in serving the interests of the city and of the citizens in the course of normal operations.

Employees are permitted limited use of Internet and e-mail and other technology resources for occasional brief personal needs if the use is incidental, involves no additional expense to the City, is performed on the employee's personal time, does not hinder or interfere with the mission, productivity, or operations of the City and does not violate federal or state laws of the following provisions of this policy.

All data that is composed, transmitted, or received via the City computer system is considered part of the official records system and as such, is subject to disclosure law, the Freedom of Information Act, and the confidentiality/privacy

provisions of Federal and State law. As a public record, The City of Jonesboro management retains the right to inspect, copy, or retrieve any data on the City computer system without prior approval of the employee.

B. Acceptable Use

Employees using the Internet are representing the City. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

1. Using Web browsers to obtain business information from commercial Web sites.
2. Accessing databases for information as needed.
3. Using e-mail for business contacts.
4. Use in applying for or administering grants or contracts for the City.
5. Using for advisory, standards, research, analysis, and professional society activities related to the user's City work tasks and duties.

C. Unacceptable Use

Employees must not use the Internet or city owned computer for purposes that are illegal, unethical, harmful to the City, or nonproductive. Examples of unacceptable use are:

1. Using the Internet and/or e-mail for any purpose which violates a federal, state, or local law.
2. Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
3. Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list, unless for city business purposes.
4. Conducting a personal/private business using City resources, including commercial advertising.
5. Transmitting any content that is offensive, harassing, or fraudulent.
6. Intentionally seek out information on, obtain copies of, or modify files and other data which are confidential under federal, state, or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.
7. Participating in or operating in a "Chat-room" unless such activity has been specifically authorized in writing by the department head.

D. Downloads

File downloads from the Internet are **not** permitted unless specifically authorized in writing by the Department Head. The loading of ANY software, as a download, disk, etc., onto a City computer system from any source without prior approval from the department head or the IT department is strictly prohibited. [11.4.4] This

includes but is not limited to, Screen Savers, Image, video, or audio clips not intended for business purposes. It is also against policy to alter settings in your computers control panel, system registry, or any other areas dealing with advanced settings which may alter your computers performance. [82.1.7]

III. Responsibilities

A. Employee Responsibilities

An employee who uses the Internet or Internet e-mail shall:

- Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
- Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee's name attached.
- Not transmit copyrighted materials without permission.
- Know and abide by all applicable City policies dealing with security and confidentiality of City records.
- Run a virus scan on any executable file(s) received through the Internet.
- Avoid transmission of nonpublic customer information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonable intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

These directives apply to all employees:

- Employees shall not knowingly introduce a computer virus into City.
- Employees shall not load computer software or data disks of unknown origin. [11.4.4]
- Incoming diskettes shall be scanned for viruses before they are read.
- Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call Information Systems.

Each employee:

- Shall be responsible for all computer transactions that are made with his/her User ID and password.
- Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
- Users should log out when leaving a workstation for an extended period of time.

B. IS responsibilities

The IS manager shall be responsible for the administration of access controls to all City systems. The IS manager will process adds, deletions, and changes upon receipt of a written request from the end user's supervisor.

Deletions may be processed by an oral request prior to receipt of the written request. The IS manager will maintain a list of administrative access codes and pass words and keep this list in a secure area.

C. Supervisor's responsibility

Managers and supervisors should notify the IS manager promptly whenever an employee leaves the City or transfers to another department so that his/her access can be revoked. Involuntary terminations must be reported concurrent with the termination.

IV. Additional Issues

A. Copyrights

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information of programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.

The City and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements. Noncompliance can expose the City and the responsible employee(s) to civil and/or criminal penalties. [\[82.1.7\]](#)

B. Monitoring

All messages created, sent, or retrieved over the Internet are the property of the City and *may be regarded as public information*. The City of Jonesboro reserves the right to access the contents of any messages sent over its facilities if the City believes, in its sole judgment, that it has a business need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your electronic messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

C. Access codes and passwords

The confidentiality and integrity of data stored on the City computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties. Seeking passwords of others or the exchange of passwords is specifically prohibited.

D. Computer Crime Related Investigations

No employee or officer of the Jonesboro Police Department shall conduct any criminal investigative activity on or through the use of any computer (department owned or personal computer) without authorization from the Chief of Police **BEFORE** engaging in such activity. These types of investigations shall include but not be limited to:

1. Child Pornography
2. Gambling
3. Fraud
4. Prostitution
5. Copyright violations
6. Status Offenses
7. Hacking or unauthorized access to computer services or data bases

Last Reviewed: 01/25/10

Acknowledgment of Internet and E-Mail Policy

This form is used to acknowledge receipt of, and compliance with, the City of Jonesboro Internet and E-mail Policy.

Procedure

Complete the following steps:

1. Read the Internet and E-mail Policy.
2. Sign and date in the spaces provided below.
3. Return **this page only** to Administration.

Computer Use Agreement

I hereby acknowledge that I have read and understand the Computer Use Policy of the City of Jonesboro. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold the City of Jonesboro and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's **MISUSE** of the City of Jonesboro owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Employee signature: _____

Employee name: _____

Date: _____

(The original of this agreement will be placed in the employees' personnel file and a copy maintained by Human Resources.)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>321.02</i>
<i>Topic</i>	:	<i>Employee Benefits</i>
<i>Effective Date</i>	:	<i>February 22, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 22.1.1a-g, 22.2.1a-e, 22.2.2a-e, 22.2.3, 22.2.6 a-f, 22.3.1, 22.3.2

I. Employee Benefits

- A. The City of Jonesboro provides certain employee “fringe benefits”, as the result of management policies of the City, Arkansas State law, and/or contract agreements with recognized employee bargaining units. Information and assistance with any of the benefits offered by the Department and the city are available from the city Human Resource Department. [\[22.2.3, 22.2.4\]](#)

- B. Such “fringe benefits” may include, depending upon the employee’s classification, but are not necessarily limited to: [\[22.2.1 a-e, 22.2.2 a-d\]](#)
 - 1. Vacation leave (A.C.A. § 14-52-106);
 - 2. Sick Leave (A.C.A. § 14-52-107);
 - 3. Sickness In Family Leave;
 - 4. Maternity Leave;
 - 5. Administrative Leave (including bereavement, military duty);
 - 6. Health & Dental Insurance;
 - 7. Other Insurance (disability, death, etc.);
 - 8. Overtime Compensation (FLSA, A.C.A. § 14-52-205, City Code 2.56.02, City Ord No. 3454, Sec. 1.);
 - 9. Holiday Pay (A.C.A. § 14-52-105, City Code 2.56.01);

10. LOPFI retirement (A.C.A. 24-11-812, Sec 17-5, 1962 Code, Ord No 745, Sec 2, 2-1-46)
11. Seniority (A.C.A. § 14-51-309);
12. Liability protection (A.C.A. 21-9-301 Tort Immunity)
13. City retirement for non-uniform employees (Ord. No. 3391, Sec 1.)

II. Salary Compensation

- A. Salaries for all personnel (sworn and non-sworn) employed by the Department will be determined by the current city pay plan, as approved by the City Council and enacted by ordinance, usually in conjunction with the Council's deliberation of the City's annual budget process.
 1. The pay plan establishes a compensation schedule for all personnel that specifies an entry level salary rate, as well as progressive rates as determined by the employees longevity and/or attainment of rank or promotion. [\[21.1.1 a\]](#)
 2. Longevity / Step – All employee positions (both sworn and civilian) are classified at a certain salary pay grade by an approved job classification plan maintained by the city's Human Resources Department. The plan affords for periodic longevity 'step' increases of approximately 2.5% per year. [\[22.1.1b\]](#)
- B. Rank Pay Differential
 1. Patrol Officers, upon completion of their tenth year of service, are automatically elevated to the position of Corporal. The pay plan does not specify any difference in grade for the rank of Corporal, but does continue the ensuing step increases for the grade of police officer. [\[22.1.1 b\]](#)
 2. Officers who attain the rank of Sergeant, sergeants who attain the rank of lieutenant, lieutenants who attain the rank of Captain, and Captain who attain the rank of Assistant Chief are elevated to a different, higher pay grade, according to the City's current pay plan, which contains various salary ranges for each of these pay grades. Officers attaining these ranks of sergeant or higher will be elevated to the step within that next pay grade that affords at least an 8% pay increase. [\[22.1.1b,c\]](#)
- C. Job descriptions and task analyses for all positions utilized in the Department will be maintained by the City Human Resources Department.

This analysis shall include the duties and responsibilities of that position, the frequency with which that behavior occurs, and how critical the skills, knowledge and abilities are to the job. The job descriptions will be reviewed periodically, as determined appropriate by the Chief of Police. Updates or modifications to the content of the job descriptions will be forwarded to the Human Resources Department. Copies will also be maintained on the shared access drive of the computer network. [21.2.3]

III. Employee Overtime and Compensatory Time Processing [22.1.1e,f]

- A. Overtime/Compensatory Time Slips - Officers working overtime, regardless of the circumstances (court, special assignment, late call, 12-hour shift, etc.), must submit an overtime slip for each day that overtime is worked, unless an overtime roster is utilized.
 - 1. Officers who work past their regular shift shall submit an overtime/compensatory time slip.
 - 2. Officers who are required to appear and/or testify before any court, board, commission, or grand jury, during their off-duty hours and in furtherance of any Departmental business, shall submit an overtime/compensatory time slip.
 - 3. The decision to receive overtime or compensatory time for work above 40 hours per workweek is made by the employee performing the work unless the employee agrees, prior to the scheduled work, to accept compensatory time or management determines that only overtime or only comp time will be allowed.
 - 4. The provisions of this Section shall also apply to all job-related activities performed by an officer for whom he is not otherwise compensated by an authorized off-duty employer and for which the officer believes he is entitled to overtime or compensatory time from the Department.
- B. Overtime Rosters - In the event that a large number of officers are working overtime on the same task, a standard overtime roster may be submitted, listing the officers working overtime.
- C. Overtime/Compensatory Time slips should be submitted on a daily basis, but not later than 0800 hours the following business day. All over time and compensatory time from the slips or other overtime rosters, must be noted on the bi-monthly time sheet submitted to administration for payment to be made with the closed payroll.

IV. Additional Salary Compensation [22.1.1g]

A. Education and Fitness Incentive Program

Sworn Personnel may apply for and receive additional salary augmentation through the city council approved education and fitness incentive program. Following a 12% cap for the first two years, additional incentives may be approved for the following years. This program allows for up to 3% each for certain higher education degrees, law enforcement certificates, or maintenance of certain physical fitness standards. This program also includes a 3% incentive for officers who can demonstrate a conversational level of knowledge in a foreign language, although it does not currently provide for tuition reimbursement, etc. [22.1.1d, 22.2.2e]

B. Night Pay

Sworn personnel assigned to a shift which requires them to work overnight hours (i.e, third shift or third platoon) will be given an additional stipend, as determined by City Council as part of the departmental salary budget, on each paycheck.

C. Uniform allowance

Sworn personnel assigned to units requiring civilian dress may be given an additional stipend on each paycheck to allow for clothing purchases.

V. Leave

All leave must be approved by a supervisor. Employees must give 48 hours advance notification for requested leave to ensure proper coverage. This pertains to all leave; Vacation, Military, FMLA, Compensatory, etc.

Supervisors have the authority to permit leave on shorter notice as long as there is sufficient manpower to meet the needs of the Department and the Community.

A. Administrative [22.2.1a]

An employee may be granted administrative leave with or without pay at the approval by the Chief. The amount of time granted will be based upon the mitigating circumstances surrounding the need for the leave.

B. Holiday [22.2.1b]

All police officers shall receive compensation for an additional thirteen (13) days as paid legal holidays, in lieu of actual holiday leave, in accordance with the provisions of Arkansas Law. Compensation for

holidays is based on the officer's daily rate of pay and is in addition to the officer's base rate of pay. Holiday pay is to be prorated and paid during regular payroll periods.

All city offices will be closed and civilian employees will be allowed off for the eleven holidays recognized by the city: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving & the day after, Christmas Eve, Christmas Day.

C. Sick [\[22.2.1c\]](#)

1. Sick leave is a benefit provided by the Department and use of such can be denied. All employees accrue paid sick leave, which may be taken at any time after sick hours have been accrued. Sick leave may be used in case of medical appointments, personal illness, maternity purposes, or physical incapacity of an employee. It may also be allowed when an employee is required to care for a member of the immediate family who is ill or incapacitated
2. Employees will notify their direct supervisor as soon as the employee determines that they are ill and need to request Sick Leave, but no later than at least 1 hour prior to the beginning of the shift for patrol officers or 30 minutes for office personnel. In the event that the employee is unable to directly contact/notify their direct supervisor, Patrol Division personnel will contact the on-duty OIC. All other employees will contact their Division Commander.
3. Supervisors may require satisfactory proof of the proper use of sick leave and may disallow sick leave in the absence of such proof. Employees called for duty during a period for which they have reported in sick shall notify a supervisor who shall make the determination of whether the employee should in fact report.
4. Employees who are absent on sick leave for more than three consecutive work days or who have used 50% of their allotted sick time for the year may be required to submit a doctor's certificate. A doctor's certificate is a report from a licensed physician that verifies that an employee has been seen by the doctor and states whether the employee is or is not able to perform duty, to include light duty. If unable to report for duty, the doctor's certificate will state the estimated period the employee will be unable to report for duty. Doctor's certificates are to be routed to the Administrative office through the officer's chain of command.

5. Any employee who abuses or is deceptive in the use of sick leave is subject to disciplinary action.
6. Sworn personnel shall accumulate sick leave at the rate of 13.33 hours/month (20 eight hours days per year). Civilian personnel shall accumulate sick leave at the rate of 8 hours/month (12 eight hour work days per year). A maximum of 720 hours may be accrued.
7. A catastrophic sick bank is also maintained by the city. Employees (sworn or civilian) wishing to participate in the bank shall make an initial contribution of 16 sick hours to the bank and then 8 hours per year for continued participation. All other available time (sick, vacation, etc.) must be exhausted before time can be credited from the bank for qualifying events. The first 8 weeks of time may be approved by the city Human Resource Director. Additional 8 week increments may be granted as ruled on by the Catastrophic Sick Bank Board. Only employees with over 15 years of service are eligible for more than 16 weeks of leave from the bank.

D. Vacation [\[22.2.1d\]](#)

1. Both sworn and non-sworn personnel are not eligible to take vacation until the conclusion of their first year of employment.
2. Sworn personnel shall accumulate vacation at the rate of 10 hours/month (15 eight hours days per year). Sworn personnel with 15 years of service shall accumulate vacation at the rate of 13.33 hours/month (20 eight hour days per year). Civilian personnel shall accumulate vacation at the rate of 6.67 hours/month (10 eight hour work days per year). Civilian personnel with 5 years of service shall accumulate at the rate of 10 hours/month (15 eight hour days per year) and civilians with 15 years of service shall accumulate 13.33 hours/month (20 eight hour work days per year).
3. Vacation shall not be taken before accumulation. All vacation must be approved by the employee's supervisor and preference is generally given on the basis of seniority.

E. Family Medical Leave Act (FMLA) [\[22.2.1e\]](#)

As outlined by federal law, up to twelve weeks of unpaid leave are available to employees who have a qualifying event (pregnancy, etc.). Employees wishing to utilize FMLA time should advise their supervisor and contact H.R. to complete the required paperwork.

F. Military Leave

1. Every member of the Jonesboro Police Department who has been called to active duty with the United States Armed Forces under the Universal Military Training and Service Act will be granted military duty leave (without pay), and upon his or her return, will be eligible to apply for reinstatement in the same position or a position similar to the one he or she occupied at the time of entry into military service. Such leave of absence may not exceed the compulsory military service of the basic minimum enlistment period for that branch of service.
2. Members who are called for emergency duty by order of the Governor or the President will be granted leave with pay for a period of 30 days. Upon conclusion of the first 30 days, leave without pay will be granted in addition to all other leave to which the employee is entitled.
3. All employees who are members of the state military forces or members of any of the reserve components of the Armed Forces will be entitled to leave of absence, with pay, from their respective duties without loss of time, seniority, vacation time or pay on all days in which they will be engaged in annual training or duty ordered or authorized by proper authority not to exceed fifteen (15) days per calendar year. (Fifteen days as stated in this policy will be interpreted to mean fifteen working days).

VI. Retirement [22.2.2a]

- A. Sworn members are afforded retirement benefits by state law (Act 364 of 1981) through LOPFI (Local Police and Fire Retirement). LOPFI members are required to make a personal contribution to the fund as determined by state law (Currently, in 2010, 8.5%) Eligibility for retirement depends on both the member's age and numbers of years of service. Benefits are dependent on approval of the state legislature, currently $2.94\% \times \text{final average pay} \times \text{number of years of paid service}$.
- B. Civilian employees are afforded retirement benefits through a local city retirement fund and are 100% vested in that system after 5 years. Civilian employees do not make contributions to the fund and benefits are subject to approval of city council, currently established at $1.5\% \times \text{final average pay} \times \text{number of years of service}$.

VII. Insurance

A. Voluntary Employee Contribution Insurance Options [22.2.2b,c]

The city of Jonesboro maintains group insurance agreements with a number of insurance providers offering medical, dental, life and disability insurance. These contracts are renegotiated each year and as such, benefits and required employee contribution amounts may vary. Information regarding current options is available from Human Resources.

B. Worker's Compensation Insurance [22.2.2c]

All police employees are covered for job related injuries by the City of Jonesboro's Worker's Compensation Insurance (A.C.A. § 11-9-101 et seq.).

1. Employees who during the performance of their official duties or while in or on city property, sustain an injury, shall notify a supervisor immediately.
2. Upon the *initial* notification of the injury or *medical examination, medical treatment and/or medical testing*, the supervisor will initiate the completion of an On Duty Injury/Accident Investigation Report within 24 hours and forward such file through the Chain of Command for review.

The applicable Division Captain or other Administration personnel shall then notify Human Resources of any on duty accident/injury and of any change in status of the effected employee as soon as possible.

3. In the event of a non-life threatening or less serious injury that can await treatment, contact should be made with the city Human Resources Department as soon as possible for instruction on seeking medical treatment
4. In case of a catastrophic injury which requires an immediate emergency response, the supervisor shall immediately arrange for the appropriate care and notify Human Resources as soon as possible, or if after hours, make arrangements for them to be notified the next business day.
5. The city Human Resources Department will be responsible for completing and filing the required Arkansas Worker's Compensation Commission forms (form N, S, etc.) and the employee is responsible for contacting H.R. to assist in completing

those forms within 3 days, unless the employee is not medically able.

6. The employee shall be responsible for obtaining proper documentation from an attending physician authorizing their return to work. The employee's supervisor shall ensure the employee submits the documentation authorizing his/her return to work and ensure that documentation is forwarded to Administration and HR.
7. Any questions, concerning the processing of Worker's Compensation claims, should be directed to the City Human Resources Department at 933-4640 or 933-4627.

C. Liability Risk Insurance [\[22.2.2d\]](#)

The City of Jonesboro maintains liability risk insurance with the primary responsibility of protecting the city in the event of lawsuits arising from the actions of employees while on duty. Currently, this insurance is provided through a negotiated agreement with the Arkansas Public Entities Risk Management Association (APERMA). Participation in this program does not waive statutory Tort immunity under ACA 21-9-301. Tort Liability-Immunity Declared.

VIII. Medical Examinations [\[22.3.1\]](#)

- A. In order to determine fitness for continued employment, the Chief of Police may require a current employee to undergo a physical or psychological examination, at no cost to the employee, by a licensed physician or psychologist, who shall make a medical recommendation regarding the physical and/or mental ability of the employee to perform their essential duties.
- B. Any physical or psychological examination required by the Chief of Police or the City of Jonesboro shall be conducted only to confirm the employee's continued fitness to perform the tasks of their assignments and to inform them of their general physical condition and not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodations. [\[22.3.2\]](#)
- C. All physical and mental health examinations shall be kept confidential.

IX. Employee Assistance Program

- A. The City of Jonesboro provides a counseling and referral service, at no cost, to all employees, and their dependents and spouses, through the Employee Assistance Program (E.A.P.).

- B. The program is designed to assist in the resolution of concerns or problems which may adversely affect an employee's personal or professional well being or job performance. [22.2.3, 22.2.6a]
- C. All contacts with the E.A.P. will be held in confidence, unless the employee signs a specific waiver of release. [22.2.6c]
- B. Any employee, in need of the service, may contact the St Bernard's Counseling Center E.A.P. directly to make an appointment (870) 930-9090 or toll free at 1-800-346-0183. [22.2.6 b,d]
- E. Referrals for assistance may be made according to the Effective Management Response (EMR) Technique which was developed to assist supervisors to effectively manage those employees who have problems. This technique consists of four steps: [22.2.6 e]
 - 1. Recognition – that the problem exists and is affecting performance on the job;
 - 2. Response – responding effectively with the employee;
 - 3. Referral – offering concrete assistance; and
 - 4. Review – setting objectives and monitoring the effectiveness of the intervention.
- F. Supervising officers will receive E.A.P. training after promotion and then again periodically. Training will include familiarization with the program services, the supervisor's role and responsibility, and identification of employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. [22.2.6f]

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.1.3 a-d, 41.3.1, 41.3.2, 41.3.3

I. Purpose

The Jonesboro Police Department will provide a vehicle for all officers to utilize while on duty when it is required. As an added benefit for non-probationary employees, the Department also has a take home vehicle program. The purpose of the program is to extend the life of the patrol fleet, provide a mechanism for rapid deployment of manpower and assets, to increase patrol presence and to provide a deterrent to crime in the areas where our sworn personnel reside.

II. Use of Department Vehicles

1. No vehicle will be operated outside of the city of Jonesboro in an off-duty status unless expressly authorized by a Captain, Assistant Chief or the Chief of Police.
2. Authority to operate the police vehicle outside of the city of Jonesboro is herewith granted to on-duty Officers engaged in any of the following activities:
 - a. Following up on an investigation or completing an assignment
 - b. Transporting prisoners
 - c. Fresh pursuit
 - d. Picking up supplies
 - e. Going to court
 - f. Attending meetings, training, etcetera required by the Department.

3. Anytime an officer is operating any department vehicle, they will carry proper police identification and a police radio, and will be armed with a Department approved firearm for which the Officer is qualified. The Officer will monitor communications on the police radio and be prepared to respond to a request for service if necessary.
4. If using the vehicle in an off-duty status, an Officer will be dressed in such a manner as to not discredit the Department should the Officer have to perform in a professional capacity.
5. Vehicles will not be used as part of off-duty employment except for approved details that are in a police capacity.
6. Only employees are allowed to operate city vehicles; other persons are only authorized to operate the vehicle in case of an emergency.
7. Department vehicles may not be operated by officers who are on an extended leave of absence or administrative leave.
8. Only department vehicles that are used for special purposes will be authorized to tow anything, and only when proper trailer hitches are in place. The Chief of Police must approve any exceptions.
9. Department vehicles will not be parked at private clubs or similar establishments except when conducting official police business.
10. The employee shall not drive or operate a Department owned vehicle in such a manner as to reflect discredit on the Department.
11. Seat belts will be worn by all employees while operating or riding in a Department owned vehicle. [\[41.3.3\]](#)
12. Any abuse of a vehicle or failing to follow the prescribed guidelines for its use, without prior authorization, may result in disciplinary action.

III. Issuance of Department Vehicles

1. The assignment of a take home vehicle is a privilege, not a right. Assignment of units will be based on availability of vehicles, job assignment, performance and seniority. This privilege may be revoked at any time.
2. The following guidelines apply to all employees to whom a Department vehicle has been assigned:
 - a. All employees operating any department vehicle must be in

possession of a valid driver's license at all times. Officers assigned to the motor patrol division shall also be in possession of a valid motorcycle endorsement. [41.1.3b]

- b. Employees assigned a take home vehicle must live within a 15 mile radius of the Police Department building.
- c. The employee will ensure that appropriate maintenance is performed on the vehicle at the assigned times, and will keep the vehicle clean at all times.
- d. The employee is at all times responsible for the assigned vehicle and all equipment in it, and is expected to keep the vehicle locked at all times when parked. [41.3.2]
- e. The vehicle will not be altered in any manner without the approval of the Division Commander.

IV. Gasoline

- 1. The Quartermaster/Fleet Management Office is responsible for administering the gas allocation system for the Jonesboro Police Department and will check the gas allocation reports monthly for indication that might suggest excessive mileage or fuel consumption.
- 2. The Quartermaster will issue gas cards to each vehicle and each Police Officer and manage this system for the Department.

V. Equipment

- 1. All police units, assigned or pool, used in routine or general patrol service, whether marked or unmarked, shall be equipped with operational emergency lights and siren. [41.3.1]
- 2. The officer who has an assigned unit is responsible for the entire unit, including the equipment and supplies inside. Officers utilizing a pool vehicle should check the unit prior to the beginning of their shift, not only for equipment defects, but also to ensure that the required items are stocked in the unit. [41.3.2]
- 3. All police units, assigned or pool, will be equipped with the following supplies/equipment: [41.3.2]
 - a. fire extinguisher
 - b. Bio hazard kits with items necessary for protection against the transmission of blood borne pathogens, containing at a minimum:

1. latex gloves
 2. resuscitation barrier
 3. biohazard seals and bags
 4. decontamination / cleaning agent
- c. Reflective vests
4. Other supplies and equipment for specialized job duties may be maintained within the assigned units with the Division or Unit Commanders specifying what equipment and materials are to be maintained by their employees.

VI. Special Purpose Vehicles

A. Limitation of Usage

1. Use of departmentally owned special purpose vehicles will be limited to members assigned to the unit for which the special purpose vehicle is intended. Special purpose vehicles can be defined as those vehicles which require special training to operate or special authorization for deployment. The only special purpose vehicles currently in use by the department are motorcycles (requires special training) and the truck and trailer utilized by the SWAT team (requires specific authorization). Other members, as authorized by the Chief of Police or his designee and who have received applicable proper training, may operate a special purpose vehicle in some situations. [\[41.1.3a\]](#)
2. Officers operating a motorcycle unit shall complete an approved course of study in the operation of such units, as well as possess a valid motorcycle operator's license as issued by the State of Arkansas. [\[41.1.3b\]](#)
3. Members shall wear all safety equipment as may be mandated by Department policy or state law. Such equipment may include, but is not limited to: head protection, eye protection, and seat belts.

B. Special Purpose Vehicle Maintenance: [\[41.1.3c\]](#)

Officers assigned a special purpose vehicle shall perform a pre-operation check of the vehicle before operation. Any deficiencies shall be reported and/or repaired as appropriate.

C. Appearance and Equipment: [\[41.1.3d\]](#)

1. Special purpose vehicles shall be equipped with all lighting,

flashers, horns, signal devices, etc. as may be required by law.

2. Any equipment that may be needed to perform the function demanded of a special purpose vehicle shall be safely and securely stored in or on the vehicle. Missing or inoperative equipment shall be reported and repaired in a timely manner.
3. Officers assigned the responsibility of picking up the SWAT team truck and trailer during call outs are responsible for checking the equipment in the trailer during their rotation to make certain the equipment is in working condition. At least once a year, a written item by item inventory of the equipment in the trailer will be conducted by a designee of the SWAT team commander.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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<i>Topic</i>	:	<i>Equipment</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 17.5.1, 17.5.2, 17.5.3, 22.2.5, 22.2.7a-b, 41.3.4, 41.3.5, 41.3.6

I. Inventory Control

- A. The Chief of Police is responsible for requisitioning equipment, as approved by the annual budget. Equipment must be maintained in serviceable condition and documents must be prepared to transfer equipment, certify authenticity of annual inventory and account for missing equipment.

- B. The City of Jonesboro shall assign a City of Jonesboro property location and property numbers (when applicable) to all appropriate items acquired for the use of the Police Department in accordance with City of Jonesboro practice. Items that are included on the city’s yearly inventory, that is, items that are considered to be ‘fixed assets’ that are valued at \$1,500 or more shall have a city property number (located on inventory stickers) assigned. [\[17.5.1\]](#)

- C. On a yearly basis, each Division Commander shall account for all items assigned to their respective Divisions. The Assistant Chief of Police will provide a written report of the same to the Chief of Police. This accountability shall be based on information (computer printout) provided to the Department by the City of Jonesboro Department of Finance. [\[17.5.1\]](#)

- D. Each Division Commander, or his designee, will ensure that all equipment assigned to his Division be maintained in a state of operational readiness. “Operational readiness” includes care and cleaning, preventive maintenance, repair, workability and responsiveness. Supervisors will inspect equipment at regular intervals, designated by the Division Commander, to ensure operational readiness. [\[17.5.3\]](#)

II. Issuance/Re-issuance and Acquisition of Property [\[17.5.2\]](#)

- A. Each Division Commander is responsible for purchasing of property for their Division. They will handle this responsibility for the Office of the Chief of Police. The commanders are then responsible for assigning the necessary equipment to the employees under his command. [\[22.2.5\]](#)
- B. The Division Commanders will make these acquisitions staying within the constraints of their prospective budget, and through the Jonesboro Police Department Quartermaster Unit who will forward the necessary information to the City of Jonesboro Purchasing Department. All purchases must be made in compliance with current city purchasing requirements concerning requisitions, purchase order numbers, etc.
- C. Any agency owned property that becomes inoperable through normal use should be reported to the Division Supervisor where that property is assigned or used. It is the responsibility of that Supervisor to notify the Quartermaster of the problem. If any agency owned item becomes inoperable, a qualified serviceman or agency who has been contracted by the Department or City shall be contacted for or replacement of the item. If no service agency has been previously contracted, the Quartermaster shall be notified and will provide instructions.

If the item is a firearm, said firearm will be turned over to the Range Sergeant to obtain the required service.
- D. Uniform Acquisition
 - 1. Other than some personal items, such as boots and under armor type garments, all uniforms and equipment will be issued by the department. All equipment obtained through this process is the property of the Department and shall be returned to the Department upon conclusion of employment.
 - 2. Officers assigned to the Criminal Investigation Division, Drug Task Force, or other divisions whose clothing requirements include civilian clothing, will receive an additional allowance for clothing as part of their regular paycheck. [\[22.2.5\]](#)

III. Uniform and Equipment

- A. Uniforms
 - 1. Uniforms are kept neat, clean, in good repair, and well pressed at all times. While wearing the uniform, all employees maintain a professional bearing.
 - 2. Uniform cleaning is provided by the city at no cost and officers are encouraged to utilize this service.

3. Officers are to wear only authorized insignia and patches on their uniform.
- B. Badges personally owned by employees are not used in the performance of official duties or any other purpose without specific permission of the Chief of Police.
 - C. Items authorized for purchase by the city will occasionally vary, as will personal items that are authorized. A list of currently authorized, department purchased, items for wear or carry will be maintained by the Quartermaster. Approval of all personally owned items will be at the discretion of the division commander. [\[41.3.4\]](#)
 - D. Improper or negligent handling of or willful damage to city property is a violation of policy.
 - E. Employees who have lost, damaged or destroyed any equipment issued to them by the Department may be required to reimburse the City for that piece of equipment at current replacement value if the loss or damage is the result of negligence on their part.
 - F. Employees do not alter, make substantial repairs to, or in any way change, add to or remove any parts or accessories of any city-owned property without permission of the Chief of Police. This includes, but is not limited to, buildings, office equipment or motor vehicles. This is not to be interpreted to preclude officers from having minor repairs made to vehicles or other essential equipment to enable the equipment's continued use on duty.
 - G. Employees do not convert or use Departmental equipment for personal advantage outside the scope of their employment.
 - H. Identification cards
 1. Officers shall carry their department issued identification at all times in order to be able produce this identification when requested and feasible. [\[22.2.7a\]](#)
 2. Department issued identification cards will bear the employee's photo, along with other personal identifier information. [\[22.2.7b\]](#)
 3. Police identification cards issued to an employee will not be used by or given to any other person.

IV. BODY ARMOR [\[41.3.5\]](#)

A. AVAILABILITY

Law enforcement officers, due to the nature and danger of their occupation, need all the protection that is available to them. Soft body armor can offer substantial protection of vital areas of the human body from assaults by firearms. The Jonesboro Police Department, recognizing this need for added protection for its officers, will ensure that all members of the department will have soft body armor available to them while assigned to field duty.

1. Only Department authorized body armor will be worn.
2. Records will be kept of the issuance of body armor and each set will be replaced as soon as feasible when the armor expires.
3. New body armor products will be evaluated frequently and the Department will continue to seek the best available threat level protection for the officers.

B. USE OF BODY ARMOR

1. The wearing of protective body armor is mandatory for sworn personnel assigned to the Patrol Division and for those officers assigned to the Prowl Unit, the Warrant Division and as School Resource Officers. Division Commanders and/or the Chief of Police may require mandatory wearing of protective body armor or declare it optional for all other personnel, but all officers are encouraged to wear body armor at all times when on duty.
2. Issued body armor must be readily available for use at all times for all officers while in the field. Wearing of body armor is **MANDATORY** for any situation deemed “high-risk” by a supervisor. (Example: service of search warrants, felony arrests warrants and tactical response). [\[41.3.6\]](#)
3. Sworn Personnel must have their issued body armor within immediate access (such as in the passenger compartment of the patrol vehicle). **Personnel must be able to access their body armor in a matter of seconds, not minutes.** While in the field, the armor should be within arms reach of the officer. The armor should never be stored in lockers or kept in the trunk of vehicles. The armor should not be jammed, or wedged under seats in vehicles. Officers should be familiar with the location of their armor at all times and be able to put in on at a moments notice.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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Reference: CALEA 11.4.3, 53.1.1a-e, 53.2.1a-e

I. Policy

It is a goal of this Department to maintain departmental integrity and efficient operations that best serve the citizens of the city. Included in this goal are regular periodic inspections of the operations procedures being utilized in all divisions and units and regular inspections of all equipment utilized in any operations. In order to achieve this goal and to ensure that operations remain consistent with existing directives, policies, and standards, Departmental inspections will be conducted for all organizational components and employees.

II. Definitions

Line inspection – Inspections conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected.

Staff inspection – Inspections conducted by personnel who do not have control of the person, facilities, or procedures being inspected.

III. Line Inspections [53.1.1a]

A. Daily Inspections

1. Every officer (including police officers and animal control officers) is responsible for the inspection of their unit and other equipment on a daily basis, prior to beginning their tour of duty. Supervisors should monitor their personnel and equipment on a daily basis so that problems can be identified and corrected as soon as possible. **[53.1.1b]**

2. Patrol officers shall document the daily visual inspections of their units in the space provided on their daily log. The patrol supervisors are responsible for ensuring the inspections are completed and that deficiencies are corrected. [\[53.1.1c\]](#)
3. Officers shall document mechanical deficiencies on a Vehicle Repair request form and then notify his or her supervisor immediately. The supervisor shall then notify his or her division supervisor and the fleet services coordinator of the deficiency via e-mail. If the deficiency involves a line unit, the e-mail should be copied to other supervisors and a note placed with the keys so that others are aware of any issues. The notification should specify the deficiency and what was done to try to make a correction if applicable. The patrol supervisor shall forward the written request for corrective actions to the Service Division. [\[53.1.1d\]](#)
4. Equipment deficiencies should be brought to the attention of the supervisor and notification made to the division supervisor and the quartermaster of the deficiency via e-mail. [\[53.1.1e\]](#)
5. Officers are responsible for taking steps to ensure that the deficiency has been corrected if the supervisor was unable to make the corrections. The division or unit commander shall verify that the appropriate action has been taken to correct deficiencies. [\[53.1.1e\]](#)

B. Written Line Inspections

1. The shift supervisor and/or unit commander shall be responsible for the daily visual inspection of their personnel, as well as a periodic written inspection report. A Line Inspection Report is provided and available to assist the supervisor in performing the inspection. [\[53.1.1b\]](#)
2. Supervisors are responsible for documenting any deficiencies and for ensuring those deficiencies are repaired, if possible. [\[53.1.1c\]](#)
3. The Line Inspection Report containing discrepancies found, repaired, and those unable to be repaired shall be forwarded to the Division Captain when completed. [\[53.1.1d\]](#)
4. The Division Captain shall review the reports and verify that appropriate action has been taken to correct the noted deficiencies. [\[53.1.1e\]](#)

- C. Reviews and/or inspections shall also be conducted periodically by the Accreditation Manager, or their designee, to ensure that the periodic reports, reviews and activities mandated by applicable CALEA accreditation standards are being accomplished in an acceptable manner. This review shall include inspection of the current system being utilized by the department to record the progress toward standard proof compliance, either in the form of an Excel spreadsheet, Word document listing the standards, or any other sufficient recording system. [\[11.4.3\]](#)

IV. Staff Inspection

Staff inspections, consisting of an in-depth review of all the components of the department, shall be conducted at least every three years. These inspections may be conducted by inspectors assigned from within the department or by an external inspector as directed by the Chief or other city officials. Such inspections should provide an objective review of operational procedures and equipment. As well as providing some recommendations as to possible improvements, the inspections shall also ensure that agency procedures are being adhered to and department compliance with applicable accreditation standards. [\[53.2.1e\]](#)

- A. A supervisor, or other person from outside the department, may conduct announced or unannounced inspections of any operational component as directed by the Chief of Police. [\[53.2.1a\]](#)
- B. Staff inspections shall be conducted in a manner so as not to interfere with immediate emergency operations, but in all instances, supervisors will make arrangements to accommodate the inspector as soon as possible. Areas of inspection may include, but not be limited to: [\[53.2.1b\]](#)
 - 1. Inspecting the appearance, conduct, and duty performance of personnel and the condition of equipment and facilities;
 - 2. Reviewing the submission of required reports;
 - 3. Determining the degree of compliance with Department policies and directives;
 - 4. Determining the degree of compliance with accreditation standards;
 - 5. Tracing compliance documentation submitted from Divisions;
 - 6. Inspecting the manner that line supervisors discharge their supervisory duties;

7. Conducting field inspections to determine the efficiency of field operations;
 8. Evaluating Operating Procedures and their effect;
 9. Recommending changes in Department operations deemed necessary;
 10. Any other inspections or recommendations as directed by the Chief of Police.
- C. A written Staff Inspection Report shall be sent to the division supervisor, the shift or unit supervisor and the Chief of Police at the conclusion of the inspection documenting positive aspects of the area inspected, as well as any deficiencies, along with recommendations to correct deficiencies or provide better or more efficient operations. If deficiencies are noted, the division or unit supervisor shall be required to respond in memorandum form showing corrective action has been taken. [\[53.2.1c\]](#)
- D. In the case of noted deficiencies, a follow-up inspection will be conducted and a report forwarded to the Chief of Police noting corrections made and any deficiencies that cannot be immediately corrected. [\[53.2.1d\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

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I. Policy

It is the policy of the Jonesboro Police Department to provide training to accommodate Department needs and to actualize the interest and concern which the Department has for the self-improvement and personal development of its employees.

II. Responsibilities

- A. The Jonesboro Police Department shall maintain a Training Unit responsible for Department training functions, developing and administering training programs and coordinating training through outside agencies and institutions.
- B. It is the responsibility of all employees to teach those with whom they work the skills and knowledge necessary to perform the job at hand.
- C. The responsibility of developing and maintaining training programs shall lie with the Training Coordinator who will report directly to the Chief of Police.
- D. The responsibilities of the Training Coordinator shall be to:
 - 1. Plan, develop and evaluate programs;
 - 2. Notify personnel of required training and training that is available to agency personnel;

3. Maintain training records;
4. Ensure that required training programs are attended;
5. Implement and coordinate training programs;
6. Select instructors; and
7. Other responsibilities as assigned.

III. Training Committee

- A. The Training Committee is a standing committee utilized to evaluate the training function and to ensure that the quality and quantity of the training programs meets the goals and objectives of the Jonesboro Police Department. The authority of the committee shall be limited to reviewing and recommending training. [\[33.1.1b, 33.1.1d\]](#)
- B. The Training Committee shall consist of one representative from each Division and chaired by the Training Coordinator. [\[33.1.1a\]](#)
- C. The Training Committee shall assist in developing and evaluating training needs. [\[33.1.1c\]](#)
- D. The Training Committee will be responsible for obtaining input from each division, develop and evaluate current training programs. [\[33.1.1d\]](#)
- E. The Training Coordinator shall report to the Chief of Police annually with training recommendations. [\[33.1.1e\]](#)

IV. Training Instructors

- A. Selection of qualified instructors is critical to the successful operation of a successful training program. The Training Coordinator assigns instructors for Department in-service training.
- B. Instructors utilized for Department in-service training must possess:
 1. Knowledge of teaching theories, methods and practice;
 2. Knowledge of the subject matter; and

3. A basic instructor certificate.
- C. Instructors shall successfully complete a Basic Instructor Course approved by CLEST which includes training in the following areas:
1. Lesson plan development; [\[33.3.1a\]](#)
 2. Performance objective development; [\[33.3.1b\]](#)
 3. Instructional techniques; [\[33.3.1c\]](#)
 4. Learning theory;
 5. Testing and evaluation techniques; and [\[33.3.1d\]](#)
 6. Resource availability and use. [\[33.3.1e\]](#)
- D. The Training Coordinator identifies and works in conjunction with other agencies and public resources in training Jonesboro Police Department personnel. The resources are used to provide specialized training as needed. Instructors from other agencies or the private sectors may be selected and evaluated under the same criteria as Department instructors.

V. **New Hire Training**

- A. The Training Section will conduct structured classroom and range based training with every newly hired officer prior to their placement with an assigned patrol shift. Officers will not be allowed to carry their weapons (for other than training purposes) or make arrests prior to the completion of this training. [\[33.4.1\]](#)
- B. Training for newly hired officers will consist of a curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training, including, but not limited to: [\[33.4.2a\]](#)
1. Department Policy and Procedures [\[33.2.4\]](#)
 - Including familiarization with the accreditation process [\[33.5.3a\]](#)
 - Each new employee will be given a copy of the department policy book and will be responsible for its upkeep
 2. Criminal and Traffic Laws
 3. Firearms Training

4. Accident Investigations
 5. Traffic Law Enforcement / DWI
 6. Report Writing
 7. Defensive Tactics / Arrest Procedures
 8. Familiarization with various P.D. divisions (CID, SWAT, DTF, Dispatch, K-9, etc.)
- C. The training coordinator will utilize evaluation techniques and/or test each new recruit in all of the covered material to determine their competency in these matters before they are assigned to the FTO program. [\[33.4.2b\]](#)
- D. The Jonesboro Police Department utilizes certified law enforcement academies to train new employees. This is done in compliance with mandatory training requirements as established by the Arkansas Commission on Law Enforcement Standards and Training. The Department also utilizes these academies and others to supplement the in-service training programs. The Training Coordinator is responsible for maintaining a positive relationship with the academies by the following: [\[33.2.3\]](#)
1. Acting as a liaison between the Department and the academies;
 2. Coordinating requests for Police Department staff, facilities, instructors and other resources with the academies when said resources are available; and,
 3. Coordinating the financial obligations of the Department and the academies.

VI. Field Training / Field Training Officers

- A. Following completion of the specified classroom training, all new officers will then be assigned to the Field Training Officer program for a period of twelve weeks, spending roughly four weeks each with different shift platoons. [\[33.4.3a, f\]](#)
- B. The Field Training Officer assigned to each recruit will complete the approved FTO evaluation forms in a timely manner and forward those to the supervisor for review. Upon completion of the FTO program, the evaluation forms will become a part of the officers' training/personnel record. [\[33.4.3g, h\]](#)

C. FTO SELECTION [33.4.3b]

Upon a need for Field Training Officer(s) an announcement will be posted.

Any officer meeting the minimum qualifications listed below is eligible to apply for the position of Field Training Officer.

1. Three years law enforcement experience and has completed their first year probation with the Department
2. Possess a General Certification Certificate or be within 90 days of eligibility for General Certification.
3. Be current in all departmental certifications.
4. Have the recommendation of a JPD supervisor

Selected FTO(s) will attend training in compliance with current CLEST standards. The purpose of training is to prepare the new FTO to effectively integrate the probationary officer into his new work environment and shall receive additional in-service training as needed. [33.4.3e]

Field Training Officers may be assigned to different platoons or shifts as the need arises and will be under the supervision of that platoons assigned OIC. [33.4.3c]

VII. Continuing Training

A. Annual In-Service [33.5.1]

The Department provides for and requires attendance at annual training for all personnel. All officers are expected to accumulate 40 hours of training (both in house and other) each year (including regularly scheduled firearms training of approximately 8 hours). This training enhances career development and supplements promotional opportunities, assignment to a specialized component and executive development for higher-ranking officers. Such training will include a refresher on any current legal updates, the department policies concerning Use of Force, Deadly Force and Bias Based Policing and other topics as selected by the training coordinator.

B. Roll Call Training

Regular monthly roll call training will be provided on a variety of topics to assist in

keeping officers up to date between formal retraining sessions and to acquaint officers with new directives when needed. Roll call training will be formatted by the training coordinator. [33.5.2]

C. Outside Agency Training

A written request for training conducted outside the department should be submitted to the division commander for approval as funds are available. Course fees will normally be paid by the city by check or credit card and a request for payment should be forwarded to finance with an approved requisition.

Officers attending training outside of the immediate Jonesboro area must also submit a Request for Travel form to the Chief's office. The department has city credit cards available for use for expenses or the employee may choose to be reimbursed for these expenses. Authorized expenses include transportation, food, lodging, registration fees, and some tips. Fuel may only be purchased for a city vehicle when the use of the vehicle's fleet fueling card is not an option. Reimbursement for the use of personal vehicles is calculated by mileage. Current meal and mileage rates are determined by city ordinance and should be reflected on the request for travel form.

In both cases, a Travel Expense Report must be submitted within two days upon return. Employees utilizing a city credit card must additionally submit ALL receipts for purchases where the card was used. [33.1.3]

D. Attendance [33.1.2]

1. Whenever possible, the Training Coordinator will provide advance notice of training to the employee and through the proper chain of command.
2. Attendance records are maintained for employees attending Department or outside programs and become part of the employee's training file. The employee shall forward a copy of a certificate of completion, if available, to the Training Coordinator, or other department designee, after the completion of the training.
3. Exceptions to mandatory attendance for training can be granted by the Training Coordinator or a division supervisor for reasonable excuses of a conflicting nature such as a court appearance, illness, Department business of an emergency or serious nature, and personal emergencies. Persons who are on a pre-approved vacation at the time of a training session should not be scheduled to attend the training.

E. Remedial Training [\[33.1.5\]](#)

To ensure that Department personnel do not suffer deficiencies in basic skills, knowledge, and abilities required to perform their assigned tasks, a remedial training program is established.

When, based on sound evidence, a supervisor has identified by testing or inspecting job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks, and the supervisor has reason to believe that such deficiency may be corrected, he may direct that employee, in writing, to attend a specific remedial training program. The supervisor will identify such programs through the Training Coordinator.

As soon as practical, the employee will take part in a training session that will address the noted deficiency.

Failure by the employee to correct the deficiency may result in disciplinary action. The refusal to complete or the unsuccessful completion of the assigned training can result in disciplinary action

VIII. Training Curriculum Standards

A. All in-service training programs require a lesson plan. Instructors ensure that all periods of instruction are adequately covered by lesson plan outline. Lesson plans include, as applicable, the following: [\[33.1.4b\]](#)

1. Teaching techniques;
2. Field experiences;
3. Presentation;
4. Problem solving;
5. Simulations; and
6. Student performance objectives.

B. Lesson plans shall incorporate performance objectives that acquaint the trainee with the information they are required to know, the skills which must be demonstrated, and the circumstances under which such skills are used. These performance objectives include the following: [\[33.1.4a\]](#)

1. Provide clear statements of what is to be learned;
 2. Provide the basis for evaluating the participants; and
 3. Provide a basis for evaluating the effectiveness of the training programs.
- C. Lesson plans are prepared in the format designated by the Training Coordinator and are submitted for approval as to completeness and consistency prior to the scheduled instruction. [\[33.1.4c\]](#)
- D. In order to evaluate the participants of a training program, a pretest and/or post test may be used. Instructors utilize competency-based testing which uses performance objectives and measure participant's knowledge of job-related skills. Passing and failing scores must be incorporated into the lesson plan, if used. [\[33.1.4d\]](#)
- E. Following an employee's participation in a training program, their training records are updated to show the date(s) of the training, type of training received, any certification received, attendance and test scores, if available. [\[33.1.6\]](#)
- F. The Training Coordinator, or other designee, shall forward records of all Department training programs to the Commission on Law Enforcement Standards. These records include:
1. Names of personnel attending training; [\[33.1.7b\]](#)
 2. Types of training/subject matter/course content; [\[33.1.7.a\]](#)
 3. Name of school or agency providing the training; and,
 4. Measured performance, if testing is administered and scores are available. [\[33.1.7c\]](#)

IX. Advanced Training

Advanced training is provided to Department members who have been promoted to positions of management or leadership. This advanced training may be used to meet any mandatory training requirement set by law or other Department policy. Advanced training usually takes place outside the Department and will be provided within the first year following promotion. [\[33.8.2\]](#)

X. Specialized Training

In-service and/or academy instruction for members appointed to positions whose knowledge base exceeds that provided during previous training and employment experience defines the need for specialized training. Positions requiring specialized training include but are not limited to the following: [\[33.6.1a\]](#)

1. Supervisors;
2. Less Lethal Weapons Instructor;
3. Firearms Instructor;
4. Field Training Officer;
5. Investigator;
6. Instructor;
7. BAC Datamaster Operator

To prepare employees for these assignments, the Department provides specialized training which may include the following:

1. Development and/or expansion of skills, knowledge and abilities particular to the specialization; [\[33.6.1a\]](#)
2. Familiarity with management, administration, supervision, personnel policies and support services of the function or component; [\[33.6.1a\]](#)
3. Explanation of agency policies, procedures, rules and regulations specifically related to the component position;
4. Emphasis on performance standards of the assignment; and
5. Supervised on-the-job training to complement previous instruction when practical. [\[33.6.1b\]](#)

Tactical Unit training and readiness exercises shall be held for one day approximately every two weeks, with slight variations afforded for special schools / training as available. [\[33.6.2\]](#)

XI. Civilian Training

- A. All newly appointed civilian personnel shall receive a department policy manual which outlines the following:
 - 1. Orientation to the Department's role, purpose, goals, policies, procedures and accreditation standards; [\[33.7.1a\]](#)
 - 2. Working conditions and regulations; and [\[33.7.1b\]](#)
 - 3. Responsibilities and rights of employees. [\[33.7.1c\]](#)

- B. Certain positions require more training for newly hired employees, such as animal control and court service related jobs. Each unit supervisor will be responsible for completing a new hire orientation check list and pre-service job training with all new employees. The content of the checklist will be determined by the supervisor and related to the job tasks of the new employee. [\[33.7.2\]](#)

- C. Civilian personnel shall not be required to attend continued in-service training unless necessary to maintain a certification or necessary job skill and knowledge levels. Job positions that require in-service training include animal control officers and those positions for which ACIC access are necessary, such as ACIC validations. [\[33.7.2\]](#)

Last Reviewed: 01/25/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>326.02</i>
<i>Topic</i>	:	<i>Weapons</i>
<i>Effective</i>	:	<i>February 15, 2010</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.2, 1.3.9a-f, 1.3.10, 1.3.11a-c, 1.3.12, 17.5.2, 33.5.1, 82.3.5

I. Policy

It is the policy of this Department to regulate the carrying and handling of firearms by Department personnel. This Directive establishes standardized guidelines for the carrying, handling, training, and testing of the proficiency of armed personnel. Arkansas Law provides for the legal authority of an officer to carry a firearm (Ark. statute 5-73-120) [\[1.2.2\]](#)

II. Firearms Instructor

A. All Firearms Instructors shall meet the minimum guidelines established by the Arkansas Commission on Law Enforcement Standards and Training.

III. Firearms Approval and Inspection [\[1.3.9\]](#)

- A. At the direction of the Chief and/or Assistant Chief, the Training Coordinator shall approve duty, off-duty, and backup firearms (pistols, shotguns and rifles) based on established Departmental criteria approved by the Chief of Police.
- B. Prior to proficiency qualifications, the on duty Firearms Instructor is responsible for completing a function check and inspection of all weapons to ensure they are safe and in good working order. Weapons found to be unsafe shall be removed from service until they can be repaired. The Training Coordinator shall verify the completion of the repairs before the firearm is returned to service. [\[1.3.9c,d\]](#)
- C. Officers who wish to carry a duty, off-duty, or backup firearm that has not been approved or inspected shall notify the Training Coordinator who shall schedule a time for approval, inspection, and demonstration of

proficiency. The officer shall not carry any firearm as a duty, off-duty, or backup firearm until all of the Departmental criteria have been met. [\[1.3.10\]](#)

IV. Firearms Records [\[1.3.9e\]](#)

- A. The Training Coordinator shall maintain a record of all firearms being utilized by officers. The records will include:
 - 1. Description and serial number of the firearm;
 - 2. Owner or assignee;
 - 3. Documentation of qualification. [\[1.3.11b\]](#)

V. Authorized Firearms

- A. For a list of firearms authorized by the Department, refer to the most current Special Order listing for Weapons. The list will be reviewed and updated as needed, at the direction of the Chief of Police, but at least once every three years. [\[1.3.9a\]](#)
- B. Officers are responsible for their weapons at all times. Firearm safety precautions must be observed at all times. It is recommended that weapons be unloaded and secured in a locked container or secured with a locking mechanism. [\[1.3.9f\]](#)

VI. Authorized Ammunition

- A. For a list of ammunition authorized by the Department, refer to the most current Special Order listing for Ammunition. This list will be reviewed and updated as needed, at the direction of the Chief of Police, but at least once every three years. Only ammunition issued by the department should be utilized for duty purposes. Only factory loaded ammunition shall be utilized in any weapon. [\[1.3.9b\]](#)

VII. Carrying of Firearms On-Duty

- A. Uniformed officers, when on-duty, shall carry an approved firearm in an approved holster when in public places within the jurisdiction of this Department.
- B. Officers who are on-duty in plain clothes shall wear their firearms in a holster approved by the Chief of Police, in a manner that will not attract attention.

1. Officers in plain clothes wearing their firearms exposed to the public view shall display their Department badge near the firearm in a manner that is clearly visible to the public unless special circumstances exist.

VIII. Off-Duty Firearms Guidelines

- A. Officers may carry an approved firearm off-duty, but will exercise discretion as to when and where it is worn.
 1. Any display or use of an off-duty firearm will be governed by the same regulations that apply to on-duty officers.
 2. Off-duty firearms carried while off duty and not in uniform must be kept concealed and the officer must be in possession of their department identification.
 3. This Directive should not be construed to restrict the legitimate possession and use of sporting or recreational firearms.

IX. Backup Firearms Guidelines

- A. Officers may carry an approved firearm in conjunction with, and as a backup to, the officer's primary Department approved sidearm.
- B. The backup firearm is to be viewed only as a weapon of last resort and the use of a backup firearm will be limited to those instances where an officer's use of deadly force is authorized under the Department's Directive and the officer's primary firearm has been:
 1. Lost, stolen, or rendered inoperable during the course of the specific incident authorizing the use of deadly force; or
 2. Exhausted of ammunition under circumstances that clearly limit the officer's ability to immediately reload.
- C. Officers electing to carry a backup firearm will carry the firearm on their person in a concealed manner.
- D. The approved backup firearm may be carried in the prescribed manner whenever the officer is off-duty or working in an off-duty capacity and is armed with a Departmental approved firearm.

X. Shotguns

- A. Carrying of Shotgun On-Duty

1. Only officers who have qualified to use the weapon during the most recent qualification course are authorized to carry a shotgun.
2. During routine carry in police vehicles, the approved shotgun will be carried with the magazine loaded and the chamber empty. [\[1.3.9f\]](#)
3. During routine carry in police vehicles, the approved shotgun will be carried in a department approved rack within the passenger compartment or in a rack mounted in the trunk. [\[1.3.9f\]](#)
4. Only specified ammunition will be approved for duty use and is the only ammunition approved for general carry. Refer to the most recent Special orders concerning Weapons and Ammunition.
5. The approved shotgun will be maintained and cleaned by the officer and is subject to inspection by supervisory personnel.
6. No modifications shall be performed on the approved shotgun.

XI. Rifles

A. Carrying of Rifle On-Duty

1. This Department will allow patrol officers and investigators to carry an approved personally owned rifle or a department issued rifle in their vehicles to offer greater protection to both the public and themselves in extraordinary circumstances.
2. Any officer wishing to carry a personally owned patrol rifle must have a letter from his / her Shift Commander or Division Head recommending the officer for this program.
3. Only officers who have completed the patrol rifle training and qualified to use the weapon are authorized to carry a rifle. Officers carrying a rifle will qualify annually, or as otherwise directed, on daylight and low-light courses of fire.
4. Initially, patrol rifles are intended to be carried in the trunk of patrol units. Rifles will only be allowed to be carried in the passenger compartment of the vehicle when the patrol unit has a locking gun rack that has been purchased by the department and is specifically made for an AR-15 style rifle. [\[1.3.9f\]](#)

5. Any trunk of a patrol unit that a patrol rifle is stored in must have the trunk release button in the passenger compartment of the vehicle disabled. If the trunk release is still functioning on the patrol unit, the rifle must be cable locked through its receiver while it is carried in the trunk. Any unoccupied patrol unit will not have the keys stored in the passenger compartment.
6. Officers utilizing personally owned and department rifles will be provided duty and qualification ammunition. A padded gun case is encouraged to prevent damage to sights or optics.
7. Specific weapon related requirements:
 - a. Determination of weapon suitability will be the responsibility of the chief training officer. If the weapon does not meet the criteria set forth in this policy, it will not be allowed. Safety, reliability and standardized function are the training division's main concerns.
 - b. Patrol rifles will only be 'AR-15' style rifles in .223 cal or 5.56 mm only.
 - c. Only rifles from reputable manufacturers that are approved by the department will be allowed.
 - d. Rifles must be in unaltered mechanical condition from the factory / company. No trigger or safety alterations will be allowed, with the exception of good quality ambidextrous safety/selectors will be allowed. Cosmetic alterations, such as sliding stocks, rails, vertical grips, etc. will be allowed. Sighting optics are allowed and encouraged.
 - e. Rifles must have a suitable sling that would allow the officer to handcuff a suspect while retaining control the rifle.
 - f. Rifles must have some type of reliably attached light source that will allow two handed control of the weapon during low light shooting.
 - g. Enough magazines will be carried for a 120 round basic load.
8. Special-Purpose (SPR) and Special-Application Scoped Rifles (SASR)
 - a. The SWAT team command element may authorize the use and carry of other types of semi-auto, select-fire and bolt-action rifles for tactical operations or emergency response situations.
 - b. Officers utilizing these weapons will be trained in their use and qualify with them as directed.

- c. Examples of the SPR include: AR-10 and M1A style rifles in .308 caliber, Mini-14 style rifles in .223 caliber, HK UMP submachine guns in .40 caliber and HK MP-5 submachine guns in 9mm caliber.
- d. Examples of the SASR include: Remington 700 bolt action rifles in .308 and .300 Win Mag calibers, Barrett rifles in .50 BMG caliber.
- e. Only department-approved ammunition will be utilized in the SPR and SASR.

XII. Training and Proficiency Qualifications

- A. A certified Firearms Instructor must monitor all proficiency training. [\[1.3.11a\]](#)
- B. Prior to being authorized to carry a firearm, each officer will receive training regarding the Department's use of force, deadly force and weapons policies and legal requirements on the use of deadly force. [\[1.3.12\]](#)
- C. All officers authorized to carry firearms will be issued a current copy of the Jonesboro Police Department's Use of Force and Deadly Force Directives as contained in the Department Directives. [\[1.3.12\]](#)
- D. Annually, each sworn member of the Jonesboro Police Department will be required to receive in-service training on the Police Department's use of force policy and demonstrate proficiency with any approved firearm the sworn member is authorized to use, including department issued weapons, off-duty and secondary and special approved weapons. [\[33.5.1\]](#)
- E. Officers shall be responsible for providing the ammunition for qualification with off-duty and backup firearms.
- F. The firearms proficiency training will, as closely as possible, reflect those circumstances and conditions that law enforcement officers are most likely to encounter in real life deadly force situations. A suitable firearms training simulator may routinely be used to provide this type of realistic training in addition to any outside range (live) firing.
- G. All officers, when participating in firearms qualification, must score a minimum of 80% on an established course of fire. Each course of fire will be specific to each type of authorized weapon. [\[1.3.10\]](#)
- H. Firearms qualification shall be required at least semi-annually and in the event of any accidental discharge, the officer must undergo immediate remedial training prior to returning to full duty. [\[1.3.10\]](#)

- I. Should a member fail to meet qualification standards, the authority to carry the weapon shall be immediately revoked. Written notification of such revocation shall be forwarded to the employee's commanding officer and the Chief of Police. The officer shall then be reassigned for remedial training until they meet qualification standards. Officers who fail to achieve qualification after remedial training shall be reassigned to a non-sworn position if available or recommended for termination. [1.3.10, 1.3.11c]
- J. The Training Coordinator will document the officer's training and proficiency record to reflect the officer's attendance of in-service training classes and document the officer's proficiency in the use of Department authorized firearms. [1.3.11b, 82.3.5]
- K. All officers must be mindful of firearms safety. All range rules as posted or outlined by a firearms instructor must be observed at all times. Failure to observe these precautions is not only dangerous, but may result in disciplinary action.

XIII. Exceptions

- A. Only the Chief of Police shall approve any exceptions to the requirements in regards to the types of authorized firearms or ammunition.
- B. The Chief of Police has the authority to approve or disapprove any firearm or ammunition.
- C. An officer wishing to make a modification to a Department issued firearm shall submit the request to the Training Coordinator in written form. The Chief of Police must then approve the modification. The Training Coordinator shall maintain a list of approved modifications.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Status</i>	:	<i>NEW</i>
<i>Approved By</i>	:	<i>MY</i>

Reference CALEA 26.1.2

I. Policy

The purpose of this directive is to identify the process for official recognition of performance, which exceeds the highest standards of the Department. Awards conferred by the Department give recognition to those who have brought honor to themselves and the Department.

II. Commendations from Outside the Department

- A. When a formal letter or other written correspondence is received from someone outside of the department commending a specific member's action, that letter or correspondence is forwarded directly to the commended employee's division supervisor for discretionary review.
- B. Upon satisfactory determination after such review, the division supervisor forwards a copy of the letter or correspondence to the commended employee, causes a copy of the letter or correspondence to be posted on departmental bulletin boards, if appropriate, and forwards the original letter or correspondence to the Administrative Secretary for placement in the officers personnel file.

III. Commendations from within the department.

- A. The Jonesboro Police Department expects a very high level of professional conduct from all personnel. However, members of the department occasionally perform duties in a manner exceeding the high standards of the department. The recognition of such performance is provided to those who have brought honor to themselves and to the department. Such recognition is bestowed in one of the following manners:

- 1. Commendation Documentation Form

- a) When a department member performs in such a manner that it exceeds the high standards established, in either a single incident or an overall area of performance, that member may be recommended for recognition of such performance with the completion of a commendation documentation form. This form should be initiated by a supervisor and sent to the employee's division commander for discretionary review. Upon a satisfactory determination after such review, the division commander forwards a copy of the approved commendation form to the employee, causes a copy of the form to be posted on departmental bulletin boards, and forwards the original to the administrative secretary for placement in the employee's personnel file.

2. Formal Letter of Commendation

- a) When a departmental member performs in such a manner that it overwhelmingly exceeds the high standards established, in either a single incident or an overall area of performance, that member may be recognized for such action with a formal Letter of Commendation. Any member of the department may submit a memorandum, directed to the initiating member's immediate supervisor, outlining the recommendation that the specific member receive a Letter of Commendation.
- b) The memorandum includes as a minimum, a synopsis of the incident or overall conduct, any pertinent detail facts relating to the incident or overall conduct, and the recommendation for the issuance of a Letter of Commendation. A supervisor receiving such a memorandum forwards the memorandum through the chain of command to the employee's division supervisor for discretionary review. Upon a satisfactory determination after such review, and after an informal preliminary discussion with the Chief of Police, the Chief of Police completes a Letter of Commendation, forwards a copy of the Letter of commendation to the commended employee, causes a copy of the Letter of Commendation to be posted on the Departmental bulletin boards, and forwards the original to the Administrative Secretary for placement in the officers personnel file.

3. Designated Honors Award

- a) When a Departmental member performs in such a manner that their conduct falls within the guidelines established for a specific honors award, that member may be recognized for such action with the issuance of a specific applicable award. Any member of the department may submit a memorandum, directed to the initiating member's immediate supervisor, outlining the recommendation that the specific member receive a specific honors award.
- b) The memorandum includes as a minimum, a synopsis of the incident or overall conduct, any pertinent detail facts relating to the incident or overall conduct, identification of the specific honors award recommended, and the recommendation for the issuance of the specific honors award.
- c) A supervisor receiving such a memorandum forwards the memorandum, with an addendum to the memorandum indicating the supervisor's opinion regarding the recommendation, through the chain of command to the commended employee's division supervisor for a preliminary discretionary review. This process is completed for each step along the chain of command to the commended employee's division commander.
- d) The division commander then determines if the criteria for receiving such award is met. If the criteria for receiving an award is met, the division commander then forwards all of the material and a recommendation to the Chief of Police.
- e) The division commander may recommend approval of a specific honors award, recommend an adjustment to a lesser degree of recognition, or recommend denial. If the recommendation is for a lesser degree of recognition or for denial, the division commander issues a correspondence to the Chief of Police outlining the reasons for such recommendation.
- f) Upon satisfactory determination and recommendation for issuance of a specific honors award, the division commander issues a correspondence to the Chief of Police outlining support of the issuance of a specific honors award.
- g) The Chief of Police makes the final determination

regarding the issuance or non-issuance of the honors award. Upon approval of the issuance of the honors award, the Chief of Police causes the issuance of the award at the time and place as deemed appropriate by the chief of Police.

IV. Citizen and other Agency Personnel Recognition

- A. Citizens and members of other agencies are expected to conduct themselves in a professional manner commensurate with reflecting a sense of public duty, professional duty, civic pride, and community involvement. While verbal contact is encouraged to be made at every level of the department to thank individuals for appropriate action and behavior, occasionally such individuals perform in a manner exceeding even the highest expectations. Recognition may be bestowed to such persons by means of a Commendation Letter or an Honors Award.
- B. Conditions for issuance of recognition to citizens or other agency personnel recognition are established to ensure the integrity of such honors.
- C. Letter of Appreciation
 - 1. When a citizen or member of another agency performs in such a manner so as to provide assistance or render services in either a single event or an overall area of performance, that individual may be recognized for such action with the completion of a Letter of Appreciation.
 - 2. A Letter of Appreciation may be issued by a member having oversight, or it can be recommended or drafted by any member of the department having direct personal knowledge of the facts or details of the circumstances related to the incident, with a copy sent to the author's division commander and the Chief of Police.
 - 3. The Administrative secretary shall keep on record of all Letters of Appreciation that have been issued to non-departmental members or Citizens.
- D. Letter of Commendation
 - 1. When a citizen or member of another agency performs in such a manner that it exceeds the normal standards established in either a single event or an overall area of performance, that individual may be recognized for such action with the completion of a Letter of Commendation.

2. A Letter of Commendation may be recommended or drafted by Any member of the department having direct personal knowledge of the facts or details of the circumstances related to the commendation, however, such letter carries the signature of the Chief of Police.
3. Nothing contained herein is intended to restrict the issuance of less formal letters expressing thanks or appreciation for conduct or assistance.
4. The Administrative Secretary shall keep on record all Letters of Commendation that have been issued to Non-departmental members or Citizens.

E. Honors Awards

1. When a citizen or member of another agency performs in such a manner that the conduct falls within the guidelines established for honors awards, that person may be recognized for the conduct by issuance of a designated honors award.
2. Any member of the department may submit a memorandum, directed to the initiating member's immediate supervisor, outlining the recommendation that the specific person receive a specific honor award.
3. The memorandum includes as a minimum, a synopsis of the incident or overall conduct, any pertinent detail facts relating to the incident or overall conduct, identification of the specific honors award recommended, and the recommendation for the issuance of the specific honor award.
4. A supervisor receiving such a memorandum forwards the memorandum, with an addendum to the memorandum indicating the supervisor's opinion regarding the recommendation, through the chain of command to the initiating employee's Division Commander for a preliminary discretionary review.
5. The Division Commander then determines if the criteria for receiving such an award is met. If the criteria for receiving the award is met, the division supervisor then forwards the recommendation and all material to the Chief of Police.
6. The division supervisor may recommend approval of a specific honors award, recommend an adjustment to a lesser degree of recognition, or recommend denial. If the recommendation is for a

lesser degree of recognition or denial, the division supervisor issues a correspondence to the Chief of police outlining the reasons for such recommendations.

7. Upon a satisfactory determination and recommendation for issuance of a specific honor award, the division commander issues a correspondence to the Chief of Police outlining support of the issuance of a specific honor award.
8. The Chief of Police makes the final determination regarding the issuance or non-issuance of the honors award. Upon approval of issuance of the honor award, the Chief of Police causes the issuance of the award at the time and place deemed appropriate.

V. Awards

A. Citizen Awards

1. The Letter of Commendation or Letter of Appreciation may be awarded for action in which the individual went beyond the normal civic or professional duties required or exhibited an unusually high standard of performance.
 - a) The Letter of Commendation or Appreciation is a fine paper oriented document suitable for framing, naming the individual or agency, defining the basis for the award, and bearing the appropriate official's signatures as indicated on the certificate.
2. A plaque may be awarded for outstanding service or action, which had a significant impact or was well beyond the normal civic or professional duties expected.
 - a) Each plaque is designed based on the elements of the event.

B. Employee Awards

1. Employee awards consist of, but are not limited to pins, bars, medals, plaques, certificates, challenge coins, trophies or any other appropriate item that would convey recognition. Each award may be issued at the discretion of the Chief of Police.
2. Any awards issued posthumously are presented to the employee's nearest relative deemed most appropriate by the Chief of Police.

VI. Departmental Medals

A. Jonesboro Police Department Medal of Honor

1. This award is the highest award in the Department for bravery.
2. This award is to be presented to police officers for acts of heroism performed in the line of duty at imminent risk of life or serious bodily injury. This award should be reserved for the most outstanding, heroic and selfless acts of bravery recorded by the police department.
Employees who give their lives in the line of duty, and the circumstances indicate an act of valor was performed, will be eligible for a posthumous award of the Jonesboro Police Department Medal of Honor.
3. This award shall consist of a medal, uniform bar and certificate.
4. Additional items conveying recognition may also be presented.

B. Jonesboro Police Department Medal of Valor

1. This award is the second highest award in the Department for bravery.
2. This award is to be presented to officers who have performed an outstanding act in the line of duty at the risk of life or serious bodily injury. This medal should be awarded for outstanding, selfless acts demonstrating bravery and devotion to duty.
3. This award shall consist of a medal, uniform bar and certificate.
4. Additional items conveying recognition may also be presented.

C. Jonesboro Police Department Officer's Medal

1. This award shall be the third highest award in the Department for bravery.
2. This award is to be presented to officers who have performed an act of bravery through which the recipient has demonstrated personal courage and devotion to duty.
3. This award shall consist of a medal, uniform bar and certificate.

4. Additional items conveying recognition may also be presented.

D. Jonesboro Police Department Honorable Service Medal

1. This award is to be presented to any Jonesboro Police Department employee for outstanding accomplishments which have resulted in improved operation, administration or image of the department. The accomplishment may be in the form of a single effort, or as recognition of an officer's cumulative efforts for the department.

2. This award shall consist of a medal, uniform bar and certificate.

3. Additional items conveying recognition may also be presented.

E. Jonesboro Police Department Meritorious Service or "Chief's Award"

1. This award is reserved for presentation at the discretion of the Chief of Police to any officer or person in recognition of extraordinary service to the Department or to the community.

2. This award shall consist of a Medal and certificate.

3. Additional items conveying recognition may also be presented.

F. Lifesaving Medal

1. This award may be presented to any officer or person for any act that saves or prolongs someone's life beyond reasonable expectations. The award may be made whether the event involved a risk of injury to the officer or not.

G. Officer of the Year

1. This award may be presented to the Jonesboro Police Officer who has demonstrated outstanding performance and dedication to the Department and to the citizens during the award year. This award may be for the performance of a single act, or for an officer's cumulative efforts.

H. Perfect Pistol Score

1. This medal may be awarded to any officer that scores a perfect score (500) on the ACLEST Pistol Speed and Accuracy Course. The score for this award must have been fired with the officer's departmental issue duty weapon and issue duty ammunition. The officer must have also attended all mandatory qualifications held

during the award year.

2. An officer is only eligible for this award once during his or her career.

I. Jonesboro Police Department Top Gun Award

1. This award is made to the officer that has the highest average score compiled from all departmental pistol qualifications during the year. The officer receiving the award must have participated in all mandatory qualifications during the year.
2. This award consists of a plaque and a ribbon.

VII. Departmental Uniform Ribbons

A. Authorization.

1. Only ribbons and insignia awarded by the department are authorized for wear on departmental uniforms.
2. Each ribbon award shall be documented and retained in the officer's personnel file.
3. Officers may submit a request for the issuance of a ribbon by submitting a ribbon request form to their division commander.
4. Documentation supporting the award of a ribbon shall be provided prior to the award of the ribbon unless waived by the Chief of Police or his designee.
5. Documentation and supporting facts for the award of a ribbon shall be provided to the division commander for review and approval prior to being sent to the Chief of Police or his designee. Final authorization for the award of the ribbon will be made by the Chief of Police or his designee.
6. Purchasing of all ribbons shall be accomplished by the department's purchasing agent. The cost of the ribbon shall be deducted from the individual officer's yearly uniform allowance amount, if available.
7. Award of ribbons shall generally be limited to events that have occurred during the officer's employment with the department. Authorization for the award of a ribbon for actions made during an officer's employment with a different agency must have prior approval of the Chief of Police or his designee.

8. Award of ribbons for educational certificates or diplomas and State certificates issued by ACLEST are allowable for award with submission of a copy of the certificate or diploma.

VIII. Display of Ribbons and Medals

- A. Only Departmental issue enamel 1 3/8 x 5/16 Commendation Award Bars are authorized for wear on uniforms.
- B. Officers are authorized to wear a maximum of 15 ribbons on their daily uniform. More ribbons may be displayed on formal uniforms worn during special events with prior authorization from the Chief of Police or his designee.
- C. The ribbons are to be worn on the right side of the uniform shirt, above the right pocket. The ribbons shall in no way be worn to obstruct a clear view of the officer's name plate.
- D. In addition to their issued CAB ribbons Members of the Honor Guard are authorized to wear an additional single ribbon bearing the words "Honor Guard" during Honor Guard functions.
- E. Medals are not authorized for wear on daily uniforms. Medals may be worn on formal uniforms for specific events with prior approval.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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I. Policy

Police officers shall treat all persons, regardless of their involvement in a situation, with humanity, courtesy, and the dignity due any human being, to the extent that such treatment is allowed by the subject's actions. They shall maintain a professional bearing at all times. They shall not be argumentative or engage in acts that might incite a subject to become physically aggressive. Officers shall never use a greater degree of force than that which is lawful, reasonable, and necessary for the specific situation. **[1.3.1, 46.1.4l]**

II. Definitions [1.3.2]

Deadly Force – Force which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious bodily injury.

Non-Deadly Force – Any force used other than that which is considered deadly force.

Serious Bodily Injury – Any physical injury that creates a substantial risk of death or that causes protracted disfigurement, protracted impairment of health, loss or protracted impairment of the function of any bodily member or organ.

Physical Force – Any bodily impact, restraint, or confinement, or the threat thereof.

Reasonable Belief – A belief that an ordinary, prudent person would form under the circumstances in question and one not recklessly or negligently formed.

III. Deadly Force

A. Justification for the use of deadly force

1. Officers may use deadly force only when the officer reasonably believes that the action is in defense of human life, including their own, or in defense of any person in imminent danger of serious physical injury when other less drastic means are not available or would not be effective to eliminate the threat. [1.3.2]
2. Officers may use deadly force to effect the arrest of a suspect whom the officer has probable cause to believe has committed a crime involving the infliction or threatened infliction of serious physical harm and the officer reasonably believes that the suspect will pose a significant threat to human life should the escape occur.
3. Justification for the use of force is limited to what reasonably appears to be the facts known or perceived by the officer at the time he decides to use such force. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether the action was justified.

IV. Use of Deadly Force Weapons

A. Police officers are authorized to use their firearms in order to:

1. Protect the police officers or others from what is reasonably believed to be an immediate threat of death or serious physical injury;
2. Prevent the escape of a fleeing felon whom the officer has reasonable belief will pose a significant threat to human life, should escape occur;
3. Before using a firearm, police officers shall identify themselves and state their intent to shoot, where feasible;
4. For practice or recreational shooting in an area where firing a weapon is both safe and lawful;
5. Upon the command of a Jonesboro Police Department Firearms Instructor during a legitimate Department firearms training session or qualification being held in an approved firearms training facility;

6. In order to destroy an animal that is obviously vicious or dangerous and that cannot otherwise be captured or prevented from killing or seriously injuring the officer or others. Supervisory approval shall be obtained in advance whenever possible;
 7. Officers may draw or display firearms when there is a threat or reasonable belief that there is a threat to life, or when they have a reasonable fear for their own safety or the safety of others.
- B. Police officers are prohibited from using their firearms under the following circumstances:
1. Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable belief that it may be necessary to use the weapon in conformance with this policy;
 2. Officers shall not fire their weapons under conditions that would unnecessarily subject bystanders or hostages to death or possible injury except to preserve life or to prevent serious physical injury;
 3. At or from a moving vehicle unless it is necessary to prevent imminent death or serious physical injury to the officer or another;
 4. Warning shots shall not be fired under any circumstances; and [\[1.3.3\]](#)
 5. Officers shall not fire into a building or through doors unless the suspect can be identified and is clearly visible and the use of deadly force is authorized by this directive.

V. Use of Physical Force and Non-Deadly Weapons [\[1.3.4\]](#)

- A. Where deadly force is not authorized, officers should assess the incident in order to determine which non-deadly technique or non-deadly weapon will best de-escalate the incident and bring it under control in a safe manner.
- B. Officers shall never use a greater degree of force than that which is lawful, reasonable and necessary for the specific situation. Such reasonable and necessary force may be used:
 1. To neutralize an unlawful assault upon the officer or another person; or
 2. To effect an arrest (Ark. Statute 16-81-107(b)); or

3. To overcome unlawful passive and active resistance; or
 4. To prevent an escape from custody
- C. The use of physical force will end immediately when resistance ceases, when resistance has been overcome, or when the arrest has been accomplished. Emphasis will always be upon obtaining control over the resistance situation rather than forcing submission. Officers shall not mentally or physically abuse any person that they contact or take into their custody or control.

VI. Use of Force Guidelines

- A. The amount and degree of force which an officer may use to terminate violent behavior must be based on surrounding circumstances, such as:
1. The nature and seriousness of the risk of injury to the officers and others.
 2. The age, physical condition and behavior (physical indicators) of the subject of the force.
 3. Relevant actions by other persons.
 4. Physical conditions (such as visibility) at the scene.
 5. The feasibility and availability of alternative actions (such as waiting for backup).
 6. The opportunity and actual ability of the suspect to injure the officer or others.
- B. No officer shall use force in response to mere verbal provocation or abusive language that is directed at the officer(s).
- C. Force Continuum
- Lowest to Highest
1. Officer presence
 2. Physical Skill / Strength
 3. Baton / OC / Less-Lethal 12 gauge and 37mm / K-9 / Taser
 4. Authorized Service Weapons (i.e., handgun, shotgun, carbine, rifle)

An officer shall use the lowest level of force based on the situation at hand and escalate as the suspect escalates. In 'disparity of force' situations

where you are overpowered or outnumbered, the force used must be reasonable under the circumstances.

VII. Authorized Non-Deadly, Intermediate Weapons

All officers carrying intermediate weapons must be qualified to do so, pursuant to departmental training standards. Officers may carry an approved intermediate weapon, of the brand(s) approved by the department. These instruments shall only be used in accordance with departmental training standards.

The following products are authorized intermediate weapons that may be carried by City of Jonesboro Police officers: [\[1.3.9a\]](#)

- A. EXPANDABLE STRAIGHT BATON
- B. OLEORESIN CAPSICUM (OC) PEPPER AEROSOL RESTRAINT SPRAY

The Department issues OC aerosol restraint spray to provide officers with additional use of force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use OC when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.

- 1. Authorization
 - a. Only officers who have completed the prescribed course of instruction on the use of OC and experienced a mandatory exposure to the OC spray are authorized to carry the device.
 - b. Uniformed officers shall carry only department authorized OC canisters (containing 10% pepper foam) in the prescribed manner on the duty belt. Non-uniformed members may carry OC in alternative devices as authorized by the agency.
- C. ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY (Taser)

The Department issues Electro-Muscular Disruption Technology (Tasers) to provide officers with additional use of force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use Tasers when warranted, but only in accordance with the guidelines and procedures set forth here in this agency's use of force policy.

1. Authorization

- a. Only officers who have completed the prescribed course of instruction on the use of the Taser are authorized to carry the device.
- b. Only department issued Tasers are authorized for carry or use.
- c. Officers shall carry the Taser in the off side/non-duty weapon side carry position only.

D. KINETIC / BEAN BAG MUNITIONS

The Department issues less lethal kinetic / bean bag weapons to provide officers with an extended distance less lethal force option for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use the kinetic / bean bag rounds when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.

1. Authorization

- a. Only officers who have completed the prescribed course of instruction on the use of the kinetic \ bean bag munitions weapons are authorized to carry or deploy the weapon system.
- b. Only department issued weapons that have been approved as less lethal weapon systems are authorized for use with kinetic / bean bag rounds.
- c. No shotgun buckshot or slug ammunition shall be carried with less lethal kinetic / bean bag ammunition. No shotgun buckshot or slug ammunition shall be carried in or affixed to the less lethal weapon system.
- d. Only department issued and approved kinetic / bean bag ammunition shall be used in the less lethal weapon system.

VIII. Training and Qualifications with Deadly and Non-Deadly Weapons

- A. Officers shall receive in-service training for all authorized weapons and the Department's use of force policies annually. Officers must

demonstrate proficiency with each authorized weapon. The weapons training must be monitored by a certified instructor. [\[1.3.11a\]](#)

1. All training and proficiency shall be documented. [\[1.3.11b\]](#)
 2. Officers must receive training regarding the Department's use of force and weapons policies prior to being authorized to carry a weapon. [\[1.3.12\]](#)
- B. Officers shall carry only those weapons, deadly or non-deadly, that are authorized and registered with the Department while on-duty or off-duty.
- C. Authorized weapons, deadly or non-deadly, are those with which the officer has qualified and received Departmental training on proper and safe usage, and that are registered and comply with Departmental specifications.
- D. The Department shall schedule regular training and qualification sessions for duty, off-duty, specialized weapons, and non-deadly weapons, which will be graded on a pass or fail basis.
- E. Officers who fail to receive a passing score with a weapon, deadly or non-deadly, in accordance with Department testing procedures shall be evaluated by the training supervisor and a recommendation forwarded to the Chief of Police. Upon receipt of the evaluation, the Chief of Police may suspend the officer's enforcement duties and assign said officer to remedial instruction. The failure of the officer to qualify after completion of additional training may result in administrative action up to and including termination. [\[1.3.11c\]](#)
- F. An officer shall not be permitted to carry any weapon, deadly or non-deadly, with which he has not been able to qualify with it during the most recent annual qualification. [\[1.3.10\]](#)
- G. An officer that has taken extended leave or suffered an illness or injury that could affect his use of firearms or non-deadly weapons ability will be required to qualify before returning to enforcement duties.
- H. Defensive tactics and handcuffing techniques shall be reviewed annually during the Use of Force review. [\[1.3.11d\]](#)
- I. Handcuffing

All persons who are arrested by officers of the police department should be handcuffed to provide the greatest degree of safety for the officer, as well as the safety of the arrested person.

1. Handcuffs must be applied tightly enough to prevent them from being slipped, but care must be taken that they are not so tight as to interfere with circulation or cause unreasonable discomfort.
2. Handcuffs should be applied with the hands behind the person's back with the palms facing outward.
3. The handcuffs should always be double locked and remain double locked during transport.
4. Upon consideration of the circumstances, an officer may use leg restraints to prevent the escape of a suspect and/or reduce the possibility that an officer will be kicked.

IX. Medical Treatment Required [1.3.5]

- A. When any force is used, the officer shall attempt to determine if any injuries have occurred as soon as practical.
- B. If a suspect is obviously injured, alleges injury, or requests medical assistance when an officer has used deadly or non-deadly force, the officer will immediately notify a supervisor.
- C. In these instances, officers will provide medical treatment for the offender by:
 1. Transporting the offender to the nearest medical facility; or,
 2. Request an ambulance for transport to the nearest medical facility.

X. Reports and Documentation

- A. Officers using force must be able to articulate the need and justification for the use of force and the reason(s) why the level of force utilized was selected. Full disclosure of the circumstances requiring the use of force, and the type and extent of force shall be thoroughly documented in the Use of Force Report. Officers shall complete a Use of Force Report and an incident or offense report when:
 1. The officer has discharged a firearm for any purpose other than training or recreational use except for the destruction of animals which requires only an incident report; **[1.3.6a]**
 2. The officer has employed any level of force that results in, or is alleged to have resulted in, injury or death to anyone; **[1.3.6b]**

3. The officer has employed force through the use of any weapon; [\[1.3.6c\]](#)
 4. The officer has displayed a firearm in such a manner that it was actually pointed at an individual; or, [\[1.3.6c\]](#)
 5. The officer has employed any level of weaponless physical force other than presence or verbal direction. [\[1.3.6d\]](#)
- B. These reports shall be submitted to the officer's supervisor prior to the end of the shift unless extenuating circumstances exist. The supervisor shall review the reports and forward them to the division supervisor.
- C. Officers shall submit a detailed report when the officer or supervisor believes documentation pertaining to any force employed or not employed by the officer is necessary for the protection of the officer, the Department, or the City of Jonesboro.

XI. Supervisor Notification

- A. The officer using force will immediately summon a supervisor to the scene when force has been used and any of the following conditions exist.
1. Any use of force involving a firearm being pointed at a person.
 2. When a use of force results in death or serious bodily injury.
 - a) The supervisor shall contact the officer's division supervisor and the Chief of Police when the use of force has resulted in serious bodily injury or death.
 3. When a subject complains that an injury has been inflicted.
- B. The supervisor will ensure that the primary officer using the force completes a Use of Force Report before the officer's duty tour ends.
- C. If the primary officer using force is physically or emotionally unable to complete a Use of Force Report, the investigator assigned by the Chief of Police to conduct the internal investigation shall attempt to obtain a verbal report from the officer within 24 hours.

XII. Administrative Review of Uses of Force

- A. All reported uses of force will be reviewed by the officer's supervisor and division supervisor to determine whether: [\[1.3.7\]](#)

1. Departmental rules, policies, or procedures were adhered to;
 2. The relevant policy was clearly understandable and effective to cover the situation; and
 3. Department training is currently adequate.
- B. All findings of policy violation or training inadequacies shall be reported to the Chief of Police for resolution and discipline, if necessary.
- C. All use of force reports and the corresponding incident report shall be filed and maintained for annual review and analysis to ascertain training and policy needs. [\[1.3.13\]](#)
1. Documentation of these findings will be forward to the Chief of Police for review.

XIII. Deadly Force and Serious Physical Injury Investigation and Review

- A. Investigation Requirement
1. If an officer is involved in an incident in which either the officer or another person is injured or killed as a result of actions in an official capacity or the use of deadly force, or if an officer intentionally employs deadly force but no injury or death results, an administrative investigation will be initiated and a criminal investigation may be initiated separately.
- B. Officers or civilian employees who have been involved in any action or use of force in an official capacity which has resulted in death or serious physical injury to any person will be placed on administrative leave with pay for a minimum of 24 working hours, pending an administrative review of the action. During this time, the employee will still be responsible for assisting in any internal investigation and the time may also be utilized for debriefing, Employee Assistance Program appointments or other counseling options. [\[1.3.8\]](#)
1. Officers who have been placed on such leave will not engage in off-duty employment during this time, nor are they expected to perform police-related functions except under extreme circumstances. Officers on administrative leave will be available at the direction of the assigned investigator to assist in the investigation of the deadly force incident.

2. The involved officer's division supervisor will be responsible for ensuring that the officer is placed on leave and that such action is documented.
3. Officers who have been placed on such leave will not be returned to normal duties until completion of Employee Assistance Program counseling.
 - a) The involved officer's division supervisor will be responsible for ensuring that such counseling is scheduled and completed and that appropriate supporting documentation is forwarded to the Chief of Police.
4. The involved officer's division supervisor will authorize the officer to return to normal duties.
5. Administrative leave may be extended at the discretion of the appropriate division supervisor, as he or she deems necessary.

Last Reviewed: 02/01/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>402.00</i>
<i>Topic</i>	:	<i>Use of Deadly Force</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.3.1, 1.3.2, 1.3.3, 46.1.4I

I. Policy

This Department recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that police officers shall use only that force reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another. **[1.3.1, 46.1.4I]**

II. Definitions **[1.3.2]**

1. “Deadly Force” as used in this policy is defined as that force, which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.
2. “Serious Physical Injury” as used in this policy is defined as physical injury that creates a substantial risk of death or that causes protracted disfigurement, protracted impairment of health, or loss or protracted impairment of the function of any bodily member or organ. (A.C.A. § 5-1-102.(19))
3. “Physical Force” as used in this policy is defined as any bodily impact, restraint, or confinement, or the threat thereof. (A.C.A. § 5-2-601.(3)).
4. “Reasonably believe” or “reasonable belief” as used in this policy is defined as belief that an ordinary, prudent man would form under the circumstances in question and one not recklessly or negligently formed (A.C.A. § 5-1-102 (18)).

III. Authorization

A member of the Department is authorized to use deadly force only in the following circumstances:

1. To defend himself/herself from imminent threat of death or serious injury when other less drastic means are not available or would not be effective to eliminate the threat. [1.3.2]
2. To defend any other person from imminent threat of death or serious injury when other less drastic means are not available or would not be effective to eliminate the threat. [1.3.2]
3. To effect the arrest of a suspect whom the Officer has probable cause to believe has committed a crime involving the infliction or threatened infliction of serious physical harm if the officer reasonably believes that the suspect's escape would create a continuing danger of serious physical harm to any person.

IV. Prohibitions

The use of deadly force by an officer is specifically **prohibited** under the following conditions:

1. To halt the flight of any suspect or prisoner under conditions which do not meet the criteria of the preceding paragraph.
2. To prevent or interrupt the commission of a crime unless the crime being or about to be committed creates an imminent danger of death or serious injury to the Officer or another person.
3. The use of 'warning shots' is prohibited. [1.3.3]

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>403.01</i>
<i>Topic</i>	:	<i> Holding Areas</i>
<i>Effective</i>	:	<i>February 19, 2009</i>
<i>Status</i>	:	<i>Revised</i>
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Reference: CALEA 71.2.1, 71.3.1a-e, 71.3.2, 71.3.3 a-f, 71.4.1, 71.4.2, 71.4.3, 73.5.2, 73.5.3, 73.5.4, 73.5.6, 73.5.7, 73.5.11, 73.5.12, 73.5.13, 73.5.14, 73.5.15, 73.5.16, 73.5.17, 73.5.18, 73.5.23, 73.5.24

I. Policy

In carrying out the daily duties and responsibilities of law enforcement, it is often necessary to arrest and physically detain persons pending appearance in court, transfer to another facility, or until the immediate phase of an investigation has been completed. Officers may detain persons for the purpose of testing, questioning, or processing as the result of an arrest.

II. Definitions

- A. Temporary Holding Cell – a room, cell, space, or area for temporary detention of prisoners or suspects where they may not be subject to the continuous control or supervision of Department personnel in the same room, cell, space, or area for a period not to exceed two hours.
- B. Fingerprint Room – a processing area utilized to roll prints and take photos of detainees who are to be released without being booked into the county jail.

III. Supervision and accountability for temporary detainees [71.3.1b]

- A. Officers are responsible for detainees in their custody.
- B. Segregation of special detainees [71.3.1e]
 - 1. Female prisoners shall always be separated from male prisoners.

2. Juvenile offenders, regardless of the offense committed, will always be separated from adult prisoners. This requirement includes common areas such as offices, hallways, restrooms, etc.
 3. Persons who are under the influence of alcohol or drugs or who are violent or possibly self destructive, should be separated from other prisoners and shall not be detained in the temporary holding cell longer than is absolutely necessary. Officers should take extra precaution to observe such prisoners more frequently and transfer such prisoners to another facility as soon as practicable. [\[73.5.4\]](#)
- C. Detainees will only be restrained to fixed objects designed and intended for such use, such as the eyebolts on the front of the benches in the holding cells. [\[71.3.1d, 71.3.2\]](#)
 - D. Unsupervised contact with persons other than an attorney, mental health professional, or other such necessary personnel shall be prohibited when detainees are secured in a holding cell. [\[73.5.7\]](#)
 - E. Detention in holding areas at the department shall be extremely limited and only for a limited period of time as needed to arrange transportation, arrange bonding, for investigative interviews, processing or court proceedings. As such, contact between employees and detainees should be on a level similar to any other arrest contact. Should unusual situations arise requiring more than a peripheral type of contact, officers should attempt to contact an employee of the same sex or transport the detainee to the detention center. (This would not include restroom use, since a separate, controlled restroom facility is available near the courtroom and does not require that an officer be inside the room with the detainee utilizing the facility.) [\[73.5.24\]](#)

IV. Temporary holding cells

- A. The temporary holding cells shall be used only after the arresting officer ensures that lawful authority exists to execute and sustain the detention. Only those rooms within the police department building designated for such purposes – in the back hall by court – shall be used for prisoner detention. [\[71.1.1\]](#)
- B. A detainee may be locked in the temporary holding cell without continuous physical supervision of an officer for a period not to exceed two hours. Detention shall be documented and posted near the cell with the name of the detainee, the responsible officer, reason, date and time in/out and times of visual checks. Any food, restroom trips, etc. shall also be documented. [\[71.3.1a, c\]](#)

- C. An officer will conduct and document visual checks of the detainee at least every 30 minutes. [\[71.3.3e\]](#)
- D. Video surveillance of all holding cells should be closely maintained between visual observations. Video cameras shall be permanently installed in the ceiling of the holding cells so as to provide an optimal view, but so as not to improperly invade detainees' privacy. [\[71.3.3f, 73.5.23\]](#)
- E. Physical condition for temporary holding area
 - 1. There shall be sufficient space provided in all temporary holding areas for reasonable and necessary movement.
 - 2. Detainees shall be allowed access to the restroom and drinking water. [\[71.4.1\]](#)
 - 3. First aid kits are available near each of the holding cell areas. Weekly inspection will be documented for each. [\[73.5.6\]](#)
 - 4. Signs are posted in the holding cell areas with instructions on how to obtain emergency assistance. These instructions tell prisoners to knock to make contact. Officers should respond to such requests without undue delay. [\[73.5.18\]](#)
- F. Fingerprint Room
 - 1. Detainees shall not be left unattended in the fingerprint room and shall remain under constant supervision. [\[71.5.1a\]](#)
 - 2. Officers utilizing this processing shall secure their weapons in the lockboxes provided or by leaving them in the possession of another officer. [\[71.5.1b\]](#)
 - 3. No panic alarms are available in the processing areas. Officers shall use their portable radios to notify dispatch and other personnel of an emergency in the temporary holding area. CID officers shall notify another officer that they are utilizing the room and indicate their location on the sign out board. [\[71.5.1c\]](#)
 - 4. Officers must take precautions to prevent the escape of anyone in the processing area. To minimize the possibility of escape, only misdemeanants or juveniles that are to be bonded or released to another party, should be processed at the PD after hours by a single officer. Should the need arise to process other prisoners at the PD, a second officer should be present or the prisoner should be processed upon arrival at the CCDC. [\[71.5.1d\]](#)

G. Security

1. Security of detainees held in temporary holding areas is the responsibility of the arresting officer until transferred to another officer. All officers shall be issued a key for the temporary holding cells and will be responsible for the security of that key. **[73.5.14]**
2. Only police personnel involved in the investigation or interrogation of a detainee or employees responding to the request(s) of a detainee are allowed in the temporary holding area when in use. **[71.3.3c]**
3. Officers will inspect the temporary holding areas, before and after use, for weapons and contraband. Cleaning staff will also make regular weekly inspections of the holding areas for cleanliness, contraband and potential hazards. Monthly pest inspections are maintained by the building maintenance division under contract with a licensed pest control service. The Special Services commander shall be responsible for an administrative review of the temporary detention areas at least once every three years. **[71.4.3, 73.5.11, 73.5.16, 73.5.17]**
4. An officer will search detainees before entering and upon leaving the temporary holding areas. For security reasons, all detainee property should be placed in a bag and then placed in one of the lockers outside the holding cell. Officers removing the property should list the items on the outside of the bag or in an accompanying arrest report. **[71.3.1b, 73.5.2, 73.5.3]**
5. Officers shall not enter an occupied holding cell with their firearm unless another officer is present. Weapons may be stored in lockers provided or another secure location. Officers should show exceptional attention to the security of their weapons during interview. **[71.3.3a, 73.5.12, 73.5.13]**
6. No panic alarms are available in the temporary holding or processing areas. Officers shall use their portable radios to notify Communications and other personnel of an emergency in the temporary holding area. Officers should take extra care for their safety, as well as that of the detainees. **[71.3.3b]**
7. Officers must take precautions to prevent the escape of anyone in a temporary holding area. To minimize the possibility of escape, officers must maintain control over locked and unlocked doors. The door at the end of the hallway where the court holding cells

are located shall be locked when court is in session. [71.3.3d, 73.5.15]

V. Fire safety provisions [71.4.2]

A. Fire prevention

1. All personnel shall make every effort to prevent the occurrence of fires in the temporary holding areas through proper supervision of detainees and control of all flammable materials in and around those areas. Smoking in city or county buildings is prohibited by state law, so it is not permitted in any City building.
2. Matches and cigarette lighters are not permitted in the possession of detainees in a temporary holding area.
3. In the event of a fire or other related emergency, the primary objective will be the protection of lives of all persons in the building, including detainees and staff.

B. Fire suppression

1. Fire suppression equipment is located throughout the building.
2. As soon as fire is detected in a police building, the following steps shall be accomplished in order:
 - a) Inform Communications of the location and nature of the fire so that FD may be informed and dispatched;
 - b) Extinguish the fire with fire extinguisher; or
 - c) If the fire cannot be controlled with the extinguisher, immediately evacuate the building.

VI. Officer Training [71.2.1]

- A. All new officers shall receive training on the procedures contained in this Directive.
- B. Officers shall receive documented re-training on these procedures every three years.

Last Reviewed: 02/01/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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Reference: CALEA 1.1.4, 1.2.5a-c, 1.2.6, 1.2.7, 42.2.12

I. Policy

The following Directive cannot address every situation which an officer might encounter. However, in exercising arrest authority, officers should be guided by what is contained in this Directive. Nothing in this Directive should be interpreted as authorizing or restricting an officer's arrest authority.

II. Approval of Non-Warrant Custody Arrests

A. Officers will have their supervisor review their arrests.

1. Upon approval of the arrest and charges, officers will complete all necessary paperwork.
2. If the arrest is not approved, the officer will work with their supervisor to determine the appropriate charge, or release the arrested person.
3. In cases of dispute over an arrest or charge filed, the supervisor will make the final decision.
4. Officers will not circumvent this process to file charges on an arrested person.

B. Officers will obtain their supervisor's approval on the following types of arrests prior to transport:

1. All arrests where an officer is the victim, i.e. assault on a police officer, resisting arrest or search, etc.;

2. A traffic offense other than DWI/DUI;
 3. Refusal to sign a citation; or
 4. Failure to identify.
- C. It is the responsibility of the supervisor reviewing the arrest to determine the validity of the arrest.

III. Juvenile Arrests

- A. Officers will be guided by, and comply with, current Department policy regarding the handling of juvenile offenders.

IV. Misdemeanor Arrests Without Warrants

- A. Arkansas law states generally that officers may arrest for a misdemeanor that occurred in their presence or in those circumstances recognized by law for exception, such as acts of domestic violence, shoplifting, etc.
1. The fact that a minor infraction of the law has been committed is not sufficient reason to justify an arrest. Officers should not only be concerned with what the law says, but with what the law was designed to accomplish. Laws generally serve as the tools given peace officers to be used to protect residents' rights and to maintain peace in the community. [\[1.2.6\]](#)
 2. This policy is based upon the idea that the use of an arrest, followed by prosecution, is not the exclusive method available to police officers and this Department. One of our concerns is the maintenance of public order, looking toward a preventive rather than a punitive approach to crime. [\[1.2.7\]](#)
 3. The following procedures affect enforcement action on all misdemeanors except traffic. Officers, in deciding the appropriate action to take when confronted with a misdemeanor offense, shall be guided by the following: [\[1.2.7\]](#)
 - a) Officers of this Department should select the least intrusive or severe method, which accomplishes one or more of the following:
 - (1) Stopping existing criminal conduct;
 - (2) Removing the imminent threat of violence or criminal conduct; or

- (3) Preventing persons from endangering themselves or others.
 - b) Officers are not required to exhaust all alternatives before making an arrest; nor are officers required to go through the alternatives in succession, but may resort to that method that will most quickly and safely bring the situation under control.
 - c) Officers may consider any factors that are reasonably believed to be relevant, based upon observations, and in light of personal knowledge, training and experience.
 - d) Officers are expected to be able to state and describe the reason(s) for a particular course of action upon the request of the reviewing supervisor.
4. A full-custody arrest should be made in the following situations, when such arrest is authorized by law:
- a) Where the threat of bodily injury to any person is imminent and cannot be removed by a lesser method of intervention;
 - b) Where there is reason to believe the actor is, or has been, involved in a more serious offense and a full-custody arrest will serve to gather evidence of that additional offense.

B. Domestic

- 1. Assault / Battery - Arkansas Ark. Code Ann. 16-81-113 and Ark Rule of Criminal Procedure 4.1 gives law enforcement the authority to make a warrantless arrest based on probable cause for felony domestic violence crimes, as well as authority to make a warrantless arrest for misdemeanor domestic violence if the officer has probable cause to believe the person committed those acts within the proceeding four hours if no physical injury was involved or twelve hours preceding the arrest if physical injury was involved.
- 2. Protective Order – Arkansas Code Ann. 5-53-134 provides that an officer may arrest a suspect believed to have ‘violated the terms of the order, even if the violation did not take place in the presence of the law enforcement officer.’

C. Misdemeanor Theft of Service

1. Shoplifting – Arkansas Code Ann. 5-36-116 provides that a law enforcement officer may arrest without a warrant upon probable cause for believing the suspect has committed the offense of shoplifting.
2. Gas Drive Offs – Arkansas Code Ann. 16-81-114 gives law enforcement officers the authority to make a warrantless arrest based on probable cause for the theft of fuel within four hours of when the crime was committed.

D. Citizens' Authority for Arrest

1. In the event that a private citizen has detained a suspect, the Jonesboro Police Department will initiate all necessary reports and will ensure that the citizen will appear as a witness, and give a sworn statement of facts.
2. In every incident the officer will ensure that a complete and impartial investigation is made so that the rights of the victim, and also the accused, will be protected.
3. After learning the facts, the officer will then make a decision as to the continued custody of the suspect.
4. For the purposes of this section, private citizens will also include:
 - a) Security guards; and
 - b) Store loss prevention agents

V. Felony Arrests Without Warrant

- A. Officers who observe a felony being committed or develop probable cause to believe a felony has been committed, may arrest.
- B. Officers in hot pursuit of a felony violator who flees into a private residence may enter to effect the arrest.
- C. Officers receiving information that a felony violator is inside a private residence, courts have held that a private residence includes, but is not limited to, a home, apartment, hotel room, or motel room, may not enter and search for the violator with the following exceptions:
 1. They are in possession of a valid search warrant for the location;

2. They have received written consent from the person in care, custody and control of the location;
 3. They can clearly articulate that delaying entry would expose a person to serious injury or death; or
 4. They have personally observed the felony violator enter the residence at that time.
- D. Before officers forcibly enter a private residence to arrest for a felony, they should obtain the approval of a supervisor and, whenever possible, act only when the supervisor is present.

VI. Arrest of Foreign Nationals [1.1.4]

- A. The U.S. is obligated under the Vienna Convention on Consular Relations, international treaties, and customary international law to notify consular officials when foreign nationals are arrested or otherwise detained in the U.S.
- B. Arresting officers will immediately inform any foreign nationals of their right to have their consular officials notified concerning the arrest or detention.
1. If foreign nationals ask that such notification be made, the arresting officer will do so without delay by ensuring notification to the nearest consulate or embassy.
 2. If foreign nationals are from a country with which the United States has a mandatory notice, treaty or convention, the arresting officer will, without delay, ensure notification to the nearest consulate or embassy, regardless of whether the national requests such notification.
- C. The Criminal Investigation Division will maintain a current telephone list of foreign embassies and consulates and a list of mandatory notice countries.
- D. Foreign consular officials have the right to visit their arrested or detained nationals unless the person objects to the visit.
- E. Foreign consular officials enjoy varying degrees of immunity from arrest.
1. Consular officials should carry an identification card issued by the United States Department of State.

2. Instructions on immunity printed on the reverse side of the identification card will guide the officer's decision to arrest or detain the person.
3. If an officer arrests an individual who claims diplomatic immunity, but who cannot produce an identification card, the officer should contact the Department of State at (202) 647-1985 from 8a.m. to 5p.m. Eastern Time and (202) 647-2412 at all other times.

VII. Suspect Identification

- A. In cases where a crime has just occurred and officers searching for the suspect have encountered a subject who resembles the description given, officers may contact that individual and detain them long enough to have one or more of the eye witnesses view them for the purpose of identification. Suspects should be presented to witnesses as they appeared when located by the officer (s) and shall not be required to put on clothing worn by the suspect or asked to say anything to the witness. [\[42.2.12a\]](#)
- B. Officers should escort the witness or witnesses separately – to where the suspect is located. (Do not take the suspect to the witnesses!). Some effort should be made to allow the witness to view the suspect outside of a patrol car without handcuffs, unless safety issues prohibit such. [\[42.2.12b\]](#)
- C. If there is more than one witness, the witnesses should view the suspect separately without influence from the other witnesses. [\[42.2.12c\]](#)
- D. Witnesses should be allowed to view the suspect without outside comment and be instructed not to interact with the suspect. They should also be cautioned that the person they are viewing may not be the suspect. [\[42.2.12d\]](#)
- E. The officer should carefully document in the offense report the witness statements and level of certainty as to the identification. [\[42.2.12e\]](#)
- F. Officers should avoid any actions or comments that may influence the witness as they view any potential suspect. [\[42.2.12f\]](#)
- G. Documentation should be made of details and descriptions given that resulted in the contact, as well as the identity of every subject so contacted (including unit video or photo), whether identified by the witness or not. [\[42.2.12.g\]](#)

VIII. Arrests Made by Other Agencies

- A. When an arrest is made by another law enforcement agency within the jurisdiction of the Jonesboro Police Department is asked for assistance, necessary assistance will be provided in compliance with Department policy governing relations with other law enforcement agencies.
- B. All follow-up investigations, booking, and filing of complaints will remain the responsibility of the arresting agency. The outside agency arresting officer is required to complete the necessary supplementary reports.

IX. Children in Custody of Arrested Persons

- A. When arrested persons have a child less than 17 years of age in their care, custody and control at the time they are arrested, it is the responsibility of the arresting officer and the immediately available supervisor to ensure the safe placement of the child.
- B. The arresting officer will first attempt to locate a competent adult, at the request of the arrested party, to come and take custody of the child. Should a competent adult be located, the officer shall:
 - 1. Complete a preliminary warrant and criminal history check to ensure the child is not being placed with a wanted or dangerous felon.
 - 2. Fully identify the person with whom the child is being placed, and document that information within the incident report.
- C. Should a competent adult not be located after a reasonable amount of time, the arresting officer may:
 - 1. Contact the Arkansas Department of Children and Family Services (DCFS) for placement.

X. Handcuffing – When Documentation is Required

- A. While investigating an offense or suspected offense, officers may handcuff individuals solely for the safety of the officer or others when it is appropriate, or when the risk of escape exists.

XI. Documentation of Arrest/Release Situations

- A. An incident report is required anytime an officer arrests a person, whether or not handcuffs are applied, even if the person is subsequently released at or near the scene. [\[1.2.5a\]](#)
- B. This does not apply to temporary detention situations in which an arrest is not made.
- C. Persons arrested for a Class A misdemeanor or above must be fingerprinted (Ar. Code Ann 12-12-1006) and should also be photographed each time they are arrested. The image is obtained digitally and attached to that arrestee by name and incident number in the computerized RPS system. [\[1.2.5b,c\]](#)

XII. Civil Disputes

- A. The presence of police officers at the scene of a civil dispute can have an intimidating effect upon persons and is a tactic often employed by individuals and establishments seeking to avoid the more cumbersome civil process.
- B. Officers shall not become involved in civil disputes except to preserve the peace and to prevent a crime from occurring.
- C. Types of civil disturbances officers may be called to include, but are not limited to, landlord and tenant disputes, repossessions, child custody situations, etc.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>405.00</i>
<i>Topic</i>	:	<i>Legal Process</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 74.1.1 a-i, 74.1.2 a-e, 74.1.3 a-f, 74.2.1, 74.3.1, 74.3.2

I. POLICY

It is the policy of the Department to provide responsible and professional service of criminal process consistent with the lawful authority granted to officers of the Department. Officers are charged with the duty to insure that the authority of any criminal process served is valid on its face to restrict service of such process to that of courts with proper jurisdiction.

II. Definitions

Legal Process – Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by a law enforcement agency.

Criminal Process – Those writs, summons, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

Civil Process – Those writs, summons mandates, or other process issuing from a court of law pertaining to matters of a civil nature. The term includes original, intermediate, and final process to be served by a law enforcement agency in any action involving civil litigants.

III. Civil Process

Arkansas Rules of Civil Procedure Rule 4, Section (c) states the service of civil summons shall be made by the Sheriff of the county where the service is to be made, or his/her deputy unless the Sheriff is a party to the action.

The Department does not handle calls for service involving civil process. The officer will remain on the scene to keep the peace until relieved by a Deputy. [\[74.2.1\]](#)

IV. Criminal Process: Warrant Procedure

A. The Department utilizes an established warrant tracking system. The function is to provide accurate information regarding the status of each warrant issued by the District Court. The department also has access to the AS400 system utilized by the court. The following information is accessible from these systems:

1. date and time received; [\[74.1.1a\]](#)
2. type of legal process, civil or criminal; [\[74.1.1b\]](#)
3. nature of document; [\[74.1.1c\]](#)
4. source of document; [\[74.1.1d\]](#)
5. name of plaintiff/complainant or name of defendant/respondent; [\[74.1.1e\]](#)
6. officer assigned for service; [\[74.1.1f\]](#)
7. date of assignment; [\[74.1.1g\]](#)
8. court docket number for the original appearance (Warrants originating out of the District Court do not include the Court's docket number until service has been completed and the document returned to the court with a given court date.); and [\[74.1.1h\]](#)
9. date service due. [\[74.1.1i\]](#)

B. The Jonesboro Police Department also uses the Arkansas Crime Information Center and the National Crime Information Center (ACIC/NCIC) which have computerized Wanted Persons Files. Entries into these systems must comply with the rules and regulations set forth by ACIC and NCIC. The file contains personal descriptors and identifiers for persons who have warrants and are being sought by the law enforcement community. The Craighead County Sheriff's office enters all felony warrants originating from the Jonesboro Police Department into those systems and maintains a file for the warrants issued. [\[74.1.3a\]](#)

C. The Warrant Clerk will download to the in-house warrants system, any new misdemeanor warrants issued each week and then take the following actions: [\[74.1.3 a, c\]](#)

1. Compare each warrant in hand to the Warrant database and the AS/400 system to insure the warrants are correct and still active.
2. Check the current population of the County Detention Center to see if any of the new warrants have been issued for any person currently incarcerated.
3. File the warrant in the Warrant File in alphabetical order.

D. Execution of Criminal Process

The following Arkansas State Statutes, Rules of Criminal Procedure, and/or Written Directives govern the execution of the criminal process by members of the Department: [\[74.3.1\]](#)

1. Territorial Limits – Frequently, persons are arrested on an outstanding warrant outside the Police Department’s jurisdiction. Some factors that should be considered include the location of the arrested, the nature of the crime, and available manpower.
2. Summoning Aid – A.C.A. 16-81-107 (d) states an officer making an arrest may orally summon as many persons as he deems necessary to aid him in making the arrest.
3. Use of Force – The use of force in the execution of an arrest warrant will be governed by Written Directive 401 - Use of Force.
4. Rules of Criminal Procedure: Rule 4.2. Authority to arrest with a warrant. Any law enforcement officer may arrest a person pursuant to a warrant in any county in the state. [\[74.3.2\]](#)
5. Authority to Issue a Citation – Rule 5.2 of the Rules of Criminal Procedure: A law enforcement officer in the field acting without a warrant who has reasonable cause to believe that a person has committed any misdemeanor may issue a citation in lieu of arrest or continued custody.
6. Authority to Issue a Summons – Rule 6.1 of the Rules of Criminal Procedure: All officials having the authority to issue an arrest warrant may issue a criminal summons in lieu thereof in all cases in which a complaint, information, or indictment is filed or returned against a person not already in custody.

7. Service of Criminal Summons – Rule 6.3 of the Rules of Criminal Procedure: a criminal process may be served by any method prescribed for personal service of civil process or by certified mail, for delivery to the addressee only with return receipt requested.
 8. Immunity from Arrest – Refer to Written Directive 404 – Arrest Procedures.
- E. Warrants received from other jurisdictions shall be routed to the Warrants Office and filed accordingly. [\[74.1.3b\]](#)

V. Records of Execution/Attempted Service of Legal Process Documents

- A. The Warrant Officers and other sworn members of this department will make attempts to serve all active legal process documents which include: warrants, subpoenas, summons, “No Contact Orders”, and any other legal process documents required by law.

Any officer attempting to serve such legal process documents shall document their efforts by noting that attempt or service on the document in writing. That documentation shall contain the following information:

1. date and time service was executed/attempted; [\[74.1.2.a\]](#)
 2. name of the officer(s) executing/attempting service; [\[74.1.2.b\]](#)
 3. name of the person on whom the warrant service was served/executed; [\[74.1.2.c\]](#)
 4. method of service/attempted service or reason for non-service; and [\[74.1.2.d\]](#)
 5. the address of service/attempt. [\[74.1.2.e\]](#)
- B. When an officer makes contact with a party in reference to serving a locally issued misdemeanor warrant, the following procedure for confirming the warrant shall be followed prior to placing the subject in question into custody: [\[74.1.3d\]](#)
1. The officer requesting confirmation shall contact the Warrants Division, the Desk officer or Dispatch to initiate confirmation of the warrant.
 2. The Dispatch Center shall contact the Warrant Office or on-duty Desk Officer with the information from the warrant and request the

warrant be confirmed. Either will have 24-hour access to the warrants file. [74.1.3f]

3. The confirming officer shall locate the “hard copy” of the warrant and compare the name, DOB and warrant number given in order to confirm the warrant.
 4. That information shall then be relayed to the requesting officer for confirmation of the warrant.
 5. After the warrant is served, the service will be documented in the warrant file and the warrant deleted from ACIC/NCIC if necessary. [74.1.3e]
- C. When an officer makes contact with an individual for whom an outstanding warrant is listed in ACIC or NCIC, the following procedure for confirming the warrant shall be followed prior to placing the subject into custody: [74.1.3d]
1. The officer requesting confirmation shall contact the Dispatch Center to initiate the confirmation of the warrant.
 2. The Center shall send a Hit Confirmation Request through the ACIC/NCIC terminal to the originating agency.
 3. Upon receipt of the Hit Confirmation Response, the Center shall advise the requesting officer that the warrant is confirmed.
- D. When contacting a subject believed to have a felony warrant issued in this county, the officer shall have Dispatch contact the Craighead County S.O. to confirm the validity of the warrant.
- E. After serving a warrant, the arresting officer shall complete the return section on the original warrant. In addition, the arresting officer shall complete an Offense/Arrest Report. This report will contain, at a minimum, the following information:
1. Date and time of arrest;
 2. Name of the officer(s) making the arrest;
 3. Name of the arrested person;
 4. Details as to how the warrant was served; and
 5. Location of the arrest.

Warrants originating out of the District Court do not include the Court's docket number until service has been completed and the document returned to the court with a given court date.

- F. Upon receiving a served misdemeanor warrant or other warrant canceling information (order to quash, etc.), the warrants clerk shall remove the warrant from the in-house system. In the case of felony warrants, the Craighead Co S.O. or the county wide dispatch center shall be responsible for removing the warrant from the ACIC/NCIC system. [\[74.1.3e\]](#)

VI. High Risk Warrant Service

- A. In order to provide for a safer method of serving high risk warrants and reduce the potential for injury, it shall be the policy of this department that a Tactical response will be utilized when the following criteria are met:
 - 1. When the location in question is barricaded against entry or the suspect is inside a location, vehicle or hidden from view and refuses to submit to arrest
 - 2. There is reason to believe the suspect(s) is (are) armed and will use the weapon against law enforcement officers
 - 3. The suspect's background reveals a propensity toward violence
 - 4. There is no practical way the suspect can be arrested outside the location.

VII. "No Contact Order" Procedure

- A. "No Contact Orders" will be filed alphabetically. All "No Contact Orders" shall be accessible twenty-four (24) hours a day for verification purposes.
- B. "No Contact Orders" are received from the courts that may have already been served. However, they must be kept on file for verification by officers in the field making an arrest for "Violation of a No Contact Order".
- C. When an officer makes contact with a party on a call for service and discovers there may be a "No Contact Order" against this person, the officer should attempt to confirm the existence of such an order in the following manner:
 - 1. The requesting officer will contact the Desk officer to request the confirmation of a "No Contact Order".

2. The confirming officer shall locate the “hard copy” of the order and compare the name, date of birth, and other identifiers present with the information given in order to confirm the order.
3. That confirmation of the order shall be relayed to the requesting officer.

VIII. Orders of Protection

- A. Officers contacting a subject who they discover has had a valid order of protection issued against them shall contact a deputy to serve the order if it has not yet been served.
- B. Subjects discovered to have a valid order of protection against them shall be arrested if found to be in violation of the order, pursuant to A.C.A. 5-53-134.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication	:	General Order
Dissemination	:	Department
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I. Policy

The Jonesboro Police Department recognizes its moral and legal responsibilities to treat arrested persons humanely. Acknowledging its responsibility to the community and to the arrested person, it shall be the policy of the Jonesboro Police Department to take all reasonable precautions necessary to securely and safely transport prisoners and to prevent their escape from custody.

II. Prisoner Search Procedure

- A. Upon assuming custody of a prisoner, officers shall conduct a proper search of the individual for contraband or weapons. Officers will also search the prisoner each time they assume custody, including transportation to and from court appearances. Officers must never assume that the prisoner has been searched by someone else. **[70.1.1]**
- B. A proper search shall include an examination of the contents of all pockets, articles of clothing, baggage, and purses. Prisoners shall not be allowed to retain custody of baggage and purses; instead, items of this nature should be kept in the driver’s compartment or in the trunk of the transporting vehicle. **[70.1.1]**
- C. Whenever civilians are to be transported in a department vehicle for the purpose of public assistance or some other non-criminal matter, the officer should utilize his own best judgment as to whether he should request a pat-down search for officer safety purposes only. Refusal to submit to such a search may warrant the officer to refuse transportation. **[70.1.1]**

III. Transport

- A. All officers are responsible for inspecting their units at the beginning of each tour of duty and prior to and after any transport, to ensure that the vehicle they use for the transport of a prisoner is safe, appropriately equipped, and free of weapons and contraband both before and after a prisoner has occupied the vehicle. [70.1.2]
- B. Prisoners should be properly restrained and shall only be transported in the vehicle's rear passenger compartment. Under no circumstances shall a prisoner be transported in the front seat. A single prisoner should be seated on the passenger side of any transport unit. If transporting prisoners in a unit without a cage or barrier, an additional officer is preferred if transporting more than one prisoner.

Whenever practicable, prisoners should be seat belted in the rear of the police unit during transport, except in cases where doing so exposes officers to risk of attack. [70.1.3]

- C. Officers transporting prisoners will not be assigned to handle other calls nor interrupt their transportation to handle a call. Under normal circumstances, no stops will be made between the point of arrest and the detention facility, except what is necessary to obtain necessary paperwork or for normal traffic flow issues. [70.1.4]
- D. In the rare event that an incident of a life threatening nature occurs, a supervisor must authorize the transporting officer to respond prior to the response. Transporting officers should remain mindful of the possibility of diversionary tactics that may be employed to divert the officer and facilitate a prisoner's escape. In all instances, the officer may only render assistance in a way that poses the minimum of danger to the prisoner or risk of the prisoner's escape. Only when the risk to the prisoner is minimal and the risk to a third party is grave, should an officer render assistance while transporting a prisoner. [70.1.4]
- E. In no case will an officer be authorized to make a vehicular emergency response while transporting a prisoner.
- F. Due to the inherent difficulty in maintaining security and safety for the public, to the prisoner, and to the transporting officer, a prisoner being transported to, from, or between locations will not be allowed to communicate with others. Normally, a prisoner's right to communicate with his attorney and others will not be exercised during the period that the prisoner is being transported. If special circumstances should arise that necessitates an exception to this section, the transporting officer is responsible for arranging the communication. [70.1.5]

- G. If a Jonesboro Police Department officer transports a prisoner to another agency or court, he shall notify the receiving agency or court of any potential for risk to security, combative behavior or special health considerations. [70.1.8]

IV. Transport Vehicles

- A. Each of the Jonesboro Police Department's marked patrol units assigned to routine patrol functions, with exception of the supervisor's units, will be equipped with a safety barrier to prevent the prisoner from having access to the driver's compartment. [70.4.1]
- B. Jonesboro Police Department patrol vehicles will have all rear passenger window controls and door handles disconnected and/or removed. Patrol vehicles will also have steel bars installed over the rear doors' windows. [70.4.2]
- C. Jonesboro Police Department prisoner transport vans shall be equipped with a safety barrier separating the driver from the prisoner compartment. Additionally, protective screens will be installed on the side and rear windows of the prisoner compartment. [70.4.2]
- D. Before transporting a prisoner from any detention facility, officers assigned to the transport duties must verify the prisoner's identification through booking records or other appropriate means available. [70.5.1.a]
- E. All officers shall ensure that any prisoner being taken from the Detention Center is handcuffed properly prior to leaving the facility and safely handcuffed in a similar manner prior to being returned to the detention center.
- F. If informed by Detention Center personnel, officers should make note of any escape or suicide attempts, unusual illnesses or health risks, or any tendencies toward violent behavior and pass that information along to the receiving facility. [70.5.1.c]
- G. When transporting prisoners from a jurisdiction located in a state other than Arkansas, the officer must have in his possession a valid Governor's Warrant authorizing such extradition, or a legally signed waiver of extradition. [70.5.1.b]

V. Detention Center

All members of the Jonesboro Police Department shall adhere to the following guidelines upon making a custodial arrest or while transporting a prisoner:

- A. When transporting a prisoner to the Craighead County Detention Center, the officer shall not remove the prisoner from his vehicle until it is safe do so or until he is within the "sally port" enclosure of the Detention Center and the overhead door is completely closed.
- B. The officer must secure his firearm in the trunk area of his vehicle or in the gun locker located in the sally port prior to removing the prisoner from the vehicle. [\[70.1.6.a\]](#)
- C. Upon arrival at the Detention Center booking area, the transporting officer shall not remove the prisoner's restraints until inside the facility building. This is to ensure there are sufficient personnel on hand to safely handle the individual. [\[70.1.6.b\]](#)
- D. During the booking process, the transporting officer shall complete all the appropriate paperwork as required by the Detention Center, as well as any citations to appear that may be required. [\[70.1.6c\]](#)
- E. The transporting officer shall advise the Detention Center booking officer of any problems the prisoner has presented relative to any security hazards or medical/health problems that may be known. [\[70.1.6d\]](#)
- F. The transporting officer shall wait until the booking officer has reviewed the paperwork and accepts custody of the prisoner and shall then relinquish his responsibilities for the prisoner to the Detention Center.

VI. Escape Procedures [\[73.5.20\]](#)

In the event a prisoner escapes from custody, the following procedures will be followed:

- A. The officer shall immediately notify dispatch of the escape and provide at a minimum the following information: [\[70.1.7a\]](#)
 - 1. The location of the escape and the prisoner's last known direction of travel;
 - 2. A complete physical and clothing description; and
 - 3. Any other pertinent information known, such as the nature of the charge for which the prisoner had been arrested, or whether the prisoner is a danger to the public, other officers, or to himself.
- B. The officer will also insure that an on-duty shift supervisor is notified of the escape. [\[70.1.7a\]](#)

- C. The Dispatch Center will, as soon as possible, make other officers and surrounding agencies aware of the escape, as well as coordinate with the on duty supervisor requests for any assistance that may be needed. [\[70.1.7c\]](#)
- D. The on-duty shift supervisor shall assume control of the incident and has the responsibility for coordinating the search efforts, and if necessary, requesting any additional department personnel or assistance from outside agencies. The supervisor will also prepare a briefing item to be disseminated to subsequent patrol and detective shifts. [\[70.1.7c\]](#)
- E. The officer shall be responsible for completing a written memorandum or offense report detailing the escape, including a chronicle of the events leading up to the escape, as well as other pertinent information regarding the prisoner that the reporting officer believes to be relevant. [\[70.1.7b\]](#)

VII. Restraints

- A. The Jonesboro Police Department shall utilize appropriate restraint devices during transport, such as handcuffs, flex cuffs, belly chains with cuffs or leg irons to secure prisoners prior to transportation or for temporary detention. [\[70.2.1\]](#)
- B. Officers utilizing handcuffs shall make every effort to handcuff the individual's hands behind his back. Handcuffs must not be applied in a manner that inflicts injury or pain to the prisoner. In instances where the individual is not physically able to place his hands close enough together behind his back, the officer may elect to use two sets of handcuffs linked together. In rare instances, the officer may elect to handcuff the individual in front, but should exercise extreme caution during the remainder of his contact with the prisoner. [\[70.2.1\]](#)
- C. If a prisoner is excessively combative, or if for other reasons the prisoner needs to be totally restrained while being transported, the transporting officer may elect to utilize leg restraints. [\[70.2.1\]](#)
- D. At no time will a prisoner be handcuffed to any part of the police unit during transport. [\[70.2.1\]](#)
- E. No Jonesboro Police Department officer shall restrain any person in a manner commonly referred to as "hog tying". Restraining a prisoner in this manner has been proven to lead to a fatal phenomenon known as positional asphyxiation. Jonesboro Police Department officers shall ensure that no prisoner, once handcuffed, is allowed to lie face down on

the ground. Once handcuffed, the individual must be allowed or assisted as needed to sit up. [70.2.1]

VIII. Medical Treatment

- A. Jonesboro Police Department personnel will seek immediate medical attention for prisoners in their custody who become sick, who are injured while in the custody of the Jonesboro Police Department, or are injured while being taken into custody. If an individual requests medical attention, or if the officer determines that medical attention is needed, the arresting or transporting officer must make all reasonable efforts to see that medical attention is afforded. Any medical attention that is received, or the refusal DWI, with notation being made if the test is a second test being completed at the request of the suspect. [70.3.1]
- B. Subsequent to the completion of medical treatment, regardless if such of such treatment, shall be documented. This shall include a blood test for treatment is actually accepted by the prisoner or delivered by medical personnel, the prisoner shall be searched for contraband prior to being transported to the Detention Center.
- C. Completed Medical Billing forms shall be forwarded to Administration. If the injury was the result of use of physical force, the appropriate use of force documentation should also be completed.
- D. When a prisoner who is in the custody of the Jonesboro Police Department is transported to a hospital or other medical facility, the transporting officer shall follow the following procedures: [70.3.2]
 - 1. The transporting officer should request that the hospital staff place the prisoner alone in a room, away from other patients, if possible;
 - 2. The transporting officer shall ensure the prisoner is not left alone or unobserved;
 - 3. Restraints shall be utilized for the duration of the visit unless a request by the hospital staff is made to remove them for treatment purposes.
- E. If the prisoner is to be admitted to the hospital, the following procedure will be observed:
 - 1. If the nature of the charges against the prisoner necessitate that the prisoner remain under constant police guard, the officer shall notify his immediate supervisor, who shall (1) arrange for a temporary security schedule and (2) notify the appropriate Division Commander so that plans for extended security can be made.

- F. When released from treatment by the hospital, the prisoner's condition should be carefully recorded and all post-release instructions by medical personnel should be obtained in writing and included in the prisoner's property and advise Detention Center personnel of the treatment.
- G. Disabled prisoners or those with special physical needs may necessitate the use of other types of restraining devices such as flex-cuffs. Different methods such as a different type of transport vehicle, or the disability itself, may eliminate the need to restrain the prisoner with handcuffs or seat belts. In all cases, officer safety must prevail. No officer should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability. [\[70.3.1\]](#)

IX. Special Considerations

- A. On occasion, a prisoner may require special care or attention while being transported because of a physical or mental impairment. The transporting officer, with the assistance of the on-duty shift supervisor if needed, shall arrange for any special equipment or special vehicles to facilitate the transport in a safe and secure manner. Special vehicles, such as an ambulance, shall be used when safe transportation cannot be accomplished using a Jonesboro Police Department vehicle. Any medication for the prisoner as well as mechanical aids, unless required for life support, shall be retained in the control of the transporting officer. Transporting officers shall use the appropriate equipment required to securely restrain the prisoner without causing injury. [\[70.2.1, 70.3.1\]](#)
- B. Under normal circumstances, Jonesboro Police Department personnel will not transport prisoners for any reason not directly related to a legitimate law enforcement activity, except as directed by a court or when authorized by the Chief of Police. If a special situation requiring prisoner transportation is directed by a court or authorized by the Chief of Police, the transporting officer shall comply with the above policies regarding prisoner transport. [\[70.3.3\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>407.00</i>
<i>Topic</i>	:	<i>Court Security</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 73.1.1a-c, 73.2.1, 73.3.2, 73.4.2, 73.5.1, 73.5.5, 73.5.6, 73.5.9, 73.5.15, 73.5.19, 73.5.20, 73.5.21

I. Purpose

To ensure security measures are taken that allow court proceedings to occur without disruptions or the threat of violence.

II. Procedures [\[73.1.1b\]](#)

The District Court adjudicates cases, penalizes those found guilty of violating the law, and protects the constitutional rights of those brought before it. Violence or the threat of violence, in the courtroom would have a profound negative impact on the court's functioning. Accordingly, appropriate levels of security should prevail in the courtroom to protect the integrity of court procedures, to sustain the rights of individuals before it, to deter those who would take violent action against the court or participants in court proceedings, and to sustain the decorum of the court.

A. Security

The security of the City of Jonesboro District Court on city docket court days is the responsibility of the Jonesboro Police Department. The primary persons assigned to maintain court security are the Court Bailiff and Transport officer. These officers will be assigned to the Warrants Division. Other officers of the division will fill these roles if the primary officers are unavailable. These officers' Primary role will be to maintain security and decorum in the courtroom. [\[73.1.1a\]](#)

B Primary Responsibilities for Court Bailiff **[73.1.1c]**

1. To protect the judge, court employees, court participants, and the public from physical violence. Officers will eject individuals disturbing the proceedings and eject or arrest persons held in contempt by the judge.
2. To serve subpoenas, summonses, and other legal processes as ordered by the court.
3. To function as Court Bailiff and maintain order in the court. These duties will include:
 - a. Assisting in flow of defendants through court proceedings
 - b. Assisting the public in the courtroom;
 - c. Assisting the judge and judicial personnel.
 - d. To be responsible for maintaining any assigned vehicles.
 - e. To maintain the physical appearance and physical security of the courtrooms, including facilities, equipment, and plans/procedures.

C. Operations

1. The Court Security Officers will ensure that all court facilities are functional and operating properly. These duties include checking the following: **[73.1.1c]**
 - a. Interior and exterior doors/windows,
 - b. Interior and exterior lighting, emergency lighting and power;
 - c. Fire/smoke detection and suppression equipment, alarms (fire, intrusion, distress);
 - d. Circulation patterns, secure areas, restricted areas, key control;
 - e. Americans with Disabilities accessibility, and
 - f. Communications.
2. The Court Security Officers will be responsible for maintaining necessary equipment in the courtrooms and conducting a weekly inspection of same, including: **[73.1.1c]**
 - a. Fire suppression, **[73.5.9]**
 - b. Medical supplies, **[73.5.6]**
 - c. Restraining devices,

- d. Communication equipment,
 - e. Weapons,
 - f. Metal detectors, and
 - g. Alarms.
3. Despite the presence of first aid kits, prisoners with possible serious medical emergencies or conditions requiring prompt attention should have an ambulance summoned as soon as possible. [\[73.5.5\]](#)
 4. Plans and procedures for dealing with emergencies (fire, medical, hostage, bomb, disaster) high risk trials, searches, weapons, use of restraining devices, detainee movement, and circulation patterns will be constructed. These plans will be reviewed every three years. [\[73.2.1\]](#)
 5. In the event a prisoner needs to be brought into the courtroom, an officer will bring the prisoner in and stay with him/her while in the courtroom. The prisoner will be in handcuffs unless otherwise instructed by the judge. [\[73.3.2\]](#)
 6. Courtrooms are equipped with telephones for outside communications. Court Security Officers will carry their portable radios with them while on duty. [\[73.4.2\]](#)
 7. The doors at the end of the holding and restroom hallway (accessing the adjoining hallway outside of the courtroom area) is equipped to lock automatically when closed and requires a key to be opened from either direction. This door should remain closed and locked at all times while court is in session. [\[73.5.15\]](#)
- D. Duress alarms are equipped in courtrooms. The Court Security Officers will periodically test the alarms to ensure they work properly.

III. Threatening Incidents [\[73.5.21\]](#)

- A. All incidents threatening the security of the court or police department facilities shall be documented in a written report.

IV. Escape Procedures [\[73.5.20\]](#)

In the event a prisoner escapes from custody, the following procedures will be followed:

- A. The officer shall immediately notify dispatch of the escape and provide at a minimum the following information: **[70.1.7a]**
 - 1. The location of the escape and the prisoner's last known direction of travel;
 - 2. A complete physical and clothing description; and
 - 3. Any other pertinent information known, such as the nature of the charge for which the prisoner had been arrested, or whether the prisoner is a danger to the public, other officers, or to himself.
- B. The officer will also insure that an on-duty shift supervisor is notified of the escape. **[70.1.7a]**
- C. The Dispatch Center will, as soon as possible, make other officers and surrounding agencies aware of the escape, as well as coordinate with the on duty supervisor requests for any assistance that may be needed. **[70.1.7c]**
- D. The on-duty shift supervisor shall assume control of the incident and has the responsibility for coordinating the search efforts, and if necessary, requesting any additional department personnel or assistance from outside agencies. The supervisor will also prepare a briefing item to be disseminated to subsequent patrol and detective shifts. **[70.1.7c]**
- E. The officer shall be responsible for completing a written memorandum or offense report detailing the escape, including a chronicle of the events leading up to the escape, as well as other pertinent information regarding the prisoner that the reporting officer believes to be relevant. **[70.1.7b]**

V. Training [73.5.1]

All Court Security personnel (i.e, bailiff and transport officer) and all other warrants division personnel who may fulfill these duties in the absence of the regularly assigned officer, will receive initial training and re-training at least every three years on the particulars contained in this directive and Policy 403 (Holding Areas).

VI. Restraints [70.2.1, 73.3.2]

- A. The Jonesboro Police Department shall utilize appropriate restraint devices during all prisoner handling, including court appearances. Prisoners transported from the Craighead County Detention Center should be secured with belly chains with cuffs and leg irons if necessary.

- B. Officers utilizing handcuffs shall make every effort to handcuff the individual's hands behind his back. Handcuffs must not be applied in a manner that inflicts injury or pain to the prisoner. In instances where the individual is not physically able to place his hands close enough together behind his back, the officer may elect to use two sets of handcuffs linked together. In rare instances, the officer may elect to handcuff the individual in front, but should exercise extreme caution during the remainder of his contact with the prisoner.
- C. If a prisoner presents a possible risk of flight or is excessively uncooperative, or if for other reasons the prisoner needs to be further restrained, leg restraints may be utilized.
- D. At no time will a prisoner be handcuffed to any object not intended for that purpose. Eyebolts have been permanently affixed to the front part of benches in the holding cells for such purpose.
- E. No Jonesboro Police Department officer shall restrain any person in a manner commonly referred to as "hog tying". Restraining a prisoner in this manner has been proven to lead to a fatal phenomenon known as positional asphyxiation. Jonesboro Police Department officers shall ensure that no prisoner, once handcuffed, is allowed to lie face down on the ground. Once handcuffed, the individual must be allowed or assisted as needed to sit up.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
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Reference: CALEA 73.1.1a-c, 73.2.1, 73.3.2, 73.5.1, 73.5.6, 73.5.9, 73.5.19, 73.5.20, 73.5.21

I. Purpose

To ensure security measures are taken that allow court proceedings to occur without disruptions or the threat of violence.

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3. To function as Court Bailiff and maintain order in the court. These duties will include:
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 - e. Americans with Disabilities accessibility, and
 - f. Communications.
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 - a. Fire suppression, **[73.5.9]**
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 - c. Restraining devices,

- d. Communication equipment,
 - e. Weapons,
 - f. Metal detectors, and
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- 3. Plans and procedures for dealing with emergencies (fire, medical, hostage, bomb, disaster) high risk trials, searches, weapons, use of restraining devices, detainee movement, and circulation patterns will be constructed. These plans will be reviewed every three years. [\[73.2.1\]](#)
 - 4. In the event a prisoner needs to be brought into the courtroom, an officer will bring the prisoner in and stay with him/her while in the courtroom. The prisoner will be in handcuffs unless otherwise instructed by the judge.
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III. Threatening Incidents [\[73.5.21\]](#)

- A. All incidents threatening the security of the court or police department facilities shall be documented in a written report.

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 - 3. Any other pertinent information known, such as the nature of the charge for which the prisoner had been arrested, or whether the prisoner is a danger to the public, other officers, or to himself.

- B. The officer will also insure that an on-duty shift supervisor is notified of the escape. [\[70.1.7a\]](#)
- C. The Dispatch Center will, as soon as possible, make other officers and surrounding agencies aware of the escape, as well as coordinate with the on duty supervisor requests for any assistance that may be needed. [\[70.1.7c\]](#)
- D. The on-duty shift supervisor shall assume control of the incident and has the responsibility for coordinating the search efforts, and if necessary, requesting any additional department personnel or assistance from outside agencies. The supervisor will also prepare a briefing item to be disseminated to subsequent patrol and detective shifts. [\[70.1.7c\]](#)
- E. The officer shall be responsible for completing a written memorandum or offense report detailing the escape, including a chronicle of the events leading up to the escape, as well as other pertinent information regarding the prisoner that the reporting officer believes to be relevant. [\[70.1.7b\]](#)

V. Training [\[73.5.1\]](#)

All Court Security personnel (i.e, bailiff and transport officer) and all other warrants division personnel who may fulfill these duties in the absence of the regularly assigned officer, will receive initial training and re-training at least every three years on the particulars contained in this directive and Policy 403 (Holding Areas).

VI. Restraints [\[70.2.1, 73.3.2\]](#)

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- E. No Jonesboro Police Department officer shall restrain any person in a manner commonly referred to as “hog tying”. Restraining a prisoner in this manner has been proven to lead to a fatal phenomenon known as positional asphyxiation. Jonesboro Police Department officers shall ensure that no prisoner, once handcuffed, is allowed to lie face down on the ground. Once handcuffed, the individual must be allowed or assisted as needed to sit up.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>411.02</i>
<i>Topic</i>	:	<i>Juvenile Offenders</i>
<i>Effective Date</i>	:	<i>February 15, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.3.b, c, 44.1.1, 44.1.2, 44.1.3, 44.2.1a-c, 44.2.2a-e, 44.2.3a-b, 44.2.4, 44.2.5

I. Policy [44.1.1]

The basic philosophy of juvenile law is to protect children from abuse or neglect, to prevent delinquency, and to rehabilitate juveniles where possible. The Jonesboro Police Department is committed to establishing, implementing, and perpetuating procedures and programs committed to preventing and controlling delinquency.

It is the responsibility of every member of the Jonesboro Police Department to support the juvenile operations function and to participate whenever and however appropriate. Each officer of this Department must be familiar with the unique requirements of juvenile matters and respond to those requirements and take special precautions when dealing with juveniles to ensure that the constitutional rights of the juvenile are protected and the least coercive methods are used in addressing any problems, in accordance with Arkansas law.

II. Definitions

- A. Juvenile – Any person under the age of eighteen (18) years of age.
- B. Custodian – Any person, other than the parent or guardian, who stands in place of the parent or a person, agency, or institution to whom a court of competent jurisdiction has given custody of a juvenile.
- C. Guardian – Any person, agency, or institution whom a court of competent jurisdiction has given care and custody of a juvenile.
- D. Parent – a biological mother, an adoptive parent, a man to whom the biological mother was married at the time of conception or birth, or who has been found, by a court of competent jurisdiction, to be the biological

father of the juvenile.

III. Procedure

- A. As department policies are developed and periodically reviewed, effort will be made to encourage review and comment by other elements of the juvenile justice system of all department policies and procedures dealing with juveniles. The other agencies consulted may include, but not be limited to, the following: [\[44.1.2\]](#)

Craighead County Juvenile Courts;

Craighead County Juvenile Intake / Probation office; and

Craighead County Prosecuting Attorney's office.

- B. The Criminal Investigations Captain, or his designee, will conduct an annual review and evaluation of all prevention and enforcement programs relating to juveniles. This should include the following: [\[44.1.3\]](#)

A listing of all programs provided by the Police Department,

The Police Department member(s) who provided the program,

The number of participants in the program during the past year, and

Whether or not the program should be continued and/or revised.

- C. Police officers dealing with juvenile offenders shall use the least forceful of available alternatives, consistent with preserving public safety, order and individual liberty. When taking a juvenile into custody, police officers may select the least restrictive course of action appropriate to the situation and needs of the juvenile from the following alternatives: [\[1.2.6, 1.2.7\]](#)

1. Divert the juvenile from the courts by release to parent, guardian, or custodian with no further action. [\[44.2.1.a\]](#)
2. Divert the juvenile from the courts by counseling and release to a parent, guardian or custodian.
3. Release the juvenile to a parent, guardian or custodian and later seek a petition or a warrant through the Juvenile Court with the issuance of a summons or citation to appear at the Craighead County Juvenile office in lieu of physical arrest. In cases where juveniles are released with a citation, the parents shall be notified that they are to contact the juvenile office during working hours, but within 48hrs. [\[44.2.1.b\]](#)

- D. When considering a course of action to be taken with the juveniles, officers should consider the following factors: [\[44.2.1.b\]](#)
1. Nature of the offense – The character of an incident or conditions surrounding the juvenile’s involvement.
 2. Age of the juvenile – Involvement may have been precipitated by an older juvenile influence or other factors.
 3. Officer’s access to parent, guardian, or custodian.
 4. Knowledge of previous records may be indicative of the juvenile’s attitude causing the officer to be more forceful in alternative placement and decisions. The officer may contact dispatch to determine if the juvenile is on probation and contact the assigned probation officer (if the assigned officer is unavailable, another probation officer should be contacted).
 5. Complainant / victim’s comments may be taken into account, especially where repetitive incidents are reported for the first time.
 6. Direction received by juvenile authorities
- E. Any juvenile age 10 or above may be charged with any applicable offense in the Arkansas Criminal Code. After consideration of the seriousness of the offense(s), circumstances, and previous history, the officer may elect to make a custodial arrest and transport the juvenile to the Craighead County Juvenile Detention Center. If this enforcement action is selected, an automatic referral of the juvenile is made to the Juvenile Intake Officer regardless of the type of the offense. [\[44.2.1.c\]](#)
- F. A.C.A 9-27-313 states that a juvenile may be taken into custody without a warrant prior to service upon him a petition and notice of hearing or order to appear as set out under 9-27-312, only:
1. Pursuant to an order of the court;
 2. Pursuant to the laws of arrest as described in the Arkansas Rules of Criminal Procedure, Rule 4.1 which defines the authority to arrest without a warrant.
 3. By a law enforcement officer, if there are reasonable grounds to conclude that the juvenile is in immediate danger and that removal is necessary to prevent serious harm from his surroundings, or from illness or injury and if parents, guardian, or others with authority to act are unavailable or have not taken the action

necessary to protect the juvenile from danger and there is not time to petition for and obtain an order of the court prior to taking the juvenile into custody. [44.2.2.b]

4. Status Offenses - An officer may take a juvenile into custody if there is probable cause to believe the juvenile has committed a status offense (i.e. runaway, behavioral problems, truancy, etc.) The parent should be advised to contact the juvenile office reference filing a FINS (Family In Need of Services) petition. If a parent cannot be contacted, alternate arrangements such as placement with DCFS or Consolidated Youth Services should be made. A FINS petition is also a course of action available if a child under 10 violates the law. The petition may be filed by the victim, city, county or state citing the violation. [44.2.2.a]
- G. In keeping with department procedures, as well as necessary actions as specified in A.C.A. 9-27-313; whenever a juvenile is taken into custody, the officer taking the juvenile into custody shall, without unnecessary delay, perform the following tasks:
1. Contact dispatch and determine if the juvenile is on probation. If the juvenile is on probation, contact the assigned probation officer (if the assigned officer is unavailable, another probation officer should be contacted). If the juvenile is not on probation, contact should be made with the juvenile intake officer. Be prepared to provide information concerning the circumstances of the contact including the nature of the offense and the names of other individuals who were with the juvenile.
 2. Take the juvenile to a medical facility if the juvenile is in need of immediate medical attention. [44.2.2.d]
 3. Conduct an NCIC check on the juvenile.
 4. Immediately make every effort possible to notify the parent, guardian, or custodian of the juvenile's location. [44.2.2.e]
 5. Transport the juvenile to the Craighead County Juvenile Detention Center (when applicable). [44.2.2.d]

III. Interviews

- A. Jonesboro Police Department officers shall, at all times, ensure that the constitutional rights of juveniles are protected. A.C.A. 9-27-317

governs procedures for the interview or interrogation of juveniles in the following manner: [\[1.2.3.a-c, 44.2.2.c, 42.2.3.b\]](#)

1. Upon taking the juvenile into custody, the arresting officer shall advise the juvenile of his or her Miranda rights in the juvenile's own language.
2. Officers wishing to interview or interrogate a juvenile must first notify the juvenile's parent, guardian or custodian of the interview and explain the reasons for the interview. The parent may later elect to waive their right to be present for the interview, but must be present during an advisement of rights. [\[44.2.3.a\]](#)
3. A police officer may not question a juvenile who has been taken into custody if the juvenile has in any way indicated that he or she:
 - a. Does not wish to be questioned;
 - b. Wishes to speak with his or her parent, guardian or custodian; [\[44.2.3.a\]](#)
 - c. Wishes to speak with an attorney;
4. Juveniles must have an attorney appointed for them prior to any questioning by a police officer in the following instances:
 - a. If the parent, guardian, or custodian of the juvenile suspect is the also the victim in the case;
 - b. If contact is made with a parent, guardian, or custodian and they refuse to attend the interview or give the officer verbal permission to proceed with the interview; or
 - c. If the juvenile to be questioned is in the custody of the Department of Human Services. (Note: a foster parent cannot give consent for an interview)

However, if the juvenile suspect is to be charged as an adult, the above listed instances that require an attorney to be appointed do not apply. The Prosecuting Attorney's office must approve ALL instances of a juvenile being charged as an adult.

- B. After the parent, guardian, custodian or appointed attorney arrives at the Police Department, the police officer will conduct the interview in the following manner: [\[1.2.3.a-c, 42.2.3.b\]](#)
 1. Confer with the parent, guardian, custodian or attorney and explain

the circumstances of the custody and request permission to question the juvenile. [44.2.3.a]

2. Advise the juvenile of his or her Miranda rights in the presence of the parent, guardian, custodian or attorney. A Jonesboro Police Department Rights form should be completed with this advice of rights. [44.2.2.c]
3. In order to reduce the possibility of duress, no more than two officers shall be present during the interview and the duration of the interview should be limited as much as possible. [44.2.3.b]
4. If at any time the juvenile, parent, guardian, custodian or attorney requests that the interview be stopped, the officers conducting the interview must terminate the interview immediately.
5. Explain to the juvenile and the parent, guardian, custodian or attorney the procedures that will be followed as they relate to the custody, transportation to the detention center, and the detention hearing.

IV. SRO, DARE and other Programs

- A. The Jonesboro Police Department will maintain an informal school liaison program through its School Resource Officers (SROs) operating within the school system. (See also policy 706) In this regard, responsibilities of SRO officers shall include, but not be limited to, the following: [44.2.4]
 1. Acting as a resource with respect to delinquency prevention;
 2. Providing guidance on ethical issues in a classroom setting;
 3. Providing individual counseling and/or mentoring to students; and
 4. Explaining the law enforcement role in society.
- B. The Jonesboro Police Department supports the philosophy of police interaction with youth and encourages all of its employees to participate in community recreational youth programs. [44.2.5]

CITY OF JONESBORO POLICE DEPARTMENT

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<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>501.01</i>
<i>Topic</i>	:	<i>Pursuit Driving</i>
<i>Effective</i>	:	<i>January 25, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.2.2 a-j, 41.2.3a-e

I. Purpose

The following policy and procedures shall be in effect for members of the Jonesboro Police Department and their handling of vehicle pursuits. The decision to pursue a motor vehicle is among the most critical made by law enforcement officers.

A police vehicle can potentially be a deadly weapon during a high speed pursuit and such pursuit is justified only when the necessity of apprehension outweighs the degree of danger created by the pursuit.

The Jonesboro Police Department desires the apprehension of suspects and officers are not automatically prohibited from pursuing all suspects. However, officers shall carefully weigh the seriousness of the offense with the hazards of the pursuit.

II. Policy

A. The safety of officers and citizens is the paramount concern of the Jonesboro Police Department with regard to vehicle pursuits. The operation of emergency vehicles is governed by A.C.A. § 27-51-202, which authorizes emergency vehicles (activated blue light and siren) to exceed the posted speed limit, but it shall be the officer's duty not to create through his or her conduct any greater risk to public safety than that involved in every pursuit. Therefore, vehicle pursuits shall be prohibited unless the person(s) to be pursued have: **[41.2.2a]**

1. Committed a violent felony; or
2. Prior to officer engagement, the person drives any vehicle under circumstances manifesting extreme indifference to the value of

human life and in such a manner as to indicate a wanton disregard for the safety of persons or property; or

3. Prior to the officers' engagement, the person's driving skills constitute a clear and substantial danger of physical injury or death to himself/herself and other motorists or pedestrians.

- B. **The initial decision to pursue rests with the individual officer in accordance with this directive. Officers will continually question whether the seriousness of the violation reasonably warrants the initiation or continuation of the pursuit.**

Apprehension is secondary to the importance of safety. The pursuing officer or ANY supervisor shall terminate a pursuit at any point when the risk associated with continuing the pursuit is greater than the risk associated with terminating it.

- C. **Officers of the Jonesboro Police Department SHALL NOT engage in the pursuit of any vehicle where the sole reason for pursuit is predicated upon a misdemeanor offense, a traffic offense or both.**

There is no justification for endangering human life, or even property, merely to apprehend a misdemeanor violator.

- D. Factors to be considered include, but are not limited to:
1. Objective reason for the pursuit.
 2. Likelihood of personal injury or property damage.
 3. Probability of identifying the suspect.
 4. Probability of apprehension.
 5. Time of day.
 6. Weather conditions and condition of road surface.
 7. Approximate age of the suspect, if known.
 8. Observed driving method of the suspect.
 9. Mechanical condition of the officer's vehicle and the suspect's vehicle, if known.
 10. Observed number of passengers.
 11. Ability to maintain clear radio communication.
 12. Pedestrian and vehicular traffic.

III. DEFINITIONS

- A. Vehicle Pursuit - For the purposes of this section, shall apply to vehicles that are actively attempting to elude officers as manifested by high speed

and disregard for traffic laws. At this point, an officer's attempt to 'overtake' the vehicle (i.e. such as for the purpose of a traffic stop) ceases and any further attempt to apprehend the violator's vehicle is a pursuit that is subject to the rules on pursuits specified by policy.

B. Violent Felony - For purposes of this section, Violent Felony shall be one of the below-listed offenses:

1. Murder
2. Manslaughter
3. Aggravated Assault
4. Battery in the 1st or 2nd degree
5. Kidnapping
6. Rape
7. Aggravated Robbery
8. Terroristic Threatening in the 1st degree where the threat was against a school or hospital where multiple injuries could result if the threat were carried out.

**Note: swerving or attempting to make contact with a pursuing police vehicle does not equate to a violent felony as the statutes governing such behavior do not generally reflect the elements of the applicable crime.*

C. Primary Pursuit Vehicle - The law enforcement vehicle in control of a pursuit.

IV. PROCEDURES

A. Requirements

Emergency lights and sirens will be activated **at all times** by all units involved in any way, during a pursuit.

All units shall be mindful of maintaining a safe distance from the violator and other units and vehicles in order to allow for sudden changes in direction, sudden slowing or stopping and the safe deployment of tire deflation devices.

All units should exercise extreme caution at intersections. Secondary units should also remain mindful that motorists may not be aware of additional emergency vehicles after initial vehicles have passed by.

B. Primary Pursuit Vehicle Responsibilities [\[41.2.2b\]](#)

Immediately upon initiation of a pursuit, the primary unit shall contact a line supervisor (his/her Sergeant or Lieutenant) and notify them of the pursuit.

The primary unit must also notify dispatch with the following information:

1. That they are in pursuit.
2. The unit(s) involved.
3. The reason for the pursuit and the nature of violations.
4. The general location and direction of pursuit.
5. Descriptions of the vehicle and occupants (if known).

The unit that originates the pursuit is the primary pursuit unit and may maintain the pursuit as long as it is safe to do so, unless they make the decision to terminate the pursuit or until directed to terminate the pursuit by ANY supervisory personnel.

C. Secondary Pursuit Vehicle(s) Responsibilities [\[41.2.2c\]](#)

1. Secondary pursuit vehicles will be assigned by the supervisor in charge of the pursuit. Normally no more than two secondary pursuit vehicles will be assigned, however, under exigent circumstances this may be waived by the on duty supervisor.
2. Assisting vehicles, upon joining the pursuit, will maintain a safe distance behind the primary vehicle, while remaining close enough to provide assistance when required.
3. If the primary is a one-man car, the back-up unit may assume radio communication responsibilities, allowing the primary unit to devote full attention to driving.
4. Be prepared to assume the duties of the primary pursuit vehicle if the primary vehicle becomes disabled or upon instruction of the on duty supervisor or upon request of the primary unit.

D. Supervisor Responsibilities [\[41.2.2f, 41.2.3d\]](#)

The ranking line supervisor on duty is directly responsible for supervision of the pursuit and any forcible stopping techniques utilized unless or until relieved by higher authority. The supervisor in charge will:

1. Monitor the pursuit and continually assess the situation.

2. Coordinate and direct all pursuit activities.
3. Designate vehicles to assist the primary pursuit unit.
4. Ensure that the pursuit is conducted within policy guidelines.
5. Determine when and if a pursuit should be terminated.
* The pursuit may also be terminated by any ranking officer regardless of division assignment.
6. Upon termination of the pursuit, limit the number of assisting vehicles to those necessary to control the situation.
7. Should the shift commander/supervisor themselves initiate a pursuit, responsibility for coordination of the pursuit shall be delegated to another supervisor.
8. Ensure that officers involved in the incident complete the appropriate report(s). [\[41.2.3e\]](#)

E. Additional Units

Additional units, in the event they are requested and assigned by a supervisor, may be involved in a pursuit for various reasons, including any of the following:

1. Replace either of the first two units in the event that one of them becomes disabled or is otherwise unable to continue the pursuit.
2. Assist with placement of tire deflation devices.
3. Be in position at the point of pursuit termination to implement a felony stop, containment, or apprehension of fleeing suspects or to provide traffic control as necessary.

F. Dispatcher Responsibilities [\[41.2.2e\]](#)

Upon receiving information that a unit(s) is involved in a pursuit, the main channel dispatcher, shall immediately notify other units, including a supervisor, of any pursuit in the city or any pursuit about to enter the city from the county.

The net shall be directed (with note made in CAD for net direction time) for the units involved and information broadcast about the pursuit including:

1. The units involved.
2. The reason for the pursuit and the nature of violations.
3. The general location and direction of pursuit.
4. Descriptions of the vehicle and occupants.

Other dispatcher responsibilities include:

1. Notifying other or neighboring agencies if a pursuit appears to be entering their jurisdiction.
2. While monitoring the pursuit through Jonesboro, the dispatcher will advise all vehicles to hold non-emergency traffic and will coordinate the assignment of additional vehicles through the on duty supervisor.

G. Termination Decision [\[41.2.2g\]](#)

A pursuit must be terminated when in the opinion of the pursuing officer, or in the opinion of a supervisor, there exists a clear and unreasonable danger to other motorists, pedestrians or others created by the pursuit that outweighs the necessity for immediate apprehension of the suspect(s).

The pursuing officer will have to use their own judgment, training and overall experience, and bearing in mind the procedures, and guidelines outlined in this policy, apply them collectively to the existing circumstances. If the officer feels certain that the pursuit is justified according to the established criteria and it can be performed safely, he or she may continue with the intent to apprehend the suspect, but only while exercising the maximum of safety to all concerned.

Never should the element of a personal challenge to the officer enter into the decision. A professional officer is aware that the decision to abandon pursuit is, under certain circumstances, the most intelligent course of action. Officers should discontinue any chase when:

1. The hazards of exposing the officer and the public to unnecessary dangers are high; or
2. The environmental conditions indicate the futility of continued pursuit; or
3. The pursuing officer knows, or is almost certain, that the fleeing vehicle is operated by a juvenile and the offense constitutes a misdemeanor or a felony that did not involve an actual or threatened attack, such as Unauthorized Use of a Vehicle, and the offense committed is one for which the juvenile cannot be charged as an adult; or

4. When directed to do so by a superior officer, regardless of division or assignment. Officer involved in pursuits will adhere to all instructions and orders given by supervisors.

H. Prohibited Conduct

No vehicles other than the primary and secondary or other assigned units are authorized for emergency operation (lights and siren) or disregarding other traffic control devices unless specifically directed to do so by a supervisor. On duty units may travel towards a pursuit to assist but shall not violate the uniform rules of the road in any manner that would contribute to an increased risk to themselves or the public (i.e. running code 3 is NOT authorized for unassigned units).

Officers, even in involved units, shall not go the wrong way on a one way.

In the course of any pursuit, deliberate contact between vehicles, ramming, or forcing pursued vehicles into parked cars, other vehicles or fixed objects is prohibited unless such actions are authorized by the on duty supervisor (only when the facts and circumstances would justify the use of lethal force).

No officer shall fire at or intentionally ram the fleeing vehicle unless deadly force is justified against all occupants of the vehicle.

I. Inter-Jurisdictional Pursuits [\[41.2.2h\]](#)

1. The initiating agency will remain in control of any pursuit that crosses into another jurisdiction, and will remain responsible for the pursuit.
2. When requested to assist another agency entering our jurisdiction, officers will assist in clearing intersections and may enter the pursuit ONLY if it is requested and it is known that the violator fits the requirements set forth in this policy.
3. Jonesboro Police Department vehicles will not continue with the pursuing vehicles (from another jurisdiction) once the pursuit has left Jonesboro.

J. Reporting Requirements [\[41.2.2i, 41.2.3e\]](#)

Upon completion of a vehicle pursuit, the supervisor responsible for monitoring the pursuit shall complete a vehicle pursuit report. The report shall be forwarded through the Division Commander and then to the Office of the Chief of Police.

Command Staff shall conduct an annual analysis, documented in writing, of all pursuit reports filed. [41.2.2j]

V. SPECIALIZED VEHICLES IN PURSUIT [41.2.2d]

A. Unmarked Vehicle

Unmarked vehicles will not become involved in any pursuit *unless* it involves a violent felony and the unmarked unit is the initiating unit. Any unmarked unit without both blue lights and siren, will not become involved in pursuits.

Unmarked vehicles will cease pursuit, immediately, upon the arrival of a marked unit to continue the pursuit.

Unmarked vehicles will not routinely stop, pace, or follow traffic offenders (except as above). The operator of the unmarked vehicle shall place a lookout on the vehicle and resume his / her assigned duties.

B. Special Consideration Vehicles

Vehicles that are transporting prisoners, witnesses, suspects, complainants, or passengers other than on-duty sworn personnel will not engage in pursuits.

Prisoner transport vans will not engage in pursuits.

VI. FORCIBLE STOP / ROADBLOCK PROCEDURES

An attempt to prevent the continued movement of a fleeing vehicle through use of physical means such as:

A. Stationary Road Blocks

Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of this department that the use of roadblocks for the purpose of apprehending wanted suspect / violators shall not be employed when it is apparent that innocent persons would be endangered.

Roadblocks may be utilized by members of this department during a hot pursuit only on the order of a supervisor, and then only as a last resort when the person being pursued has committed a violent felony as described in this chapter, and has proven, by his or her method of flight, total disregard for the lives and safety of the public and deadly force is authorized. [41.2.3a]

Once a decision has been made to utilize a roadblock, the dispatcher will announce on the radio the location of the roadblock and the situation requiring the roadblock. The dispatcher will also insure that the principal pursuit vehicles acknowledge the location of the roadblock. If the pursuing units do not acknowledge the existence of the roadblock, the roadblock will be immediately abandoned. [41.2.3b]

Under no circumstances shall vehicles other than Jonesboro Police Department vehicles be used as roadblocks. Once a roadblock has been ordered and a Jonesboro Police Department vehicle has been stationed as part of a roadblock, no one shall remain in the vehicle. A stationary roadblock should have the vehicle(s) placed in the roadway to reduce the travel path but should have an avenue to allow passage if the vehicle attempts to run the roadblock. Roadblocks should only be used where there the roadblock is visible from a reasonable distance to allow the fleeing vehicle to stop. Roadblocks should not be set in place on hills, crests, curves or at a bridge abutment. [41.2.3b]

B. Rolling / Moving Roadblocks

Stationary roadblocks are effective in some instances. If the violator realizes that passage is blocked and stops the vehicle, the stationary roadblock is effective. If the violator realizes that his / her passage is blocked and attempts to run the roadblock, the chance of injury and severe vehicle damage is imminent.

Under certain circumstances, the use of the rolling or moving roadblock is effective and the chance of injury and vehicle damage is greatly reduced.

Blocking: In a pursuit of moderate speed (less than 40 mph), blocking can be accomplished by positioning a Jonesboro Police Department vehicle in front of the violator and another Jonesboro Police Department vehicle beside the violator. Speed should be reduced gradually until the violator is stopped. Every effort should be made to avoid actual contact with the violator vehicle. [41.2.3b]

C. Spike Strips / Forcible Stopping

All intervention tactics short of deadly force such as spike strips, low speed tactical intervention techniques, and low speed "Boxing" (with appropriate advanced warning) should be used when it is possible to do so in safety and when the officers utilizing them have received appropriate training in their use.

Supervisors may authorize the use of ‘Stingers’ (hollow spike strips), to flatten the suspect vehicle tires. Personnel in possession of the devices are certified and trained in the deployment of the devices. When deploying hollow spike strips, the following precautions should be considered:

1. The officer deploying the spike strip should do so from a position of safety.
2. During high speed pursuits, the spike strip should not be used in locations where specific geographic configurations increase the risk of serious injuries to the operator, violator, or the public.
3. As the fleeing vehicle approaches, the officer should pull the spike strip onto the roadway surface and hold the device loosely in case the device pulls away when the violator’s vehicle passes over it.
4. When nearing the spike strip, pursuing officers and the officer deploying the device should maintain communication. The pursuing officers should reduce speed to allow the device to be cleared from the roadway.
5. The use of spike strips is strongly discouraged for trucks carrying hazardous materials or vans/buses occupied by passengers who appear to be victims except in exigent circumstances.

D. Training

Only officers properly trained in the use of agency-authorized roadblocks and forcible stopping techniques will engage in the use of those techniques. [\[41.2.3c\]](#)

VII. ENTERING ANOTHER JURISDICTION [\[41.2.2h\]](#)

- A. Before entering another jurisdiction, officers of the JPD will notify the other agency with the following information:
1. Pursuit is about to enter their jurisdiction.
 2. Reason for the pursuit and nature of the violation.
 3. Location and direction of pursuit.
 4. Complete description of occupants and vehicle.
 5. Number of units involved in the pursuit.
 6. Whether or not assistance is needed.
 7. When applicable, notify agency when pursuit is leaving their jurisdictional boundaries, or the location of termination.
- B. The JPD officers should retain control and be responsible for the pursuit. Other agencies should not participate unless requested to assist, however, it is recognized that such coordination among other agencies may not always be feasible.

- C. Ideally, a total of no more than three (3) vehicles from the combined jurisdictions should be involved in any pursuit, but again, it is also recognized that assisting agencies may not adhere to the same standards.
- D. Where pursuits enter subsequent jurisdictions, the JPD unit(s), due to area familiarity, should attempt to notify that jurisdiction of a desire for assistance. The assisting unit will then remain with the pursuit until replaced by the next assisting agency. If the suspect is apprehended, all concerned agencies will be notified of the location and supplied pertinent information for appropriate charges.
- E. During a pursuit involving more than one agency, the following practices are prohibited by JPD officers:
 - 1. Roadblocks (fixed and rolling);
 - 2. Ramming;
 - 3. Forcing pursued vehicles off the roadway;
 - 4. Shooting at pursued vehicle (except to protect against the use of unlawful deadly force).
- F. Responsibility of JPD officers, (if the initiating agency):
 - 1. Arraignment of arrested persons;
 - 2. Disposition of any passengers;
 - 3. Disposition of arrested person's vehicle;
 - 4. Coordination of all reports, citations and criminal charges with the exception of accident reports.
- G. A supervisor from the agency where the pursuit terminates, should be requested to respond to the location to supervise and assist officers.

VII. PENALTIES FOR VIOLATIONS OF THIS POLICY

Due to the potential for loss of life and/or serious injury, violations of this policy and procedure by Jonesboro Police Department Personnel shall result in severe disciplinary action up to and including termination.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>502</i>
<i>Topic</i>	:	<i>Emergency Vehicle Operations</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.2.1, 41.2.2a,b,d,f, 41.3.3

I. Policy

In order to apprehend violators of the law and to offer adequate assistance and protection to the citizens of Jonesboro, the Department recognizes the necessity to respond under emergency situations as rapidly as possible. It is further recognized that discretion is necessary when making an emergency response and that the importance of the officer arriving safely at the scene is of primary concern. Indiscriminate driving habits can only serve to jeopardize life and property.

II. Legal Implications

A.C.A. § 27-51-202 authorizes emergency vehicles (activated blue light and siren) to exceed the posted speed limit, but it shall be the officer's duty not to create through his or her conduct any greater risk to public safety.

Officers should carefully review the laws and Departmental directives, which apply to the operation of authorized emergency vehicles, to ensure that they operate within the established boundaries.

III. Definitions

Code Three – This designation is used to describe the operation of a vehicle while the emergency lights and siren are activated.

Code Two – This designation is used to describe the normal operation a vehicle without the use of emergency lights or siren, when responding to a call for service without delay.

Code One – This designation is used to describe the normal operation of a vehicle without the use of emergency lights or siren when responding to a call for service that would allow for temporary delays if necessary.

IV. Emergency Driving Procedures - General (Non-Pursuit Situations) [41.2.1]

- A. The Jonesboro Police Department’s primary concern in emergency driving situations is the protection of the lives and safety of all citizens and officers. During emergency driving situations, officers will operate their vehicles with extreme caution and in compliance with A.C.A. § 27-37-202, which requires that the emergency light bar and siren be activated on authorized emergency vehicles when exceeding the posted speed limit. Driving under emergency conditions does not relieve the officer from the duty to drive with due regard for the safety of all persons, nor will these provisions protect the driver from the consequences of his disregard for the safety of others.
- B. The decision to drive under emergency conditions will be discretionary with each individual officer, based on the following considerations: **[41.2.2.b]**
 - 1. When deciding to initiate or continue driving under emergency conditions, officers shall consider such factors as traffic volume, time of day, and potential hazard or liability to themselves and the public. **[41.2.2.a]**
 - 2. Calls will be designated through the CAD system as priority levels “Low”, “Medium”, and “High”.
 - 3. Officers shall have sufficient information to justify the decision to drive under emergency conditions. **[41.2.2.a]**
 - 4. Officers responding to an “officer needs assistance” type call must bear in mind that even though a rapid response is important, they must arrive at the scene safely in order to be of assistance.
 - 5. Officers who are operating in emergency status should not operate the emergency flashers, as operation of emergency flashers will make the turn signals inoperative.
 - 6. Officers shall not implement an emergency response to those calls believed to be “routine” or non-emergency in nature.
- C. Jonesboro Police Department unmarked vehicles shall not be routinely used for traffic enforcement. This does not prohibit unmarked vehicles from stopping violators when encountered. **[41.2.2.d]**

V. Code Three

- A. Code three emergency responses shall be made only when the call involves a life threatening situation or a violent crime in progress. These calls will be designated through the CAD system as priority level “High”. These calls will include, but will not be limited to the following:
- a. Accidental shooting;
 - b. Physical assault in progress;
 - c. Disturbance involving weapons;
 - d. Robbery in progress;
 - e. Residential burglary in progress (residence occupied);
 - f. Kidnapping in progress;
 - g. Officer’s emergency;
 - h. Other calls types as designated by the shift supervisor.
- B. Officers, upon deciding to make an emergency response to any situation, will immediately notify the dispatcher of their decision.
1. All officers, when making an emergency response, will notify the dispatcher of such by using the term “Code Three”. This will indicate that the officer will be employing emergency equipment (emergency blue lights and siren).
 2. Patrol Supervisors shall override the officer’s decision to make an emergency (Code Three) response if, in their judgment, it is not warranted or cannot be done safely. The supervisor of the officer making an emergency response will normally be responsible for making this determination. [\[41.2.2.f\]](#)
- C. No officer shall operate a police vehicle in emergency (Code Three) status if any passengers other than another police officer or a person who has signed a release or waiver of liability occupy the police vehicle.
- D. Police vehicles without emergency lights and sirens will not make emergency (Code Three) responses. [\[41.2.2.d\]](#)

VI. Code Two

- A. This mode of operation may be used when responding to urgent calls. These include situations in which there is reason to believe the immediate response of a police officer will prevent a situation from worsening, or there is the reasonable possibility that the suspect can be apprehended. Examples of Code II calls include, but are not limited to:
 - 1. Non-violent felonies in progress
 - 2. Disorderly conduct involving violence
 - 3. Assault in Progress
 - 4. Fleeing Shoplifter
- B. When operating Code II, officers **SHALL** obey all traffic laws and regulations.
 - a) If it becomes necessary, officers may temporarily activate their lights or the air horn to pass through a congested traffic area.
 - b) Officers will at all times use due regard for the safety of motorists, pedestrians, and property.

VII. Code One (Non-Emergency) Operation of Departmental Vehicles [\[41.2.1\]](#)

- A. Police employees will comply with all city ordinances and state laws when operating vehicles owned, rented, leased or seized by the City, when not engaged in an emergency response in a properly equipped vehicle.
- B. Officers will use seat belts at all times when operating any city vehicle. [\[41.3.3\]](#)
- C. Inspection prior to Commencement of Duties
 - 1. All pool vehicles will be inspected for damage or missing equipment prior to the commencement of patrol duties. (After the vehicle is in service, the operating officer shall be responsible for any damage or missing equipment.)
 - 2. Officers will also inspect the rear seat area for contraband or evidence. (Officers shall inspect the rear seat area after transporting every prisoner.)

3. Officers should also ensure that they have a sufficient amount of fuel and ensure that the spare tire is in its proper location and secured to avoid damage to radio or other equipment. When a police vehicle has a flat tire at any time, the assigned officer will have the tire repaired/replaced, after approval of a supervisor and notification of the repair is made to the service division.
- D. Careless, abusive, negligent or reckless handling of any vehicle by any employee shall result in disciplinary action.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>503.00</i>
<i>Topic</i>	:	<i>Communications Procedures</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 81.2.1, 81.2.3, 81.2.4 a-g, 81.2.5a-g, 81.2.6a-b, 81.2.8a-c, 81.2.9, 81.2.10, 81.2.12, 81.3.2, 81.3.3, 81.3.4

I. Policy

Effective communication in the operation of the Department is a vital element of law enforcement and plays an important role in officer safety. All radio transmissions are recorded and improper radio usage will be grounds for disciplinary action. It is imperative that all employees conduct themselves as professionals while utilizing the communications system. This order is intended to assure that every step is conducted in an effective, proper, and professional manner. All personnel shall operate the Jonesboro Police Department's communications equipment in accordance with procedures established by the Department.

II. Equipment and Use

- A. Centralized communications provided by the Public Safety Answering Point (Communications Center) include:
 - 1. Base-mobile radio communications; and
 - 2. Telephone communication.

- B. Telephone communications shall include twenty-four hour toll-free telephone access for emergency calls for service, as well as prompt handling and routing of misdirected emergency calls. The city Information Systems department, in conjunction with the Police Department, Fire Department and Public Safety Communications (911) Center shall ensure that the phone system has adequate number of telephone lines for proper service to the public. **[81.2.1]**

- C. All telephone calls received by the Communications Center are recognized and recorded by their 911 communications system and delineation made between calls received via a 911 line and other lines, as well as available information as to the identity and/or location of the caller. [\[81.3.3\]](#)

- D. The Public Safety Communications Center is also equipped with a Telecommunication Device for the Deaf. Procedures for use of this equipment are accessible to the Communication Operators. [\[81.2.1\]](#)

- E. The Public Safety Communications Center is equipped with a base-mobile radio system capable of providing twenty-four hour two-way radio capability, which will provide continuous communications between Communication Center and Department employees on duty. [\[81.2.1\]](#)
 - 1. The radio is multi-channel with the capability of transmitting to and receiving from all Jonesboro mobile police, fire and public works units, other police agency base stations, and other police agency mobile units. Supervisors of certain departments, including police sergeants, are able to correspond with units from other departments via the radio when necessary. [\[81.3.4\]](#)

 - 2. Police and fire units are also equipped with portable hand-held radios that are able to transmit to, and receive other mobile units or dispatch. [\[81.3.4\]](#)

 - 3. The Communications Center is capable of radio communications with law enforcement officers of all of the municipalities of the county, the Craighead County Sheriffs Department, Arkansas State University and various other emergency service responders and is capable of relaying information to local units and vice versa. [\[81.2.4d, 81.3.4\]](#)

- F. The Public Safety Communications Center shall also provide the Department with access to local, state, and federal criminal justice data information systems. [\[81.2.9\]](#)
 - 1. Information gained via NCIC/ACIC is privileged and only for police investigative and employment purposes. No information may be released except to criminal justice personnel who are authorized to receive the information.

- G. The Public Safety Communication Center shall record and have immediate playback capability of telephone conversations which request law enforcement services and all radio transmissions. Requests to review

the recorded material shall be made by a department supervisor to the Communication Supervisor on duty.

1. Recorded material may be reviewed under the following circumstances: **[81.2.8c]**
 - a) Complaints from a citizen;
 - b) A question regarding the handling of a call;
 - c) An unusual call, which may be used for training purposes; and
 - d) Investigative purposes.
 2. Only authorized personnel may review the recorded material. If a portion of a recording needs to be kept for future reference, the Communications Supervisor can make a recording of the material. **[81.2.8c]**
 3. The Communications Supervisor shall secure all recorded material for a minimum of thirty days. **[81.2.8a, 81.2.8b]**
- H. The Communications Center shall have immediate access to the following Department equipment and information:
1. Officer in charge; **[81.2.5a]**
 2. Duty roster of all Department members; **[81.2.5b]**
 3. Telephone list of all Department members; **[81.2.5c]**
 4. Visual maps detailing Department service area, County lines, Districts, and reporting areas; **[81.2.5d]**
 5. Central records and data storage on a need basis;
 6. Written procedures and telephone numbers for procuring emergency and necessary external services to the Department; and **[81.2.5f]**
 7. Officer status indicators. **[81.2.5e]**
- I. Access to the Communications Center is restricted to authorized personnel. The Communications Center Director is responsible for

establishing a list of authorized personnel. Additions to this list shall be based on: [\[81.3.1.a\]](#)

1. Security
2. Efficiency
3. Necessity

- J. The Communications Center was specially designed and built with earthquake and storm resistant construction in order to protect communications personnel and equipment. A generator sufficient to provide electrical power for continued operation is on site and the generator is regularly inspected and tested to assure its readiness. [\[81.3.1b, c, d, 81.3.2\]](#)

III. Services Administered

With use of the Public Safety Communications Center equipment, Communications Operators shall be responsible for securing the following services when requested:

- A. Fire and rescue equipment

The Public Safety Communication Center is responsible for call entry and dispatching fire and rescue equipment as requested in the City of Jonesboro. Requests for mutual aid are referred to the Fire Chief or his acting representative in accordance with Jonesboro Fire Department written procedures. See Jonesboro Fire Department Fire Dispatching Procedures Manual for complete dispatching procedures. CAD notes and reference manuals are also available in the Public Safety Communications Center with phone numbers for outside agencies, when applicable. [\[81.2.5f\]](#)

- B. Environmental and humane services

The Public Safety Communication Center receives requests and incidents requiring responses from outside agencies for environmental and humane services. A reference manual is located within the Communication Center for use when needed. [\[81.2.5f\]](#)

- C. Ambulances

All 911 requests for ambulances are handled by the Dispatch Center. Responding services are determined by request or on a rotational basis. The Communication Operator will remain on the line to determine if

police or fire service is necessary and to provide assistance as needed.
[\[81.2.5f\]](#)

D. Wreckers

The Public Safety Communications Center will not recommend a particular wrecker service, but will follow guidelines pertaining to the type of wrecker request being made. Unspecified requests for wrecker service are determined on a rotational basis.

IV. Receiving/Recording Calls for Service

A. Relevant information to be recorded concerning each request for service or self-initiated activity should include: [\[81.2.3a-j\]](#)

1. control number
2. date and time of request
3. name and add of complainant, if possible
4. type of incident reported
5. location of incident reported
6. identification of officer(s) assigned as primary and backup
7. time dispatched
8. time arrived
9. time cleared/returned to service
10. disposition of reported incident

B. The basic function of the Jonesboro Police Department and the Communications Center is to receive, screen, and prioritize calls for police or fire services and subsequently dispatch the appropriate response units in an efficient and coordinated manner.

1. Department employees or Communications Center personnel who receive a call for police services shall, accurately as possible, determine whether an emergency or non-emergency response is appropriate. In order to judge the characteristics of the call effectively, Communications Unit personnel must inquire appropriately as to the circumstances of the incident. [\[81.2.6a\]](#)
 - a. If the call is not an emergency, the caller should be given the appropriate agency's telephone number.
 - b. If the call is an emergency, the call shall be handled as such when received by dispatch. If an emergency call is received by personnel in the P.D. buildings, it should be routed to dispatch immediately after giving instructions to the caller to call 911 if disconnected.

2. In the event a department employee or Communications Center employee receives a call for service that should be directed to another agency, it should be determined if the call is of an emergency nature. The call should be re-routed to the appropriate agency, but extreme cases may require taking note of at least some basic information from the caller or possibly relaying the information to the appropriate agency in case the call is lost during connection. [\[81.2.12\]](#)

C. Communications Center personnel will be responsible for informing the victim or witness of the Department's response, informing them as to whether it will be a direct police response to handle the situation or if it will be a referral to another agency. [\[81.2.6b\]](#)

V. Dispatching Units [\[81.2.7\]](#)

The basis for establishing response is partly based on previous crime experience and partly on the facts as described by the caller. The call taker should enter enough details in CAD to allow the Dispatcher to easily determine a call's priority. Factors such as presence of weapons, number of people, prior violent history and the extent of the area to be covered will determine how many officers will be dispatched.

A. Number of units to be Dispatched

No less than two units shall be dispatched to the following types of calls: [\[81.2.4e\]](#)

1. All felony crimes involving violence against a person or crimes against property which are reported to be in progress.
2. Any disturbance or fight in progress.
3. Person armed with any type of weapon.
4. Hold-up or panic alarms at a business or residence
5. Traffic accidents at busy intersections or during periods of large amounts of traffic.
6. Any other call for service in which additional information indicates that more than one unit may be needed.

In any case, the first officer on scene may cancel back-up units at the point that they determine the additional assistance will not be needed.

Generally, single units will be dispatched on all other types of calls unless an additional unit is requested by the other responding officer(s).

B. Unit to be Dispatched

1. Once the priority level and number of officers that should respond has been determined, officers should be dispatched as follows:
 - a. Area officer in service – dispatch that area officer
 - b. Area officer out of service – hold for that officer unless:
 - 1) code 3 (high priority) – send closest 10-8 area officer
 - 2) code 2 and area officer will not be available for more than fifteen minutes, send closest 10-8 area officer
 - 3) code 1 calls may be dispatched to another 10-8 area officer if that area's officer is expected to be unavailable for an extended period of time (60 minutes or more)
2. Dispatching of 'any available unit' will be avoided, but once a call has been dispatched to a specific unit, closer units may volunteer to respond to a code 3 or high priority call.
3. Effort will be made to send the same officers to respond to second or subsequent calls to return to family disturbances.

C. Reassigning Calls

Normally, the area officer will handle the calls in their area. However, cases may be reassigned after a certain period of time as follows:

1. Code 3 or high priority calls will be reassigned immediately if the area officer is unavailable.
2. Code 2 or medium priority calls may be reassigned after 20 minutes.
3. Code 1 or low priority calls that have been holding for 60 minutes.

Officers going off duty should not be assigned crime reports within 15 minutes of their returning to the station. However, they may handle noise complaints, other misc. calls that do not require a report to be made. They may also be assigned to cover in-progress crimes and to standby at incidents requiring a report until an officer coming on-duty can arrive to handle.

D. Dispatching Supervisors

In order to assume command, a patrol supervisor shall be notified to respond to the scene of any of the following incidents: [\[81.2.4f\]](#)

1. Bomb Threat;
2. Officer involved shooting or discharge of duty weapon;
3. Any major investigative scene;
4. Officer involved traffic accident
5. Events involving multiple injuries or deaths or large scale property damage;
6. Tactical situations;
7. Fire or hazardous materials response involving street closure or traffic control involving more than two officers;
8. Officer requests supervisor

E. Tactical Dispatching Plan [\[81.2.5g\]](#)

Anytime personnel are checked out on a real and/or potential high danger incident, the communications operator should IMMEDIATELY close the channel to all non-emergency radio traffic. (Examples of high danger incidents include, but are not limited to: robbery in progress, burglary in progress, hostage situation, etc) Closing the channel to other traffic shall be accomplished by announcement to other units that the channel is restricted, preferably with the use of the audible alert tone just before the announcement (when possible). Officers may also advise dispatchers to close the net for a particular situation they are involved in, if they perceive the incident to be particularly dangerous or volatile.

Once the incident terminates or de-escalates to a lower status, the dispatcher shall then return the radio channel to normal traffic. Again, this

shall be completed through use of a public announcement, preferably preceded by the audible alert tone.

F. Dispatching Delays

In most cases, it is impossible to assign an officer to a cold report of a crime immediately. Most citizens should understand this, however, after thirty minutes or so they may become worried that they have been forgotten or their incident has been lost.

If a complainant calls back, never ask if they want to cancel the call. You may offer to assist them by taking a report over the phone if possible, otherwise, transfer the call to the Communications Center or take their name and number and check with dispatch to make certain the call is still in line awaiting an available officer and to make them aware of the call back. A brief explanation of the system of priorities may be needed.

G. Additional Assistance

In the case of non-immediate or emergency needs of a victim or witness, dispatchers and other call takers will direct callers to the appropriate agency, assigned investigator, the on-duty desk officer or the department's 24 hour pre-recorded information help line (336-7100).

VI. Radio Operations

- A. Radio broadcasts are controlled and a normal voice is used to ensure the broadcast is heard clearly.
- B. All units calling the Communications Center identify themselves by unit number. Each employee has a specific radio number. [\[81.2.4c\]](#)
- C. Officers investigating incidents who find that the location or nature of the call is different from the call originally dispatched are to notify the dispatcher of the correct information. [\[81.2.4.a\]](#)
- D. Officers should listen to make sure the frequency is clear before transmitting.
- E. Officers will not engage in debates or argue with the dispatcher concerning an assignment. Conflicts of this nature are routed to the employee's immediate supervisor who clarifies the issue to the best of his ability. Complaints on Communications personnel should be directed to a supervisor. If the conflict cannot be resolved at that time, the complaint should be forwarded to Administrative Services.

- F. Officers should not seek advice from the dispatcher regarding a point of law, enforcement action, or policy. Questions of this nature are directed to the appropriate supervisor.
- G. Long conversations should be avoided when transmitting on primary talk groups. Secondary talk groups and/or the telephone should be used for these situations.
- H. Officers must notify Communications anytime they leave their vehicle. For the purpose of officer safety, officers are required to give their location by physical address and not by telephone number, pager number, or check-out "by the radio". Circumstances that also require dispatch notification include, but are not limited to: [\[81.2.4a, 81.2.5e\]](#)
 - 1. Beginning and ending a tour-of-duty [\[81.2.4b, 81.2.5a\]](#)
 - 2. Beginning and ending an off-duty job; Officers shall go "10-8 off-duty assignment" and give the location where they are employed. [\[81.2.4b\]](#)
 - 3. Upon arrival at the scene of a dispatched call or when assisting another officer. [\[81.2.5e\]](#)
 - 4. When making traffic stops and assisting motorists; officers give the vehicle license number, including state of origin being displayed on the vehicle, and physical location. Due to the nature of the stop, the location or other factors, consideration should also be given as to providing any other information pertaining to the location, the description of the vehicle and the occupants. If a license number is not available, officers shall give a description of the vehicle with the location. [\[81.2.5a\]](#)
 - 5. When making pedestrian stops or stops of suspicious persons; officers give a physical description of the subject being stopped, the location and the reason for the contact if known. [\[81.2.5a\]](#)
 - 6. Any other self-initiated activity in which officer safety could be enhanced by notifying Communications.
 - 7. When checking-out for meals or breaks. [\[81.2.4b\]](#)
- I. When a call, incident, or enforcement action has been completed officers will broadcast a disposition of the incident and immediately return to service. [\[81.2.4a\]](#)

VII. Emergency Situations [41.2.1, 81.2.4g]

- A. Transmissions regarding emergency situations, pursuits, and serious crimes in progress shall be given priority over all other transmissions. When an emergency exists on any talk group, an audible alert may be sounded and the dispatcher will 'direct the net' by briefly advising the other units of the nature and location of the emergency.
 - 1. Robbery in progress, burglary in progress, disturbance involving weapons or other situation when deemed necessary or when officer on scene instructs dispatch to do so.
 - 2. Officers should listen for the all clear from dispatch before resuming normal radio traffic.
- B. Secondary Channel Traffic
 - 1. Units not involved must route all essential radio traffic to a secondary talk group until dispatch clears restricted traffic. The secondary talk group should be restricted to the dispatch and resolution of calls for service.
 - 2. Routine requests for information such as driver's license, warrant, and criminal history information should be curtailed while emergency traffic conditions exist. Requests for such information will be handled only as time permits.
 - 3. The emergency traffic conditions will not affect the officer's ability to make inquiries of the data base via the in car computer which should be used to reduce unnecessary radio traffic.
- C. Units coming in-service during an emergency situation shall switch to a secondary talk group and advise that dispatcher.
- D. When an "officer needs assistance" call is received Communications shall make a general broadcast and then dispatch a supervisor and the adjoining sector unit(s) to respond.

VIII. Special Situations

- A. In the event of a tactical or special operation, the supervisor in charge shall inform the Communications Center of the nature of the event. A radio channel will then be designated and shall only be utilized by those involved in the operation until its completion. A designated dispatcher, if manpower allows, shall be assigned to monitor traffic on this channel for the duration of the event.

B. Alternative Communication **[81.2.10]**

In situations requiring discreet, confidential traffic, lengthy explanation, etc – use the computer or of a cellular phone is permitted. Consideration should be given if utilizing employee personal phones.

IX. Supervisor Responsibility

- A. Supervisors are responsible for the radio conduct of their subordinates and shall immediately correct improper radio procedure.
- B. Supervisors should monitor and supervise use of the radio and assist officers as required.
- C. Field supervisors should monitor all talk groups and remain available to the primary talk group. Supervisors may be assigned calls if no other units are available.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
Destination : *Directive Manual*
Number : *503.00*
Topic : ***Radio Procedures***
Effective : *June 15, 2006*
Status : *New*
Approved By : *MY*

Reference: CALEA 81.2.1, 81.2.2, 81.2.3, 81.2.6a-g, 81.2.8a-c, 81.2.9, 81.3.2, 81.3.3, 81.3.4

I. Policy

Effective communication in the operation of the Department is a vital element of law enforcement and plays an important role in officer safety. All radio transmissions are recorded and improper radio usage will be grounds for disciplinary action. It is imperative that all employees conduct themselves as professionals while utilizing the communications system. This order is intended to assure that every step is conducted in an effective, proper, and professional manner. All personnel shall operate the Jonesboro Police Department's communications equipment in accordance with procedures established by the Department.

II. Equipment and Use

- A. Centralized communications provided by the Public Safety Communication Center include:
1. Base-mobile radio communications; and
 2. Telephone communication.
- B. Telephone communications shall include twenty-four hour toll-free telephone access for emergency calls for service, as well as prompt handling and routing of misdirected emergency calls. The city Information Systems department, in conjunction with the Police Department, Fire Department and Public Safety Communications (911) Center shall ensure that the phone system has adequate number of telephone lines for proper service to the public. **[81.2.1]**

- C. All telephone calls received by the Communications Center are recognized and recorded by their 911 communications system and delineation made between calls received via a 911 line and other lines, as well as available information as to the identity and/or location of the caller. [\[81.3.3\]](#)
- D. The Public Safety Communications Center is also equipped with a Telecommunication Device for the Deaf. Procedures for use of this equipment are accessible to the Communication Operators. [\[81.2.1\]](#)
- E. The Public Safety Communications Center is equipped with a base-mobile radio system capable of providing twenty-four hour two-way radio capability, which will provide continuous communications between Communication Center and Department employees on duty. [\[81.2.2\]](#)
 - 1. The radio is multi-channel with the capability of transmitting to and receiving from all Jonesboro mobile police, fire and public works units, other police agency base stations, and other police agency mobile units. Supervisors of certain departments, including police sergeants, are able to correspond with units from other departments via the radio when necessary. [\[81.3.4\]](#)
 - 2. Police and fire units are also equipped with portable hand-held radios that are able to transmit to, and receive other mobile units or dispatch. [\[81.3.4\]](#)
 - 3. The Communications Center is capable of radio communications with law enforcement officers of all of the municipalities of the county, the Craighead County Sheriffs Department, Arkansas State University and various other emergency service responders and is capable of relaying information to local units and vice versa. [\[81.2.4d, 81.3.4\]](#)
- F. The Public Safety Communications Center shall also provide the Department with access to local, state, and federal criminal justice data information systems. [\[81.2.9\]](#)
 - 1. Information gained via NCIC/ACIC is privileged and only for police investigative and employment purposes. No information may be released except to criminal justice personnel who are authorized to receive the information.
- G. The Public Safety Communication Center shall record and have immediate playback capability of telephone conversations which request law enforcement services and all radio transmissions. Requests to review

the recorded material shall be made by a department supervisor to the Communication Supervisor on duty.

1. Recorded material may be reviewed under the following circumstances: [\[81.2.8c\]](#)
 - a) Complaints from a citizen;
 - b) A question regarding the handling of a call;
 - c) An unusual call, which may be used for training purposes; and
 - d) Investigative purposes.
2. Only authorized personnel may review the recorded material. If a portion of a recording needs to be kept for future reference, the Communications Supervisor can make a recording of the material. [\[81.2.8c\]](#)
3. The Communications Supervisor shall secure all recorded material for a minimum of thirty days. [\[81.2.8a, 81.2.8b\]](#)

H. The Communications Center shall have immediate access to the following Department equipment and information:

1. Officer in charge; [\[81.2.5a\]](#)
2. Duty roster of all Department members; [\[81.2.5b\]](#)
3. Telephone list of all Department members; [\[81.2.5c\]](#)
4. Visual maps detailing Department service area, County lines, Districts, and reporting areas; [\[81.2.5d\]](#)
5. Central records and data storage on a need basis;
6. Tactical dispatching plans; [\[81.2.5g\]](#)
7. Written procedures and telephone numbers for procuring emergency and necessary external services to the Department; and [\[81.2.5f\]](#)
8. Officer status indicators. [\[81.2.5e\]](#)

- I. Access to the Communications Center is restricted to authorized personnel. The Communications Manager is responsible for establishing a list of authorized personnel. Additions to this list shall be based on: [\[81.3.1.a\]](#)
 - 1. Security
 - 2. Efficiency
 - 3. Necessity

- J. The Communications Center was specially designed and built with earthquake and storm resistant construction in order to protect communications personnel and equipment. A generator sufficient to provide electrical power for continued operation is on site and the generator is regularly inspected and tested to assure its readiness. [\[81.3.1b, c, d, 81.3.2\]](#)

III. Services Administered

With use of the Public Safety Communications Center equipment, Communications Operators shall be responsible for securing the following services when requested:

A. Fire and rescue equipment

The Public Safety Communication Center is responsible for call entry and dispatching fire and rescue equipment as requested in the City of Jonesboro. Requests for mutual aid are referred to the Fire Chief or his acting representative in accordance with Jonesboro Fire Department written procedures. See Jonesboro Fire Department Fire Dispatching Procedures Manual for complete dispatching procedures. CAD notes and reference manuals are also available in the Public Safety Communications Center with phone numbers for outside agencies, when applicable. [\[81.2.5f\]](#)

B. Environmental and humane services

The Public Safety Communication Center receives requests and incidents requiring responses from outside agencies for environmental and humane services. A reference manual is located within the Communication Center for use when needed. [\[81.2.5f\]](#)

C. Ambulances

All requests for ambulances are handled by the Dispatch Center. Responding services are determined on a rotational basis. The Communication Operator will remain on the line to determine if police or fire service is necessary and to provide assistance as needed. [81.2.5f]

D. Wreckers

The Public Safety Communications Center will not recommend a particular wrecker service, but will follow guidelines pertaining to the type of wrecker request being made. Unspecified requests for wrecker service are determined on a rotational basis.

E. Animal Control

The Public Safety Communications Center will dispatch all requests for animal control in the City of Jonesboro.

IV. Receiving/Recording Calls for Service

A. Relevant information to be recorded concerning each request for service or self-initiated activity should include: [81.2.3a-j]

1. control number
2. date and time of request
3. name and add of complainant, if possible
4. type of incident reported
5. location of incident reported
6. identification of officer(s) assigned as primary and backup
7. time dispatched
8. time arrived
9. time cleared/returned to service
10. disposition of reported incident

B. The basic function of the Jonesboro Police Department and the Communications Center is to receive, screen, and prioritize calls for police or fire services and subsequently dispatch the appropriate response units in an efficient and coordinated manner.

1. Department employees or Communications Center personnel who receive a call for police services shall, accurately as possible, determine whether an emergency or non-emergency response is appropriate. In order to judge the characteristics of the call effectively, Communications Unit personnel must inquire appropriately as to the circumstances of the incident. [81.2.6a]

- a. If the call is not an emergency, the caller should be given the appropriate agency's telephone number.
 - b. If the call is an emergency, the call shall be handled as such when received by dispatch. If an emergency call is received by personnel in the P.D. buildings, it should be routed to dispatch immediately after giving instructions to the caller to call 911 if disconnected.
2. In the event a department employee or Communications Center employee receives a call for service that should be directed to another agency, it should be determined if the call is of an emergency nature. [\[81.2.12\]](#)
- C. Communications Unit personnel will be responsible for informing the victim or witness of the Department's response, informing them as to whether it will be a direct police response to handle the situation or if it will be a referral to another agency. [\[81.2.6b\]](#)

V. Dispatching Units [\[81.2.7\]](#)

The basis for establishing response is partly based on previous crime experience and partly on the facts as described by the caller. The call taker should enter enough details in CAD to allow the Dispatcher to easily determine a call's priority. Factors such as presence of weapons, number of people, prior violent history and the extent of the area to be covered will determine how many officers will be dispatched.

A. Number of units to be Dispatched

No less than two units shall be dispatched to the following types of calls: [\[81.2.4e\]](#)

1. All felony crimes involving violence against a person or crimes against property which are reported to be in progress.
2. Any disturbance or fight in progress.
3. Person armed with any type of weapon.
4. Hold-up or panic alarms at a business or residence
5. Traffic accidents at busy intersections or during periods of large amounts of traffic.
6. Any other call for service in which additional information

indicates that more than one unit may be needed.

In any case, the first officer on scene may cancel back-up units at the point that they determine the additional assistance will not be needed.

Generally, single units will be dispatched on all other types of calls unless an additional unit is requested by the other responding officer(s).

B. Unit to be Dispatched

1. Once the priority level and number of officers that should respond has been determined, officers should be dispatched as follows:
 - a. Area officer in service – dispatch that area officer
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3. Effort will be made to send the same officers to respond to second or subsequent calls to return to family disturbances.

C. Reassigning Calls

Normally, the area officer will handle the calls in their area. However, cases may be reassigned after a certain period of time as follows:

1. Code 3 or high priority calls will be reassigned immediately if the area officer is unavailable.
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minutes.

3. Code 1 or low priority calls that have been holding for 60 minutes.

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D. Dispatching Supervisors

In order to assume command, a patrol supervisor shall be notified to respond to the scene of any of the following incidents: [81.2.4f]

1. Bomb Threat;
2. Officer involved shooting or discharge of duty weapon;
3. Any major investigative scene;
4. Officer involved traffic accident
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7. Fire or hazardous materials response involving street closure or traffic control involving more than two officers;
8. Officer requests supervisor

E. Dispatching Delays

In most cases, it is impossible to assign an officer to a cold report of a crime immediately. Most citizens should understand this, however, after thirty minutes or so they may become worried that they have been forgotten or their incident has been lost.

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in line awaiting an available officer and to make them aware of the call back. A brief explanation of the system of priorities may be needed.

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- A. Radio broadcasts are controlled and a normal voice is used to ensure the broadcast is heard clearly.
- B. All units calling the Communications Center identify themselves by unit number. Each employee has a specific radio number. [\[81.2.4c\]](#)
- C. Officers investigating incidents who find that the location or nature of the call is different from the call originally dispatched are to notify the dispatcher of the correct information. [\[81.2.4.a\]](#)
- D. Officers should listen to make sure the frequency is clear before transmitting.
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- F. Officers should not seek advice from the dispatcher regarding a point of law, enforcement action, or policy. Questions of this nature are directed to the appropriate supervisor.
- G. Long conversations should be avoided when transmitting on primary talk groups. Secondary talk groups and/or the telephone should be used for these situations.
- H. Officers must notify Communications anytime they leave their vehicle. For the purpose of officer safety, officers are required to give their location by physical address and not by telephone number, pager number, or check-out "by the radio". Circumstances that also require dispatch notification include, but are not limited to: [\[81.2.4a, 81.2.5e\]](#)
 - 1. Beginning and ending a tour-of-duty [\[81.2.4b, 81.2.5a\]](#)
 - 2. Beginning and ending an off-duty job; Officers shall go "10-8 off-duty assignment" and give the location where they are employed. [\[81.2.4b\]](#)

3. Upon arrival at the scene of a dispatched call or when assisting another officer. [\[81.2.5e\]](#)
 4. When making traffic stops and assisting motorists; officers give the vehicle license number, including state of origin being displayed on the vehicle, and physical location. Due to the nature of the stop, the location or other factors, consideration should also be given as to providing any other information pertaining to the location, the description of the vehicle and the occupants. If a license number is not available, officers shall give a description of the vehicle with the location. [\[81.2.5a\]](#)
 5. When making pedestrian stops or stops of suspicious persons; officers give a physical description of the subject being stopped, the location and the reason for the contact if known. [\[81.2.5a\]](#)
 6. Any other self-initiated activity in which officer safety could be enhanced by notifying Communications.
 7. When checking-out for meals or breaks. [\[81.2.4b\]](#)
- I. When a call, incident, or enforcement action has been completed officers will broadcast a disposition of the incident and immediately return to service. [\[81.2.4a\]](#)

VII. Emergency Situations [\[41.2.1, 81.2.4g\]](#)

- A. Transmissions regarding emergency situations, pursuits, and serious crimes in progress shall be given priority over all other transmissions. When an emergency exists on any talk group, an audible alert may be sounded and the dispatcher will 'direct the net' by briefly advising the other units of the nature and location of the emergency.
 1. Robbery in progress, burglary in progress, disturbance involving weapons or other situation when deemed necessary or when officer on scene instructs dispatch to do so.
 2. Officers should listen for the all clear from dispatch before resuming normal radio traffic.
- B. Secondary Channel Traffic
 1. Units not involved must route all essential radio traffic to a secondary talk group until dispatch clears restricted traffic. The secondary talk group should be restricted to the dispatch and resolution of calls for service.

2. Routine requests for information such as driver's license, warrant, and criminal history information should be curtailed while emergency traffic conditions exist. Requests for such information will be handled only as time permits.
 3. The emergency traffic conditions will not affect the officer's ability to make inquiries of the data base via the laptop computer which should be used to reduce unnecessary radio traffic.
- B. Units coming in-service during an emergency situation shall switch to a secondary talk group and advise that dispatcher.
- J. When an "officer needs assistance" call is received Communications shall make a general broadcast and then dispatch a supervisor and the adjoining sector unit(s) to respond.

VIII. Special Situations

- A. In the event of a tactical or special operation, the supervisor in charge shall inform the Communications Unit of the nature of the event. A radio channel will then be designated and shall only be utilized by those involved in the operation until its completion. A designated dispatcher, if manpower allows, shall be assigned to monitor traffic on this channel for the duration of the event. [COM 6.3.1.e]

- B. Alternative Communication [\[81.2.10\]](#)

In situations requiring discreet, 10-35 traffic, lengthy explanation, etc – use of cellular phone permitted. Consideration should be given if utilizing employee personal phone

IX. Supervisor Responsibility

- A. Supervisors are responsible for the radio conduct of their subordinates and shall immediately correct improper radio procedure.
- B. Supervisors should monitor and supervise use of the radio and assist officers as required.
- C. Field supervisors should monitor all talk groups and remain available to the primary talk group. Supervisors may be assigned calls if no other units are available.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>504.01</i>
<i>Topic</i>	:	<i>MVR & Mobile Computers</i>
<i>Effective</i>	:	<i>September 15, 2008</i>
<i>Stats</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.3.7 a-b, 41.3.8 a-c

I. Policy

The use of computer technology, such as computer and mobile video and audio equipment, has proven valuable in the apprehension and prosecution of traffic violators and in other offenses, in evaluation of officer performance, and in training. In order to ensure the most efficient and effective use of all computerized equipment utilized in patrol units, officers shall follow the procedures set forth in this procedure.

II. Definitions

MVR - Mobile Video and Audio Recording equipment, both digital and VHS.

III. MVR Program Objectives

- A. The Jonesboro Police Department has adopted the use of in-car video and audio recording systems in order to accomplish several objectives. These objectives include, but are not limited to:
1. The enhancement of officer safety;
 2. The enhancement of officer reporting, evidence collection, and court testimony through audio and video documentation of events, actions, conditions, and statements made during arrests and critical incidents;
 3. The enhanced ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, and evidence for investigative purposes;

4. The protection from false claims of impropriety; and
5. For officer evaluation and training.

IV. General MVR Guidelines

- A. MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation.
- B. Officers shall manually activate the MVR equipment during enforcement activity or other contact where the vehicle's emergency warning devices are not utilized. This includes during all calls for service (disturbance calls, civil stand-bys, etc.) or officer initiated contact – especially any contact that has potential for conflict or question.
- C. Officers shall not erase, reuse or in any manner alter MVR video. For an officer to do so may result in disciplinary action up to and including dismissal.
- D. Officers shall only use videotapes issued and approved by the Jonesboro Police Department.
- E. Videotapes will not be removed from the police vehicles for any purpose other than for approved police business. Police personnel may not take videotapes home to view, nor may they obtain copies of a videotape except through formal channels specified by this directive. [\[41.3.8b\]](#)

V. Appropriate MVR Applications [\[41.3.8a\]](#)

- A. Record traffic stops;
- B. Record all enforcement actions;
- C. Record the actions of all parties involved during calls for service, interviews or sobriety checks;
- D. To document the circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband;
- E. During other circumstances in which documentation of the suspect's or officer's actions may prove useful in court; and
- F. Officers shall properly notify subjects that they are being recorded when Federal or State law requires such notification. MVR equipment shall not be utilized as an illegal listening device.

VI. MVR Operating Procedures

A. Officer Responsibilities

1. MVR equipment installed in vehicles is the responsibility of the officer assigned to the vehicle and will be maintained according to manufacturer's recommendations.
2. Prior to each shift, Officers shall determine whether their MVR equipment is working satisfactorily. This shall include:
 - a. Checking that the camera is positioned and adjusted to record events;
 - b. Their wireless microphone is activated in order to provide narration with the video recording to explain the reason for their current or planned enforcement action.
 - c. As soon as practical, Officers shall bring any equipment problems to the attention of the duty supervisor and attempt to resolve the problem.
3. The MVR equipment shall be activated prior to any emergency response or prior to any enforcement action and shall not be deactivated until the enforcement action is completed.
4. The MVR equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic, during parade escorts, etc.
5. If the video recording documents an arrest, pursuit, or some other incident that may be needed as evidence, officers should take care to preserve their evidence. This includes making notes that will allow for later retrieval.
6. Officers are encouraged to inform their supervisors of any videotaped sequences that may be of value for training or internal affairs investigation purposes.
7. If an officer fails to activate the MVR equipment when required or deactivates any part of the MVR equipment during any enforcement action, the officer shall submit a memorandum to the Patrol Captain via the chain of command detailing the reasons for their failure to comply with this Directive.

B. Video Equipment Care

Video from the digital recording devices should download automatically and is available for a period of 75 days following the incident. Video concerning specific incidents will be saved in a separate file. Officers must submit a 'Video Evidence Request' form to their shift supervisor for each incident and for all DWI arrests. [41.3.8c]

Some older units are still equipped with VHS video equipment and the following guidelines apply to VHS:

1. Videotapes will be issued as needed by a patrol supervisor. The supervisor is responsible for recording the videotape number and the date of issue on the video tape log designated for this purpose. .
2. Videotapes are not to leave the assigned police vehicle while in use. [41.3.8b]
3. When a videotape reaches its recording capacity, the officer must notify the shift supervisor to remove the videotape. The supervisor must record the date and time the tape is removed, install a new tape and ensure the vault is properly closed. [41.3.8b]
4. Once the original videotape is removed after reaching its recording capacity, the supervisor shall remove the record tab from the tape and transfer it to the Property Custodian along with the required paperwork through use of the drop box in the front desk area. [41.3.8c]
5. VHS equipment requires cleaning following every 100 hours of operation. Cleaning tapes are available for this purpose.

VII. Video Record Control and Management

A. Storage [41.3.8b]

1. All digital video evidence is maintained on the computer database accessible only to a limited number of supervisory officers (including shift commanders). Access to the files is maintained through the use of individual passwords.
2. All videotapes shall be maintained within the separate video storage room. Only the court bailiff and the Evidence Custodians will have access to this room.

B. Retention

1. Digital video is held within the computer for 75 days. Those events identified as necessary for future evidentiary purpose beyond that time, as well as all DWI arrests, will be retained in a separate file by a supervisory officer following receipt of a Video Evidence Request form. [\[41.3.8c\]](#)
2. All videotapes will be held for one year prior to disposal. [\[41.3.8c\]](#)

VIII. Video Evidence Custodian

- A. The Video Evidence Custodian (normally the court bailiff) is responsible for the systematic storage, retrieval and appropriate release of videotapes or videotape information after they are submitted as evidence. [\[41.3.8b\]](#)
- B. The Custodian will also be responsible for the reproduction of video items stored on computer for court or for release following a records request.

IX. Patrol Car Computer Equipment

- A. Computers are utilized in most of the patrol units. Current available programs (including mapping, etc.) are designed to enhance the officer's service capabilities. Introduction of any unauthorized software or file onto these computers is prohibited. [\[41.3.7a\]](#)
- B. The manipulation or alteration of current software running on an agency-owned mobile, desktop or handheld computer is prohibited. [\[41.3.7b\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>505.00</i>
<i>Topic</i>	:	<i>DWI Enforcement</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 61.1.5a, 61.1.10, 61.1.11

I. Purpose and Scope

- A. The purpose of this policy is to provide guidelines to aid in the effective recognition, apprehension, and prosecution of persons who are driving under the influence of alcohol or drugs. This policy shall apply to all sworn members of the Jonesboro Police Department. [\[61.1.11\]](#)

II. Policy

- A. As part of its efforts to ensure the safety of motorists and pedestrians, the Jonesboro Police Department will aggressively enforce laws pertaining to traffic violations by drivers who operate a motor vehicle while under the influence of alcohol or drugs. This effort will be undertaken in the following manner: [\[61.1.10\]](#)
 - 1. By fielding specially trained and equipped personnel;
 - 2. By identification of these offenses as a priority enforcement activity; and
 - 3. Participation in a DWI Enforcement effort (provided funding is available) through the Arkansas Highway Department. Under this “Selective Traffic Enforcement Program” or STEP, officers work extra-duty employment in selective enforcement directed at DWI Enforcement.
- B. It is the policy of the Jonesboro Police Department to vigorously enforce all laws prohibiting the operation of motor vehicles while under the influence of intoxicating liquor, drugs or both. A physical arrest will be made in all cases where sufficient probable cause exists that an operator of

a motor vehicle is DWI or DUI. Because of this “zero tolerance” policy, warnings will not be considered for DWI or DUI offenses. [61.1.5.a]

III. Procedure [61.1.11]

- A. A police officer’s observations are crucial in establishing the requisite probable cause necessary to arrest a motorist for a DWI violation. Police officers must rely on their formal training and experience in this area, placing particular emphasis on those driving actions that give rise to the officer’s belief that a motorist is driving under the influence. The following basic detection methods should be utilized:
1. Conducting surveillance on a driver suspected of DWI in order to observe his or her behavior;
 2. Initiating a traffic stop after observing a moving or equipment violation;
 3. Observing the actions of drivers’ during accident investigations; and
 4. Acting upon the reports of witnesses in regard to erratic or improper vehicle operation.
- B. After the decision has been made to stop a motorist suspected of DWI, the officer shall follow departmental procedures for initiating a misdemeanor traffic stop. Certain guidelines and competent evidence must be used to support an arrest (A DWI Field Notes form issued by the NHTSA is an excellent documentation resource), including the following:
1. Fully document all observations related to driver behavior, make sure to note erratic or improper vehicle operation.
 2. Note any observations concerning the physical, mental, or emotional condition of the driver, aside from those concerned with vehicle operation, that add to the suspicion of intoxication and/or impairment. (Example: odor of intoxicants, slurred speech, bloodshot eyes, general appearance, etc.)
 3. Closely observe driver for signs of impairment of physical or mental functions, as evidenced by poor coordination, equilibrium, or comprehension; or a lack of concentration or confusion. Note if the driver has difficulty following simple instructions, answering questions, or fumbling with wallet or papers.

4. Use of testimony by witnesses who observed the driver's behavior to establish operation and to describe erratic vehicle operation if noted. (Usually related to a traffic accident.)
- C. After making contact with a person suspected of DWI, officers are strongly encouraged to conduct field sobriety or performance tests to support their probable cause that a person is under the influence of some type of intoxicant or drug. The following tests are certified for use by the National Highway Traffic Safety Administration to determine probable cause indicative of a lack of sobriety:
1. Horizontal Gaze Nystagmus Test
 2. Walk and Turn Test;
 3. One-Leg Stand test; and

Officers are not limited to conducting only these tests. Any other tests, such as alphanumeric tests, finger to nose test, or others that will support probable cause that a person is under the influence may be utilized.

- D. Any person stopped for suspicion of driving while intoxicated (or driving under the influence) is required by *Arkansas' Implied Consent Law*, §5-65-202, to submit to a chemical test of his or her blood, breath or urine. The purpose of this test is to determine the level of alcohol or controlled substance in his or her blood. The Implied Consent Law states that any person who operates a motor vehicle or is in actual physical control of a motor vehicle in this state shall be deemed to have given consent to undergo this chemical test.
- E. If after conducting field sobriety tests, an officer has sufficient probable cause to believe a driver has consumed a substance that is impairing his or her ability to operate a motor vehicle, the officer shall arrest the driver following standard arrest procedures. The officer will request the driver submit to a chemical analysis in accordance with the Implied Consent Law.
- F. Upon arrival at the testing facility, the officer shall inform the arrested individual of his or her rights pertaining to the breath test, pursuant to *Act 549 of 1983* also known as the *Omnibus DWI Act*. This statement of rights pertaining to DWI or DUI cites the following Arkansas State Statutes:
1. Implied consent statute (Arkansas §5-65-202);
 2. Type of chemical analysis to be utilized (Arkansas §5-65-203);

3. Refusal to submit to this chemical test (Arkansas §5- 65-205);
 4. Right to an alternate test by a qualified person (Arkansas §5-65-204e); and
 5. After taking an alternate test, if found **not guilty**, the Jonesboro Police Department will reimburse the person for the cost of the additional test (Arkansas § 5-65-204(e)(1)).
- G. Pursuant to *Arkansas §5-65-203*, which governs the administration of chemical tests, the law enforcement agency that employs the arresting officer shall designate which test shall be administered. The Jonesboro Police Department shall utilize chemical testing in the following order of preference:
1. *Breath Test* - If the arresting officer believes the offender is solely under the influence of alcohol, a breath test utilizing a BAC Datamaster will be conducted. **The breath test will be the preferred test that is utilized by the Jonesboro Police Department.** An officer certified through the Arkansas Department of Health pursuant to Arkansas §5-65-204(b) will conduct the breath test. The breath test will be conducted following the procedures for the analysis, established and approved by the Arkansas State Board of Health, pursuant to *Arkansas §5-65-204(c)*. The officer conducting the test shall enter in the BAC Datamaster and on the logbook all information pertaining to the administration of the test.
 2. *Blood Test* – If circumstances make the administration of a breath test impractical, or if the arresting officer has reason to believe the offender is under the influence of either a combination of alcohol and drugs or drugs only, a blood test may be utilized. If the officer suspects drugs are involved, he is encouraged to seek the assistance of a certified “Drug Recognition Expert” or DRE. If an offender refuses to allow a blood test be conducted, a different test should performed based on the officer’s suspicions. *Arkansas §5-65-204(d)* states that a physician or a person acting under the direction and supervision of a physician may draw blood.
 3. *Urine Test* – If the arresting officer believes the driver’s impairment is solely from drugs, a DRE should be contacted, and a complete Drug Recognition Examination should be conducted. As a portion of this examination, or if a DRE is unavailable, a urine sample will be collected in accordance with methods set forth.

- H. The arresting officer will conduct the breath test on the BAC Datamaster and shall be responsible for entering the information pertaining to the test on both the Datamaster Unit and the logbook. The arresting officer is also responsible for submitting all paperwork pertaining to the administration of the breath test to the appropriate location in a timely manner.

- I. The arresting officer is responsible for the disposition of all evidence collected as a result of the administration of a blood test. The blood vials will be placed in the custody of the Evidence Custodian in accordance with Property and Evidence Control policy. Blood samples shall be refrigerated and submitted for processing in the following manner:
 - 1. *Alcohol Only* – Samples will be submitted to the Arkansas Department of Health for analysis. The arresting officer must complete an Arkansas Department of Health submission form to be submitted in addition to the JPD Evidence Submission Form. The chain of custody section on the Department of Health form must be completed.
 - 2. *Alcohol and/or Drugs* – Samples will be submitted to the Arkansas Crime Laboratory for analysis. The arresting officer must complete a State Crime Lab submission form, in addition to the JPD Evidence Submission Form.

- J. The Drug Recognition Expert (DRE) who administers the drug recognition evaluation shall be responsible for properly submitting the urine sample to the custody of the Evidence Custodian. If a DRE is unavailable, the arresting officer shall be responsible for properly submitting the sample. The sample should be submitted in the following manner:
 - 1. The urine sample container shall be sealed with a biohazard label and then heat-sealed in a polyethylene bag before placing it in the refrigerator.
 - 2. In addition to the JPD Evidence Submission Form, a State Crime Lab submission form shall be completed.

- K. When a driver of a motor vehicle submits to a chemical analysis at the request of a Jonesboro police officer, the driver then has the right to request an alternate chemical test. Pursuant to *Arkansas §5-65-204(e)*, if this request is made, the arresting officer must assist the driver in obtaining the type of test that he or she has requested. *Arkansas §5-65-203(b)(1)* states the expense of the additional test shall be borne by the person tested. In addition, officers must, in compliance with *Arkansas §5-65-204(e)(1)*, advise the person being tested that if they take an alternate

test **and are found not guilty**, the Jonesboro Police Department will reimburse the person the cost of the alternate test.

- L. *Arkansas §5-65-103(b)* states “it is unlawful for a person to operate or be in actual physical control of a motor vehicle if at that time the alcohol concentration in the person’s breath or blood was eight-hundredths (0.08) or more based upon the definition of breath, blood or urine concentration as defined in *Statute 5-65-204*.” Also, *Arkansas §5-65-104 (a)(1)* states it is unlawful to operate or be in actual physical control of a motor vehicle while intoxicated in addition to citing the legal limit established by 5-65-103(b). ***Officers should always be prepared to testify as to the level of intoxication observed at the time and not depend solely on the results of the chemical analysis.***
- M. *Arkansas §5-65-303(b)* states it is unlawful for any underage person, which is defined as any person under the age of twenty-one (21), to operate or be in the actual physical control of a motor vehicle if at that time there was an alcohol concentration of two-hundredths (0.02) but less than eight-hundredths (0.08) in the person’s breath or blood as determined by a chemical test.
- N. The arresting officer shall be responsible for processing the arrested driver into the Craighead County Detention Center in accordance with policy regarding prisoner handling and transportation. The arresting officer shall ensure that all appropriate intake forms and citations are completed at the time of booking.
- O. The arresting officer will be responsible for impounding the arrested driver’s vehicle. The arresting officer shall request that Dispatch notify a towing company to impound the vehicle. The arresting officer shall conduct the impoundment in compliance with department policy. At the request of the arrested person, and in lieu of impoundment, the officer is authorized to release the vehicle to a responsible third party.
- P. The arresting officer shall submit the following paperwork, along with the arrest report and citation, following established departmental procedures:
 - 1. Statements of Rights form;
 - 2. Arkansas Department of Health Breath / Blood Alcohol Report form; and
 - 3. BAC Datamaster ticket with printed results.

4. *State of Arkansas Department of Finance and Administration – Omnibus DWI Law Official Driver License Receipt and Notice of Suspension/Revocation Form – Yellow Copy*

Q. The arresting officer shall retain possession of the arrest person's driver's license and submit it along with the completed *State of Arkansas Department of Finance and Administration – Omnibus DWI Law Official Driver License Receipt and Notice of Suspension/Revocation Form*. After completion, the white copy along with the driver's license, copy of BAC ticket and copy of Statement of Rights form will be placed in the envelope provided. The envelope should be sealed and placed in the outgoing mailbox at the Jonesboro Police Department Information Desk. The yellow copy of this form shall be submitted along with the paperwork as described in Section P. The two pink pages of this form shall be given to the driver as a receipt for his or her driver's license.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication	:	General Order
Dissemination	:	Department
Destination	:	Directive Manual
Number	:	506.01
Topic	:	Domestic Violence Calls
Effective	:	February 10, 2010
Status	:	Revised
Approved By	:	MY

Reference: CALEA 1.2.7

I. Policy

Domestic violence is a crime that differs from other crime because of the intimate relationship between the victim and the accused. Notwithstanding that difference, police should respond to domestic violence as they would respond to any crime. Officers should arrest and pursue criminal remedies appropriate to the crime that the officers have probable cause to believe the accused have committed. In recognition of the difference between domestic violence and other crimes, however, police also should provide victims with special assistance, including efforts to ensure that victims are informed of available services to victims of domestic violence.

II. Definitions

A. Domestic Abuse - (A)Physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or (B) Any sexual conduct between family or household members whether minors or adults, which constitutes a crime under the law of this state.”

Arkansas Code Ann. 16-81-113 (b)(1)

B. Family or Household Member – “spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any child residing in the household, persons who are presently or in the past have resided or cohabitated together, persons who have or have had a child in common and persons who have been in a dating relationship together presently or in the past.” Arkansas Code Ann. 16-81-113 (b)(2)

- C. Dating Relationship – “(A)...means a romantic or intimate social relationship between two individuals which shall be determined by examining the following factors (i) The length of the relationship; (ii) The type of the relationship; (iii) The frequency of the interaction between the two individuals involved in the relationship. (B) ...shall not include a casual relationship or ordinary fraternization in a business or social context between two individuals.
Arkansas Code Ann. 16-81-113 (b)(3) and Arkansas Code Ann. 5-26-302 (1)(H)(2)(A)

III. Purpose and Goals

- A. To reduce the incidence and severity of domestic violence by establishing arrest and prosecution, rather than mediation, as the preferred means of police response to domestic violence;
- B. To afford maximum protection and support to victims of domestic violence through a coordinated program of law enforcement and victim assistance;
- C. To ensure that law enforcement services are as available in domestic cases as they are in other criminal cases;
- D. To reaffirm the police officer’s authority and responsibility to make arrest decisions according to established probable cause standards;
- E. To promote officer safety by ensuring that officers are as fully prepared as possible to respond to domestic calls;
- F. To help reduce police resources consumed in responding to domestic violence by reducing the number of police interventions required by any particular household.

IV. Procedure

- A. Approaching the Scene
 - 1. The responding officer should approach the scene of a domestic dispute as one of high risk. Whenever possible, two officers will respond to a domestic call.
 - 2. The officer should obtain all available information from the dispatcher before arriving at the scene and will notify the dispatcher upon arrival.

3. The officer should not park directly in front of the residence or scene of the disturbance. The officer should be alert of assailants leaving the scene and for employment of weapons from doors, windows or nearby vehicles.

B. Initial Contact

1. The officers may enter and conduct a search of the premises if consent has been given to do so. If entry is refused, the officer should be persistent about seeing and speaking to the victim, but in every instance, the officer should ensure the safety of the victim.

Under the Ark Rules of Criminal Procedure 14.3 it is provided that an officer may conduct a search if the officer “...*has reasonable cause to believe that premises or a vehicle contain: (a) individuals in imminent danger or death or serious bodily harm.*”

2. The officers should ask to see the person who is the subject of the call. If the person who called the police is someone other than the subject of the call, the officers should not reveal the caller’s name.
3. The officer should ensure the victim’s safety by separating the victim and the assailant.

C. On Scene Investigation

1. The responding officer should interview all parties to identify the victim(s) and the assailant(s). Primary aggressor status with evidence of injury should be used in making this determination to safeguard against re-victimizing the victim through arrest.
2. The officer should ensure the victim’s privacy by interviewing the victim in an area apart from the assailant, witnesses and bystanders. In questioning the victim, the officer should use supportive interview techniques. The officer should ask the victim about previous domestic incidents, their frequency and severity. The officer should not tell the victim what action is contemplated until all available information has been collected.
3. If the accused are “in custody” before the interview, the accused must be given Miranda warnings before any questioning takes place. If the accused have fled the scene, the officer should solicit information regarding the possible whereabouts of the accused (place of employment, relatives, friends, etc.)

4. The officer should interview any witnesses as fully and as soon as circumstances allow. If witnesses provide information about prior incidents, the officer should document such incidents to establish a pattern.
5. All physical evidence should be collected, noted in reports and logged into evidence as in other criminal investigations. The officer should collect and preserve all physical evidence necessary to support prosecution, including evidence substantiating the victim's injuries, evidentiary articles that substantiate the attack (weapons, torn clothing, etc.), and evidence recording the crime scene. The officer should ensure that photographs are taken of visible injuries on the victim and of the crime scene.

D. Arrest Decision [1.2.7]

It is the officer's responsibility to decide whether an arrest should be made. The officer, therefore, should not consider the victim's opposition to arrest and should emphasize to the victim, and to the accused as well, that the criminal action thus initiated is the action of the State of Arkansas, not the action of the victim.

1. Arkansas law gives law enforcement the authority to make a warrantless arrest based on probable cause for felony domestic violence crimes, as well as authority to make a warrantless arrest for misdemeanor domestic violence within twelve hours of when the crime was committed.

"...a certified law enforcement officer may arrest a person for a misdemeanor without a warrant if the officer has probable cause to believe that the person committed battery upon another person and the officer finds evidence of bodily harm, and the officer reasonably believes that there is danger of violence unless the person alleged to have committed the battery is arrested without delay".

Arkansas Code Section 16-81-106 (b)(2)(B)

And

"...when a law enforcement officer has probable cause to believe a person has committed acts which constitute a crime under the laws of this state and which constitute domestic abuse as defined in subdivision (b)(1) of this section against a family or household member, the officer may arrest the person without a warrant if the law enforcement officer has probable cause to believe the person has committed those acts within the preceding four (4) hours or

within the preceding twelve (12) hours for cases involving physical injury as defined in 5-1-102(14), even if the incident did not take place in the presence of the law enforcement officer. “

Ark. Code Ann. 16-81-113 (a)(1)(A)

Further procedural guidance for arrest in “domestic violence” situations is provided in

And Arkansas Rules of Criminal Procedure, Rule 4.1(a)(iv) states: *“(a) a law enforcement officer may arrest a person without a warrant if: (iv) the officer has reasonable cause to believe that such person has committed acts which constitute a crime under the laws of this state and which constitute domestic abuse as defined by law against a family or household member and which occurred within four (4) hours preceding the arrest if no physical injury was involved or twelve (12) hours preceding the arrest if physical injury as defined in A.C.A. 5-1-102, was involved;”*

2. The term “domestic violence” will not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.
3. Where complaints of family violence are received from two or more opposing parties, the officer shall evaluate each complaint separately to attempt to determine which party was the primary aggressor. If the officer determines that one of the parties was the primary physical aggressor, the officer shall not be required to arrest any other person believed to have committed an act of family violence during the incident.
4. There are going to be situations where the parties refuse to separate and refuse, or are afraid, to obtain a warrant and the likelihood of bodily injury exists to such an extent that an officer has no recourse but to act. If such circumstances exist and if an officer has probable cause to believe that a domestic related crime has occurred, the officer will make an arrest and charge the individual with the specific crime. Ark Code Ann 16-81-113 also states: *(a)(1)(B) “The arrest of the person shall be considered the preferred action by the law enforcement officer when evidence indicates that domestic abuse has occurred...”*
5. In the case where there have been previous complaints of domestic violence, other avenues of arrest may be feasible. Arrests may be made for Violation of a No Contact Order pursuant to Ark Rules of Criminal Procedure 9.5 (b) or Violation of an Order of Protection

(5-53-134) if the victim has previously obtained an order of protection and it has been served.

E. No Arrest

If the arrest is not authorized because of the absence of probable cause to believe a crime has been committed, or if arrest is authorized but not made for other extenuating reasons (such reasons to be detailed in an incident report), the officer should:

1. Explain to the victim the reasons that an arrest is not being made;
2. Advise the victim of procedures for filing a misdemeanor affidavit; and
3. Encourage the victim to contact the family violence shelter for information regarding counseling and other services available to victims of domestic violence.

V. Victim Assistance

A. Victim

1. Whether or not an arrest is made, the responding officer should not leave the scene of the incident until the situation is under control and the likelihood of further violence has been eliminated.
2. The officer should stand by while victims gather necessities for short term absences from home, such as clothing, medication and necessary documents.
3. Whether or not an arrest is made, the officer should notify the victim of the availability of a shelter, including its phone number or other services of the community as outlined in the policy concerning Victim's Rights (Policy 517.00).

B. Children

1. If the child is physically injured, arrangements should be made for transportation to a medical facility
2. If the accused are arrested and are the sole caretaker of a child, or if the victim is the sole caretaker of a child and can no longer provide care (for example the victim is hospitalized), the officer should determine whether there is a responsible relative who can

care for the child and, if so, that relative should be contacted and the officer should wait for the relative's arrival

3. If no responsible relative can be located, the officer's immediate supervisor will be contacted and the supervisor will in turn ensure that notification is made to the Dept of Human Services / Division of Child and Family Services. DCFS will then be responsible for the children.

C. Elderly

When a victim of domestic violence is elderly (60 or over) and the accused are the sole caretaker, and an arrest is indicated, or when the victim of domestic violence is the sole caretaker of a physically dependent elder and the victim can no longer provide care (for example, when the victim is hospitalized), the responding officer should determine whether the elder is physically endangered, wither as a result of the abuse, a pre-existing medical condition or the removal of a caretaker

1. If the elder is physically endangered and mentally alert, the officer should ask the elder for the name of a relative or friend who can be contacted immediately to assist the elder.
2. If there is no one available to assist the elder, or if the elder appears not to be mentally alert, the officer should make an emergency referral to Adult Protective Services.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>507.00</i>
<i>Topic</i>	:	<i>Traffic Law Enforcement/Stops</i>
<i>Effective</i>	:	<i>July 1, 2008</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 61.1.1a-e, 61.1.2a-c, 61.1.3a-e, 61.1.4a-d, 61.1.5a-1, 61.1.6a-d, 61.1.7, 61.1.8, 61.1.9a-f, 61.1.10, 61.1.12, 61.1.13, 82.3.4a-c

I. Policy

Traffic enforcement must be uniform to be acceptable to the public. It is the intent of the Department to establish guidelines for the uniform enforcement of traffic laws under all categories, after taking into account the degree and severity of the violation committed. The ultimate goal of traffic enforcement is to reduce traffic accidents and provide for the safe and efficient flow of traffic through enforcement of state laws and city ordinances.

II. Traffic Law Enforcement

- A. Traffic enforcement should be directed against hazardous moving violations, particularly in those areas where a high number of traffic accidents occur.
- B. The Patrol Division Captain is responsible for the overall implementation and evaluation of selective traffic enforcement and is responsible for: [\[61.1.1e\]](#)
 - 1. The coordination of selective traffic enforcement activities through citizen requests, areas of concern noted by officers or other city personnel and an annual compilation and comparison of enforcement and traffic collision data that is used to determine what types of violations appear to contribute to traffic accidents and that can be used to target locations with a high frequency of accidents and evaluate traffic complaints. [\[61.1.1a,c\]](#)
 - 2. Analysis of traffic enforcement activities. [\[61.1.1b\]](#)
 - 3. Development and implementation of selective traffic enforcement techniques and procedures. [\[61.1.1d\]](#)

4. Periodic evaluation of the success of traffic enforcement activities. [\[61.1.1f\]](#)

C. The patrol and traffic unit supervisors are responsible for deploying personnel to conduct selective traffic enforcement. Deployment of personnel should be based on consideration of the time(s) of day and areas with the greatest concentration of traffic accidents. [\[61.1.1e\]](#)

D. Enforcement methods

1. Officers may use the following methods in traffic law enforcement:

a) Line patrol – Patrol between two specific points on a given street. [\[61.1.6a\]](#)

b) Area patrol – Moving patrol within a defined area. [\[61.1.6a\]](#)

c) Directed patrol – Patrol in a specific area with a specific purpose. [\[61.1.6a\]](#)

d) Stationary traffic observation, covert and overt [\[61.1.6b\]](#)

2. In normal patrol operations, it is the policy of the Department to maintain a visible traffic patrol as a deterring presence for traffic violators.

3. Units not equipped with lights and siren and police markings will not be used for traffic enforcement. [\[61.1.6c\]](#)

4. This Department may utilize roadside sobriety checks as a method of traffic enforcement. [\[61.1.6d\]](#)

E. Enforcement Actions

All sworn personnel shall take the appropriate action(s) in enforcing State and local traffic laws in accordance with the general guidelines established in this Directive.

1. Warnings - warnings are utilized as substitutes for citations when circumstances warrant, especially in the case of inadvertent non-hazardous violations. [\[61.1.2c\]](#)

2. Traffic Citations – traffic citations should be issued to violators who jeopardize the safe and efficient flow of vehicular or pedestrian traffic with a hazardous moving violation or a violator who operates an unsafe or

improperly equipped vehicle or when the officer has reason to believe that a warning will not gain compliance with the law. [61.1.2b]

3. Arrest – Officers may make physical arrest in the following circumstances: [61.1.2a]
 - a. Violations of traffic laws pertaining to driving under the influence of alcohol or other intoxicants.
 - b. Whenever a felony has been committed involving a vehicle.
 - c. Whenever the operator has no valid operator license and cannot prove his/her identity, or is operating a motor vehicle with their operator license suspended.
 - d. When the officer has reason to believe and can articulate that belief, that the operator will represent a continued threat to the safety of vehicular or pedestrian traffic.
 - e. When the operator of the vehicle refuses to sign the citation and indicates that they do not intend to appear in court or pay the fine.

F. Enforcement on Controlled Access Highways

Traffic enforcement along controlled access highways are regulated by the Administrative Procedure Act, Arkansas Code 25-15-201, et seq. The Joe E. Martin Expressway portion of US Hwy 63 that is within the city limits of Jonesboro is such a highway and as such, enforcement actions differ along that facility in the following manner:

1. Speeding citations written along such sections of highway will only be issued for vehicles exceeding the posted speed limit by more than 10 mph.
2. All traffic citations issued for violations on controlled access facilities will be for violations of state statute only.
3. Upon request, the department must make available for inspection by the Arkansas State Police records reflecting the number of citations written along controlled access facilities in comparison to other citations issued.

III. Special Enforcement Considerations

- A. Nonresidents of the State [61.1.3a]

Officers shall familiarize themselves with the appropriate State Law that describes the reciprocal provisions applicable to residents of states that are members of the Nonresident Violator Compact. Because of the fact that the list of member states is continually changing, officers are to assume that the nonresident offender is from a Compact member state, and will handle the offense accordingly.

B. Juveniles [\[61.1.3b\]](#)

Arkansas State Law establishes the procedure for handling traffic law violations committed by a juvenile. Officers should attempt to contact a parent / legal guardian or the juvenile intake officer when issuing citations to violators who are under 14 years of age.

C. Legislators [\[61.1.3c\]](#)

Officers are prohibited by law from citing or arresting State Legislators who are en route to or from the State Legislature during the session of the Legislature.

D. Military personnel [\[61.1.3e\]](#)

Military personnel are to be treated as residents of state in matters of traffic enforcement. However, any person on active duty in the armed forces who has in his or her immediate possession a valid license issued in a foreign country by the armed forces of the United States may operate a motor vehicle in this state for a period of not more than 90 days from the date of his or her return to the United States.

E. Diplomatic immunity [\[61.1.3d\]](#)

Legal restrictions also prohibit the citing or arresting of any foreign diplomats, consular officials, or other foreign government officials. In the event that these persons are physically unable to drive, the Officer may provide or arrange transportation. Family members of diplomats and consular officials cannot claim immunity and should be dealt with courteously according to law and Department procedure.

IV. Control and Management of Traffic Citations

To ensure that traffic citations are accounted for from the point of issuance by individual officers through final adjudication by the court or administrative authority, the District Court is required to provide an audit trail so that each citation may be traced.

A. Citations booklets will be kept in the desk sergeant area. [\[82.3.4c\]](#)

- B. Only one citation booklet at a time may be issued to an officer. The shift supervisor may make exceptions for special enforcement situations if necessary. [\[82.3.4a\]](#)
- C. Officers will sign for citation booklets with the first citation number and last citation number of the booklet documented in the citation booklet log. [\[82.3.4b\]](#)
- D. The officer who was provided the citations will explain any citation lost, stolen, or otherwise invalidated. A written explanation shall be attached to the citation and noted on the remaining copy in the citation book as well. [\[82.3.4b\]](#)
- E. Voided citations should be forwarded to the District Court Clerk. [\[82.3.4b\]](#)
- F. All citations shall be recorded on the arrest log and forwarded to the Records division to be entered in the computer and then forwarded District Court Clerk.
- G. The District Court shall maintain records regarding the final disposition of each citation issued. [\[82.3.4b\]](#)

V. Uniformity of Traffic Law Enforcement

Uniform enforcement of traffic laws is essential in controlling unlawful acts and encouraging voluntary compliance. When an officer observes a traffic violation, unless otherwise directed and based upon the seriousness of the violation, it is the officer's discretion as to which of the following applicable levels of enforcement to take: Written warning; Citations; or Custodial arrest.

A. Speed violations [\[61.1.5c\]](#)

Legally, there is no defense for exceeding the speed limit. Practically, however, there exists sufficient reason to believe that certain factors can occur that give a driver cause to believe the speed was legal. Officers should exercise discretion when deciding if a citation or warning is appropriate. Certain tolerances can be afforded to speed violators, but little or no tolerance should be allowed in school or construction zones.

B. Hazardous violation other than speed [\[61.1.5d\]](#)

Under normal circumstances it will be the practice to issue a citation, if appropriate, for hazardous moving violations, however, consideration should be given to the weather conditions, traffic volume, pedestrian traffic, and location.

C. Equipment violations [\[61.1.5f\]](#)

When a vehicle is found to be in violation of equipment requirements, a citation or warning may be issued.

D. Public carrier and commercial vehicle violations [\[61.1.5g\]](#)

Commercial carriers will be treated the same as the general public. Enforcement policies and procedure delineated in this directive are applicable to the commercial carrier.

E. Off-road recreational vehicles [\[61.1.5e\]](#)

Officers will take appropriate enforcement action for violations involving violations committed by operators of off-road recreational vehicles. Enforcement action should be taken in an effort to reduce injury resultant of accidents as well as complaints of excessive noise, trespassing, and property damage.

F. Other non-hazardous violations [\[61.1.5h\]](#)

Non-hazardous violations may be resolved by warning or with the issuance of a citation. If a previous warning has failed to correct driving habits, a citation should be issued.

G. Multiple violations [\[61.1.5i\]](#)

Multiple non-hazardous violations may be resolved by warning or with the issuance of a citation. Multiple hazardous violations may be resolved with the issuance of a citation or with a custodial arrest, especially if violations constituted reckless driving.

H. Newly enacted laws and regulations [\[61.1.5j\]](#)

Legally, there is no binding grace periods before a law or ordinance can be enforced other than that specifically stated in the law or ordinance itself. However, officers of this Department may allow a thirty day grace period for newly enacted laws or ordinances during which time warnings will be issued.

I. Driving While Intoxicated [\[61.1.5a\]](#)

Incidents involving the enforcement of laws related to driving under the influence of alcohol/drugs will be handled in accordance with the Arkansas Laws relating to Driving While Intoxicated.

J. Suspended or revoked driving privileges [\[61.1.5b\]](#)

Upon confirmation that a subject is driving with a suspended or revoked license, the officer may arrest the violator or release the violator provided he or she does not continue to operate the vehicle.

K. Violations resulting in traffic collisions **[61.1.5k]**

Depending on the circumstances, enforcement for traffic violations may be taken.

L. Pedestrian and bicycle **[61.1.5l]**

Officers should take appropriate enforcement action when and where hazardous bicycle and pedestrian violations are observed. Use discretion in the application of such enforcement where the traffic flow is minimal, visibility clear, and related traffic accidents is few.

When dealing with youthful offenders, take an instructive approach.

Officers should consider contacting a parent or guardian when young children are involved in a hazardous situation.

VI. Stop Procedures with Relation to Traffic Violators and Violators of Unknown Risk [61.1.7a-b, 61.1.8]

Officers will always ensure that his or her conduct and appearance are reflective of a professional police image.

A. In order to ensure that officers take proper enforcement action and to attempt to favorably alter the violator's future driving habits, officers should adhere to the following guidelines when conducting traffic enforcement or making other vehicle stops:

1. If a violation is observed, the officer should first obtain the vehicle registration number of the suspect vehicle and advise dispatch of the vehicle registration number and location of the stop.
2. Stop the vehicle in such a manner and location so as not to create a hazardous situation.
3. Place the patrol car safely behind the violator's vehicle with emergency and strobe lights operating. Positioning of the vehicles should allow protection of the officer from traffic approaching from behind and at night allow the police vehicle headlights to shine on the rear and left side of the vehicle. During hours of darkness, the spotlight should be aimed at the rear window of the suspect's vehicle so as not to interfere with the vision of oncoming vehicles.

- i. When approaching stopped vehicles, keep particular attention on the subjects in the vehicle for any sudden moves.
- ii. Approach a stopped vehicle by walking along the driver's side of the vehicle when safe and practical. Do not stand alongside the door. Force the driver to turn to talk with you.
- iii. While talking with the driver, maintain a professional demeanor, be pleasant, but firm and businesslike. Identify yourself and tell the driver why you have stopped him or her.
- iv. Request the driver's operator's license and insurance information and registration for the vehicle he or she is driving. Do not accept the articles requested if left in the driver's wallet or other card case.
- v. Be alert for any emergency that may arise, as well as emotional distress by the driver. Do not make threats of violence.
- vi. Before returning to your patrol vehicle, tell the driver to remain in his or her vehicle unless circumstances dictate otherwise. Back away from the violator's vehicle, staying close to the left side of the vehicle, and watch the occupants for any sudden movements.
- vii. Maintain expediency by having traffic manuals and ticket books at hand. Every effort consistent with accuracy shall be made to complete the traffic stop as quickly as possible. When practical, check the driver's license and wanted status of the driver.
- viii. Beware of other vehicles, activities, and people in the immediate area.
- ix. Return to the stopped vehicle with caution and request the driver to sign the citation. After the driver signs the citation, provide the driver with a copy of the citation, directing them to the District Court information on the citation and including the following information:
 1. Court appearance date and time; [\[61.1.4a\]](#)
 2. Optional or mandatory court appearance; [\[61.1.4b\]](#)
 3. How to determine if a plea must be entered or a fine can be mailed or paid in person; and [\[61.1.4c\]](#)
 4. Address and phone number of the court. [\[61.1.4d\]](#)

- x. Allow the other vehicle to leave the scene of the stop before you, affording the vehicle protection from oncoming traffic.

VII. Stop Procedures with Relation to Felony Suspect Vehicles [61.1.7c]

All of the same safety procedures, as well as extra caution, should be adhered to when making a felony stop as with other traffic stops. Prior to stopping any felony suspect vehicle, the officer shall notify dispatch of the intended stop and give the following information:

- A. Unit number
- B. Location of the stop
- C. Description of the vehicle, including the license number, color, make, body style and year model of the vehicle, as well as any other readily recognized identifiers.
- D. Number of and general description of the driver and passengers.
- E. Reason for the stop.
- F. Call for a back up unit and wait for that unit before proceeding, if possible.

VIII. Use and Maintenance of Speed Measuring Devices

In order to ensure that traffic safety objectives are met, this Department will utilize speed measuring devices in traffic law enforcement. Measuring devices will include patrol vehicle speedometers and radar measuring devices, both car mounted and hand held, that are determined to be in compliance with accepted standards of performance. [61.1.9a]

- A. Officers utilizing speed measuring devices are required to have first completed the Radar Operator course for state certification. A copy of each officer's radar certification will be maintained in the Department administrative offices. [61.1.9b,e]
- B. Officers should familiarize themselves with the proper use and operation of the devices they utilize. Operator's manuals for such familiarization will be available through the Service Division. [61.1.9b]
- C. Officers are responsible for the daily care and upkeep of the units as specified by the manufacturer(s). [61.1.9c]
- D. Radar units should also be scheduled for annual maintenance and re-certification. The Service Division will be responsible for arranging and documenting annual certification. [61.1.9d]

IX. Alcohol and Drug Enforcement Countermeasures [61.1.10]

One of the primary objectives of traffic enforcement is to reduce alcohol and drug-related traffic offenses. The Department encourages the apprehension and processing of alcohol and drug- impaired drivers through the following:

1. Training to assist field officers in developing skills to detect and recognize those persons under the influence of alcohol or drugs.
2. Selective assignment of personnel to high offense or problem areas;
3. Selective enforcement of DWI laws through concentration on existing laws and the expeditious processing of violations. Arrests and booking procedures for DWI arrests are outlined in this Directives manual.
4. Education of the public in the area of alcohol and drug abuse.

X. Referral of Drivers for Re-Examination by Licensing Authorities [61.1.12]

Routine enforcement, accident reporting, and investigation activities frequently lead to the discovery of drivers who have suspected incompetence, physical or mental disability, disease, or other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle. When an officer becomes aware of such persons he or she should contact the office of Driver Control.

XI. Parking Enforcement [61.1.13]

Officers of the Jonesboro Police Department have the obligation to enforce all traffic laws including parking violations. Civilian parking enforcement personnel have the obligation to enforce parking laws and ordinances. Officers and civilian parking enforcement personnel are not responsible for enforcing any parking violations on private property other than that outlined for handicapped parking and fire lane violations.

Officers and civilian parking enforcement personnel who encounter a vehicle parked illegally in an area designated for only handicapped access shall:

1. Make every effort to ensure the vehicle in question does not have a disabled license or placard;
2. Confirm the license and VIN through a vehicle registration check; and
3. Take enforcement action by attaching a parking citation to the vehicle.

02/20/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Policy Manual</i>
<i>Number</i>	:	<i>508.00</i>
<i>Topic</i>	:	<i>MVA Reports</i>
<i>Effective</i>	:	<i>March 1, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference : CALEA 41.2.4, 61.2.1a-f, 61.2.2a-h, 61.2.3a-f, 61.2.4, 82.2.1a, b, 83.2.6

I. Policy

It is the policy of the Jonesboro Police Department to establish guidelines for the proper handling of traffic accidents.

II. Definitions

Accident – Accidents occurring to persons, including pedestrians, motor vehicles, and animals, incidental to and as a consequence of the flow of vehicles and pedestrians along the public highways, roads and streets of Arkansas.

Arkansas Motor Vehicle Collision Report – used to document the investigation of accidents.

MVA Supplements – (Train, Commercial Vehicle, seating charts, etc.) used to document motor vehicle information of certain types of involved vehicles.

Private Property Accident Report – used to exchange information between drivers involved in a motor vehicle accident on private property.

Information Exchange Form – used to provide pertinent driver information to the other drivers involved in accidents.

III. Authority To Investigate Accidents

- A. Arkansas Criminal Code 27-53-202 states that the driver of a vehicle involved in a motor vehicle accident resulting in injury to or death of any person or total property damage to the apparent extent of \$1,000.00 or more shall notify the nearest law enforcement agency immediately. Arkansas Code 27-53-303 outlines the jurisdiction and responsibilities of

law enforcement officers to investigate the accident and file any justifiable charges relating to the accident. [61.2.1a,b]

1. The investigations of accidents that occur on the municipal streets within the boundaries of a municipal corporation which are not a part of the state highway system are the responsibility of the municipal police in that city.
 2. Accidents that occur on a state highway system within the municipality can be investigated by either the municipal police or the Arkansas State Police.
 3. Accidents occurring on the federal interstate system should be investigated by the Arkansas State Police.
 4. Generally, the Department will investigate all accidents that occur within the city limits, with the exception of accidents along the Joe N. Martin Expressway (U.S. Hwy 63) which are generally investigated by the Arkansas State Police. Officers will provide assistance to the ASP when needed. [2.1.2]
- B. State Law on accident investigation does not apply to motor vehicle accidents occurring on areas listed below: [61.2.1f]
1. On privately owned residential parking areas; and
 2. On privately owned parking lots where a fee is charged for the privilege of parking or storing a motor vehicle.
 - a) Officers called to the scene of such accidents investigate and report according to the nature and extent of the activity. If necessary, the appropriate reports may be completed.

IV. Response to Accident Scenes

- A. Officers will respond as soon as practical to the scene of an accident, involving any of the following which occurs in the city limits:
1. Death or injury; [61.2.2a]
 2. Hit and run; [61.2.2b]
 3. Impairment of an operator due to alcohol or drugs; [61.2.2c]
 4. Damage to public/private vehicles or property; [61.2.2d]

5. Disturbances between parties involved in the accident; [61.2.2f]
 6. Major traffic congestion as a result of the accident; [61.2.2g]
 7. Damage to vehicles to the extent towing is required; [61.2.2h] and
 8. Hazardous materials. [61.2.2e]
- B. In less serious accidents, officer response time will be influenced by the availability of officers.
- C. One or more officers will respond to accidents of a serious or complex nature to quickly investigate the accident when required, record short-lived evidence, and restore the normal flow of traffic.
- D. When clearing from scenes in which officers determine an accident report is not required, they will clear with appropriate note to Dispatch.

V. Accidents Requiring an Investigation

- A. A complete investigation and report will be required when an accident involves: [82.2.1a, 83.2.6]
1. Death or injury – injury will include: [61.2.1a]
 - a) An injury that requires more than basic first aid treatment at the scene; or
 - b) Transportation from the scene to a medical facility by ambulance or private transportation;
 2. A criminal offense where the driver was operating a vehicle under the influence of alcohol or drugs; [61.2.1d]
 3. A police pursuit;
 4. City vehicles or property;
 5. Other governmentally owned vehicles or property;
 6. Hazardous materials/or carriers; and [61.2.1e]
 7. Trains.
- B. All hit and run accidents require both an offense report and an accident report form be completed. [61.2.1b, 61.2.1c]

- C. Supervisors may direct any accident to be investigated and a report completed.

VI. Responsibilities

- A. Dispatchers receiving notification of an accident with injury shall notify by radio or phone all units (police, fire and ambulance) deemed to be a first responder in that area. Units to be dispatched will be determined according to area assignment and/or closest unit as determined by AVL. [\[41.2.4\]](#)
- B. The initial officer on the scene should protect the accident scene and arrange temporary traffic direction and crowd control, if needed. Temporary traffic direction and crowd control may include the use of flares, barricades, traffic cones, etc. Additional personnel may be requested to assist. [\[61.2.3a, 61.2.3e\]](#)
- C. Officers will be responsible for directing that dispatch summon medical care, fire suppression or hazardous materials services, and wrecker services, if they determine they are needed and have not already summoned by dispatch. The officer shall also direct that any other necessary notifications be made, such as notification to the public utilities or the street or highway department, such as in the case of property damage requiring attention. [\[41.2.4, 61.2.3b, 61.2.3c\]](#)
- D. In the case of accidents involving hazardous materials, officers should isolate the hazardous area and evacuate nonessential personnel. Fire department personnel should be requested at the scene immediately. [\[61.2.3c\]](#)
- E. The officer assigned to investigate an accident will reasonably ensure that property belonging to accident victims is protected from theft. Small personal items of value should be placed in the property room for safekeeping if the victim is unable to retain the items due to injury. [\[61.2.3f\]](#)
- F. The initial officer to arrive on the scene of any accident shall be in charge of the scene until relieved by the primary assigned unit or at the direction of the supervisor. The primary unit shall assume responsibility for the accident investigation until its completion, or until otherwise relieved by authorized personnel. [\[61.2.3a\]](#)
- G. The investigating officer shall summon a supervisor in cases where a fatality has occurred or is believed to be imminent. Supervisor action and/or approval will also be required to summon an officer certified in

reconstruction, a crime scene investigator or a detective for assistance if needed or to direct response to media inquiries.

- H. An officer will work all accidents, whether on public or private property, involving city equipment except when Department vehicles are involved. All accidents involving a department vehicle or involving an officer, whether on duty or off duty, shall be investigated by a supervisor.
- I. Information collected at an accident scene includes the following:
[61.2.3d]
 - 1. Interviewing accident principals and witnesses when possible, and recording the information that they provide on the appropriate accident report forms and victim/witness statement forms;
 - 2. Examining and recording vehicle and property damage as prescribed;
 - 3. Taking measurements on those accidents involving potential serious personal injury and/or damage to property. An AAOI measurement may be included if the vehicles have not been moved or there is physical evidence to support it's location;
 - 4. Taking photographs of accidents involving known or probable fatalities and/or accidents involving city vehicles; and
 - 5. Collecting and preserving evidence.
- J. Fatality or possible fatality accidents:
 - 1. A supervisor should summon an officer certified in accident reconstruction, if available. A crime scene investigator or detective may also be summoned.
 - 2. Accidents involving a fatality or where it is believed that a fatality is imminent, require that a chemical test be completed. This is addressed in ACA 5-65-208 which indicates that testing is required and may be completed in accordance with the Arkansas Implied Consent Law, 5-65-202.
 - 3. Accidents involving a fatality or where a fatality occurs within 30 days of the accident must have an ASP Fatal Accident Report Form (ASP-25) completed.

- K. Assisting the principal persons involved in the exchange of driver information. Drivers should also be advised of how copies of accident reports can be obtained.

VII. Follow-Up Investigation [61.2.4]

- A. The nature of some accidents may necessitate a follow-up investigation to obtain information that cannot be obtained at the accident scene. Follow-up investigation activities may include, but are not limited to:
 - 1. Collecting off scene data such as additional information about the drivers, pedestrians, vehicles, roadway controls, etc;
 - 2. Obtaining/recording formal statements from witnesses in accidents involving serious injury or damage;
 - 3. Reconstructing accidents based on data gathered at the accident scene when the cause or sequence of events cannot initially be determined; and
 - 4. Preparing formal reports to support criminal charges arising from the accident.
- B. In cases where the initial investigating officer cannot complete the follow-up investigation, a patrol supervisor may assign the completion of the investigation to another officer.

VIII. Accident Investigation Equipment

The following investigation equipment should be made available:

- 1. Traffic cones;
- 2. Traffic safety vest;
- 3. Measuring device;
- 4. Marking crayon, chalk or paint;
- 5. Accident and Supplementary Report Forms; and
- 6. Accident investigation template.

IX. Enforcement Action Relative to Traffic Accidents

- A. In cases where sufficient facts and evidence exist to prosecute violators, actions should be taken to promote prosecutions such as driving while intoxicated or failure to stop and render aid.
- B. Officers may take enforcement actions relative to public and private property accidents permitted by state and local law.
- C. Officers may file charges by completing an affidavit with the City Attorney's office or by the issuance of a citation at the scene.

X. Accidents Reports and Records [83.2.6]

- A. Accidents reported to the Department
 - 1. Officers called to the scene of an accident with damage will complete an Arkansas Motor Vehicle Collision Report Form and any applicable supplements, in accordance with Arkansas Law 27-19-501 or if either party involved requests a report be completed. The records division will forward these reports to the State of Arkansas in accordance with existing guidelines. [82.2.1a, b]
 - 2. Officers shall neither advise nor encourage any person involved in a collision to forgo the completion of an accident report.
- B. Private Property Accident Courtesy Report
 - 1. A Private Property Courtesy Report shall be prepared, at the scene of each accident not requiring a complete investigation and reports. [82.2.1a, b]
 - 2. The investigating officer shall give each driver a copy of the Private Property Report.
 - 3. The white copy of the Private Property Report shall be retained by the investigating officer and forwarded for filing at the end of the officer's tour of duty.
- C. Accident reports for vehicles that have been moved from the scene
 - 1. In the event that an accident is reported after the vehicles have been moved, but are still at the scene, the officer will still complete an accident report, but note that measurements cannot be verified.
 - 2. AAOI measurements are not required when the vehicles have been moved prior to the officer's arrival and no evidence exists to support the probable location of the AAOI.

3. In the event that an accident is reported several hours or days after the accident occurred, the officer shall give the driver an accident report form for them to complete and provide assistance in completing the form.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>509.01</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 82.2.1a-e, 82.2.2a-e, 82.2.4, 82.2.5

I. Policy

Accurate and effective information gathering and its proper dissemination is a critical function of a modern police department. It shall be the policy of the Jonesboro Police Department to utilize a reporting system that ensures that appropriate information is gathered at the time the report is taken, and that meets the operational and informational needs of the Jonesboro Police Department.

II. Procedure

A. When Reports are written [\[82.2.1a\]](#)

A record shall be made of the actions taken by any member of the Police Department whether in response to a request for service or for self-initiated actions. If the officer determines that the circumstances of the complaint require somewhat more documentation than can be accomplished by providing a simple disposition code to clear the call, an offense report may be completed.

The following types of incidents that occur within the jurisdiction of the Jonesboro Police Department shall be documented appropriately and entered into the Police Department records.

1. Citizen reports of crime – All reports of crime shall be documented utilizing an official offense report. [\[82.2.2a\]](#)
2. Citizen complaints of non-criminal matter – Citizen complaints may take the form of either an offense report, an incident report, a complaint against an employee or a call for service report in the Dispatch module of the computer system. [\[82.2.2b\]](#)

3. Incidents resulting in a member of the Police Department being dispatched or assigned – These incidents may also take the form of an offense/incident/arrest report or may simply be documented utilizing a disposition code through the Dispatch module of the computer system, depending on the circumstances. [\[82.2.2c\]](#)
4. Criminal and non-criminal cases initiated by a member of the Police Department – Cases initiated by a member of the Police Department may be handled with an offense/arrest/incident report or simply by a disposition code in the Dispatch module of the computer system, depending on the circumstances. [\[82.2.2d\]](#)
5. Incidents involving arrests –Any member of the Jonesboro Police Department who makes an arrest will complete an arrest report detailing the facts of the arrest, and any other reports as necessary to document the arrest. [\[82.2.2e\]](#)
6. Offense reports are to be filed whenever an individual wishes to report a crime to the Jonesboro Police Department. Generally speaking, the crime must have occurred within the jurisdiction of the Jonesboro Police Department. However, there may be occasions in which an officer may elect to complete an offense report for investigative purposes describing a crime that did not occur in Jonesboro. For example, an officer may be requested to provide assistance with an investigation for another agency or take information from a Jonesboro citizen who was the victim of a crime that occurred in another jurisdiction or over the internet. Even though the crime occurred within another agency's jurisdiction, the officer documents his investigation and use of resources on a Jonesboro Police Department report.

B. Forms to be Utilized [\[82.2.1b\]](#)

Department members shall utilize appropriate, approved forms when documenting incidents, accidents, evidence and investigations. Preprinted forms and computerized templates are available for use.

1. MVA

MVA occurring on a public street or along a public thoroughfare within the city should be documented on an Arkansas Motor Vehicle Accident report form furnished by the State or on state approved software. Accidents occurring on private property may be documented on a private property accident report form.

2. Offense / Arrest / Missing Person

Incident reports, arrest reports, missing person reports, etc. may be recorded by use of the computer software being utilized or by filling out the preprinted NIBRS Incident Report forms furnished.

3. Supplemental Reports

A variety of supplemental report forms are made available, including: Witness Statement, DWI Field Supplement, and a number of 'add-on' forms for the NIBRS Incident Report enabling the reporter to add any number of victims, suspects and stolen property items.

4. Approved Forms

All division specific forms shall be approved through that division commander.

Forms utilized throughout the department shall be approved through the Command Staff prior to implementation to help ensure uniformity throughout the department.

A paper and/or computerized file of the approved forms will be maintained and periodically updated.

C. Information Required in Report [\[82.2.1c\]](#)

1. A manual maintained at the front desk area explains the manner in which the Police Department's reports are to be completed. Sample report forms in this manual provide officers a guideline to assist them in the completion of these types of reports. If an officer is unsure as to the type of information that is appropriate for a particular field in a report, the officer should refer to this guide or check with a supervisor. [\[82.2.1c, d\]](#)
2. Reports should always be completed in an accurate, objective and brief manner, but must also be clear and complete. Utilizing the commonly recognized investigative topics of 'who, what, where, when, how, and why' will assist in ensuring report accuracy.

D. Procedures for Completing Reports [\[82.2.1d\]](#)

1. Enough information to complete a report should be obtained at the time the officer answers a call.
2. Reports should be completed as soon as possible while the details and circumstances are still fresh, including enough detail to allow for additional follow up investigation at a later time if necessary.
3. Basic steps to be followed in conducting preliminary investigations include, but are not limited to:
 - a) Observe and record all conditions, events and remarks made by persons at the scene. [\[42.2.1a\]](#)
 - b) Locate and identify witnesses. [\[42.2.1b\]](#)
 - c) Secure and protect the crime scene and evidence. [\[42.2.1c\]](#)
 - d) Arrange for the collection of evidence. [\[42.2.1c\]](#)
 - e) Interview the complainant, reporting party and witnesses. [\[42.2.1d\]](#)
 - f) Effect the arrest of the criminal, if possible.
 - g) Interrogate the suspect as necessary. [\[42.2.1d\]](#)
 - h) Report the incident fully and accurately.

E. Submitting, Processing and Supervisory Review of Reports [\[82.2.1e\]](#)

1. Each officer that takes a report during his shift must submit the completed report to a reviewing supervisor prior to the end of the reporting officer's tour of duty. All reports completed by officers in the field will be reviewed and approved by a supervisor. The review will consist of the supervisor checking the report for completeness, accuracy, legibility and neatness. [\[82.2.1e, 82.2.4\]](#)
2. If a mistake is discovered within a report during review, the reviewing supervisor will make every effort to correct the mistake immediately and submit the report to Records.
3. Incomplete reports that could not be corrected before the end of a shift shall be placed in the incomplete file in the front desk area so they may be accessed if needed.

III. Phone Reports [\[82.2.5\]](#)

It is important that the Jonesboro Police Department maintains a balance between the efficient use of patrol time with the quality of service that we provide. The Jonesboro Police Department recognizes that under some circumstances, it may be necessary or even advantageous to receive certain crime reports by telephone,

rather than sending a police officer to investigate personally. It shall be the policy of the Jonesboro Police Department to accept reports by telephone providing that the circumstances of the reported incident are consistent with the contents of this policy.

Frequently, victims call the Jonesboro Police Department to report a crime who do not particularly care if an officer is dispatched to their location and make it known that their reason for calling was simply to file a police report. In this type of circumstance, it may be appropriate for the call taker to ascertain if the caller would be satisfied by filing the report by telephone. If the caller indicates that he or she prefers this alternative, then a report may be taken over the phone. There are certain conditions that make this sort of action appropriate:

1. The offense the caller is reporting should be relatively minor.

The type of offense might include minor thefts, minor incidents of criminal mischief, or other similar types of offenses. An officer shall be sent to investigate those offenses involving crimes in which the victim has sustained an injury, such as battery or domestic offenses.

2. The crime being reported must not be a crime in progress.

If the crime is in progress, the call taker should explain to the caller that an officer will be sent. If the caller does not wish to talk to the officer at the scene, the officer should be informed of the wishes of the caller. The officer may then use his or her best judgment upon arrival at the scene.

3. There should be no known witnesses to the offense who can add information to the report.

Because that information from witnesses should be obtained from the witness themselves, an officer shall be sent to the scene.

4. To the caller's knowledge, there should be no suspect present or still in the area.

If the suspect is present or is thought to be in the area, an officer shall be sent.

5. The caller describes items of evidence (or items that may be evidence) left at the scene by the suspect.

If items of evidence are present, an officer shall be sent to the scene.

6. The officer who takes an offense report by telephone shall indicate as part of the narrative the fact that the report was received by telephone.
-
- B. The caller must make it very clear to the call taker that he or she is not particularly interested in meeting with an officer in person. It is not appropriate for the call taker to suggest that the call can be handled by the desk officer. If the caller does not indicate in some way they do not necessarily wish to see an officer, then the call taker is to assume that they do wish to see an officer.

Last reviewed: 02/10/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>511.00</i>
<i>Topic</i>	:	<i>Shift and Area Assignment</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.1.1 a-f, 41.1.2

I. Policy

It is the policy of the Jonesboro Police Department to operate seven days a week, twenty-four hours a day in order to provide the citizens of Jonesboro with continuous law enforcement services. [\[41.1.1a\]](#)

II. Procedure

- A. The patrol shift schedule shall be operated with three shifts of officers working eight hour shifts, with a few assigned to overlapping hours. [\[41.1.1a\]](#)
- B. The city will be divided into different patrol sectors for the purposes of patrol assignments in order to provide optimal coverage for the entire city. Factors determining the geographical areas of patrol division may include the number of calls for service in those areas, the nature of crimes and incidents in the area, major physical barriers that may hamper a quick response to a call for service such as a major roadway or any other specific needs that effect the need for law enforcement services in the area.

III. Assignment to Patrol Shifts

A. Days Off

An officer's regular days off will be determined in part by manpower needs and number of calls for service and some adjustment may be necessary in order to maintain some uniformity in the experience level of the shift. Ultimately, the Patrol Division Commander or his designee will

decide which officers will receive certain days off based on seniority and the officer's requested choice. [\[41.1.1f\]](#)

B. Shift Assignment

An officer's shift assignment will be determined in part by manpower needs and number of calls for service and some adjustment may be necessary in order to maintain some uniformity in the experience level of the shift. At least annually, opportunity will be given for officers to request a change in shift. Ultimately, the Patrol Division Commander or his designee will decide which officers will be assigned to certain shifts based on seniority and the officer's requested choice. [\[41.1.1b,c\]](#)

C. Area Assignment

An officer's area assignment will be determined based in part on seniority, the officer's requested choice and also in part on the officer's ability to display acceptable production levels. [\[41.1.1d,e\]](#)

IV. Shift Briefing

Officers will be required to meet with the OIC prior to the beginning of each tour of duty. During this time, the shift supervisor will be responsible for passing along any notable information including, but not limited to: [\[41.1.2\]](#)

1. Notifying officers of daily schedules and updated area assignment.
2. Updating officers of directed patrol activities or areas of other interest, such as wanted person BOLOs.
3. Completing any scheduled Roll Call Training.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Policy Manual</i>
<i>Number</i>	:	<i>512.00</i>
<i>Topic</i>	:	<i>Bias Based Policing</i>
<i>Effective</i>	:	<i>June 1, 2008</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.9a-d

POLICY

I. Purpose and Scope

The purpose of this policy is to reinforce procedures that assure the public this agency is providing service and enforcing law in an equitable and lawful fashion, to clarify the circumstances in which officers may consider race or ethnicity when making enforcement decisions and to reaffirm the Jonesboro Police Department's commitment to unbiased law enforcement practices. Biased based profiling is unethical and it is illegal, and serves to foster distrust of law enforcement by the community we serve.

II. Policy

Officers of the Jonesboro Police Department shall not violate citizens' equal protection rights. It is the policy of the Jonesboro Police Department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce motor vehicle laws, while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe that they have committed, are committing, or are about to commit a violation of the law. It is the policy of the Jonesboro Police Department to protect the fundamental rights of all citizens, and to provide equal protection under the law. Therefore, the Jonesboro Police Department prohibits the use of bias based profiling in traffic contacts, field contacts, investigative activities, searches, arrests and in asset seizure and forfeiture. [\[1.2.9.a\]](#)

III. Definitions

A. *Bias Based Policing*: The selection of individuals based solely on a trait common to a group for enforcement action. This includes, but is not limited to race, ethnic

background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

- B. *Racial Profiling*: the practice of a law enforcement officer relying, to any degree, on race, ethnicity, national origin or religion in selecting which individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on the criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect who race, ethnicity, or national origin is part of the description of the suspect, and the description is thought to be reliable and locally relevant.
- C. *Probable Cause*: A set of facts or circumstances based on reliable information or personal knowledge or observation by an officer, which reasonably shows or would warrant an ordinary prudent person in believing that a particular person has committed, is threatening, or is about to commit some criminal violation of the law.
- D. *Reasonable Suspicion*: A suspicion based on facts or circumstances which of themselves do not give rise to the probable cause requisite to justify a lawful arrest, but which give rise to more than a bare suspicion; that is a suspicion that is reasonable as opposed to an imaginary or purely conjectural suspicion.
- E. *Reasonable Cause to Believe*: A basis for belief in the existence of facts which, in view of the circumstances, is substantial, objective, and sufficient to satisfy applicable constitutional requirements.
- F. *Reasonable Belief*: A belief based on reasonable cause to believe.

IV. **Field Officer Responsibilities**

- A. All members of the Jonesboro Police Department, whether sworn, civilian, or volunteer, shall treat every person with courtesy and respect when interacting with the public and will conduct all law enforcement duties in a professional manner.
- B. Officers shall base all investigative detentions, traffic stops, arrests, searches, and seizures of property on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the United States Constitution and statutory authority and in doing so shall not violate this policy. Officers must be able to articulate specific facts, circumstances and conclusions which support probable cause or reasonable suspicion for an arrest, traffic stop, or investigative detention.
- C. Officers may take into account the *reported race, ethnicity, or national origin* of a specific suspect or suspects based on *credible, reliable, locally-relevant information* that links a person of a specific race to a particular criminal incident or links a specific series of crimes in an area to a group of individuals of a particular ethnicity.

- D. Except as provided in section C above, officers shall not consider race, ethnicity, or national origin in establishing either reasonable suspicion or probable cause.
- E. In an effort to minimize conflict and prevent inappropriate perceptions of biased law enforcement, it is recommended that members of the Jonesboro Police Department shall attempt to utilize the following strategies when conducting pedestrian and vehicle stops:
1. Extend a customary greeting.
 2. Introduce himself or herself, providing name and agency name. If asked for a badge number, the officer shall oblige by providing his or her departmental computer number when feasible and reasonable to do so.
 3. Explain to the citizen the reason for the stop as soon as practical, unless providing this information will compromise the safety of officers or other persons.
 4. Listen politely and give the person ample opportunity to tell his or her story and explain his or her behavior.
 5. Politely ask for identification and any required documents.
 6. Complete paperwork and advise the driver or pedestrian what action is being taken and what, if anything, the person must do as a result, such as pay a fine, appear in court, etc. Appropriate enforcement action should always be completed and documented, in the form of a written warning / field contact slip, citation, or an arrest.
 7. Ensure that the length of the detention is no longer than necessary to take appropriate action for the known or suspected offense and consideration should be given to providing an explanation if it is determined that the reasonable suspicions were unfounded. (e.g., after a BOLO stop).
 8. Extend a departing pleasantry.
 9. Make sure the driver is able to safely merge back into traffic.
 10. Remain courteous and project a professional demeanor, refraining from participating in or encouraging and statements that could be reasonably perceived as racial or bias-related profiling, including, but not limited to, racial slurs or derogatory references about a minority group.
 11. Officers shall report any acts of racial / bias based profiling to their immediate supervisor as is more specifically defined herein.

V. Supervisor Responsibilities

- A. Each supervisor is responsible for ensuring that all personnel under their command fully understand the content of this policy and are operating in compliance with the procedure herein.
- B. An on-duty supervisor shall be responsible for making contact , when possible, with any known complainant alleging bias based law enforcement practices by any officer under their command, either on the scene or by telephone and shall document the content of the complaint in writing using departmentally approved forms.
 - 1. If the complaint is not resolved, and the forms have not already been filled out, the supervisor shall offer to provide the complainant a complaint form.
 - 2. The supervisor shall collect the mobile video / audio recording (MVR), if applicable;
 - 3. and provide further guidance to the complainant, as needed, in completing and filing the complaint as well as explain the department's policy in particular, the investigative process.
- C. Upon receipt of a bias based policing complaint, each supervisor shall address the matter in a timely manner by:
 - 1. Providing a written evaluation and report of the complaint to the Chief of Police or his/her designee and/or to the Office of Professional Standards/Internal Affairs. All reports regarding bias based policing complaints shall be completed within twenty-four (24) hours of the filing of the complaint.
 - 2. Evaluate, copy and submit a written MVR tape report to the agency Head or his/her designee detailing the review of the MVR tape, if applicable, within 24 hours. Maintain a copy of the tape.
- D. Supervisors will be particularly alert to potential patterns and practices of their personnel that may indicate bias based profiling and treatment of individuals. Supervisors will be apprised of all other bias based profile complaints involving personnel under their command that are originally filed with the Office of Professional Standards Internal Affairs.

VI. Allegations of Bias Based Policing

- A. When accused of biased law enforcement practices, the field officer shall first contact their immediate supervisor for advisement on the situation

1. When practical to do so, the supervisor will report to the scene to mediate the situation.
 2. Field officers shall provide the complainant(s) with the full name and departmental phone number of his/her immediate supervisor, and the contact name and telephone number of the Chief of Police or his/her designee, or the supervisor of the Office of Professional Standards / Internal Affairs, if applicable.
 3. Field officers shall complete a written report detailing the incident, the allegation(s), the purpose for the pedestrian or motor vehicle stop, detention, investigative activity or arrest, and submit the report to his/her supervisor.
- B. Along with their written report, field officers shall submit a Digital Video Request form, indicating the encounter in question, if applicable, to his or her supervisor.
- C. All allegations of bias based law enforcement practices shall be investigated by the Jonesboro Police Department in a like and consistent manner.

VII. Review and Reporting Requirements

- A. Dependent on the findings of each complaint as well as the specific factors involved, corrective measures will be taken to remedy violations of this policy. Corrective measures may include but are not limited to training, counseling, policy review, and discipline up to and including termination of employment. [\[1.2.9.c\]](#)
- B. Annually, a summary of all bias based complaints which will include the findings as to whether each case was sustained, not sustained, or exonerated will be compiled. Supplemental statistical data may be obtained from the Communications Unit's CAD system, from Mobile Data Computer logs and inquiries, and activity reports. [\[1.2.9.d\]](#)
- C. The summary will be used in an annual administrative review of these complaints, which will take into account a review of agency policy and practices, and citizen's complaints. [\[1.2.9.d\]](#)
- D. If a pattern is identified, the agency head or his/her designee or the Office of Professional Standards shall be responsible for conducting an investigation to determine whether officers of the Police Department have violated the provisions of this policy and /or any other department policies and procedures.

VIII. Documentation and Record Keeping

- A. Any officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic or who stops a pedestrian for any suspected offense shall document the stop with the following information, which shall be included in addition to any other information documented by the officer:
1. A physical description of each person detained as a result of the stop, including:
 - a. the person's gender
 - b. the person's race or ethnicity.
 2. The traffic law or ordinance alleged to have been violated or the suspected offense
 3. Whether the officer conducted a search as a result of the stop, and if so, the basis for that search: consent of the person detained, existence of probable cause, frisk for weapons, or other;
 4. Whether any contraband was discovered in the course of the search and the type of contraband discovered: (If arrest is not made)
 5. Whether the officer made an arrest as a result of the stop or search, including a statement of the offense charged;
 6. The street address or approximate location of the stop;
 7. The date and time of the stop; and
 8. Whether the officer issued a verbal warning, written warning or a citation as a result of the stop.
- B. All officers operating units equipped with mobile video recording devices shall adhere to JPD Policy 504 regarding the use of such equipment and shall not deviate from the standards set forth in that policy regarding activation, deactivation and officer record keeping responsibilities.

IX. Retaliation

- A. No member of the Jonesboro Police Department, regardless of rank or stature, shall retaliate against fellow officers, officials, civilians, or volunteers for reporting incidents of biased law enforcement practices or for participating in or cooperating with the investigation of those incidents.
- B. Actions or behaviors found to constitute retaliation shall be immediately addressed and may lead to dismissal.

X. Training [1.2.9.b]

- A. Training in compliance with applicable state laws (Ark. Code Ann. 12-12-1404) and accreditation standards shall include the following:
1. Training of all current and future Department employees as to this policy and the prohibition against racial / bias based profiling.
 2. Annual in-service training stressing the understanding and respect for racial, ethnic, national, religious, and cultural differences and development of effective and appropriate methods of carrying out law enforcement duties.
 3. Input from those classes of persons identified in the agency policy in development of curriculum
 4. Specific lesson plans for patrol officers, supervisors, etc.
 5. A review of the Department's operating procedures that implement the prohibition against racial profiling and the affirmation by Department employees that they have copies of, understand, and are following the policy.
 4. If necessary and possible, foreign language instruction to ensure adequate communication with residents of a community.

XI. Communication to the Community of this Policy

- A. The Jonesboro Police Department shall be responsible for providing public information relating to the agency's efforts to comply with governmental mandates on racial profiling. This will include public education relating to the agency's complaint process. Avenues for this information may be, but not limited to the following:
1. Pamphlets developed by the agency;
 2. Public service announcements concerning this policy and additional outreach efforts on local radio stations, television stations and local newspapers;
 3. Community meetings and public forums in which bias/racial profiling is discussed; and
 4. News / press releases.
- B. Where appropriate to meet the goals of this police, communication of this policy with the community shall be available in English and Spanish.

Last Reviewed: 02/10/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Policy Manual</i>
<i>Number</i>	:	<i>513.00</i>
<i>Topic</i>	:	<i>Special Traffic Situations</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA – 61.3.1 a-b, 61.3.2 a-g, 61.3.3 a-b, 61.4.1 a-d, 61.4.2

I. Purpose [61.3.2]

This policy provides guidelines to Department personnel who encounter traffic situations that require the use of alternative methods of enforcement, traffic direction, utilization of personnel, and specialized equipment or assistance.

II. Traffic Direction

A. Procedures and Safety Precautions

It is important to remember the inherent dangers involved when directing traffic. The process should be made as safe as possible, utilizing available equipment as necessary

1. Officers should be primarily concerned with restoring the unaided flow of traffic in the safest and most effective way possible. If the hazard or items blocking traffic flow can be moved, this should be done as soon as practicable.
2. Reflective vests must be worn at all times when officers are directing traffic, or when investigating a collision or any other incident where officers are exposed to vehicular traffic. [61.3.2g]
3. Officers will keep Dispatch informed of any lane or street closures during major situations
4. It should be remembered that fatigue and monotony can increase the danger of this type assignment. Supervisors should schedule breaks for officers working traffic for extended periods of time.

B. MVA Scenes [\[61.3.2a\]](#)

1. Traffic direction should be undertaken when necessary at the scene of any MVA that blocks any portion of the roadway. In situations where it is known that the road is blocked, two officers will be dispatched.
2. The assigned primary unit will be primarily responsible for completing the necessary paperwork once the roadway has been cleared, while the secondary unit will be primarily responsible for traffic direction.

C. Equipment for Traffic Direction

1. **REQUIRED:** A reflective traffic vest. During darkness or limited visibility conditions a flashlight is also required. [\[61.3.2g\]](#)
2. **OPTIONAL:** this equipment should be used at the officer's discretion, or at the direction of the supervisor. [\[61.3.2 f\]](#)
 - a. Folding Barricades - to be used in unusual situations to restrict vehicular or pedestrian traffic;
 - b. Cones;
 - c. Police unit(s).

D. Hand Signals [\[61.3.2b\]](#)

1. Make clear "stop" and "go" motions as they apply.
2. Always attempt to make eye contact with the drivers you're directing.

E. Other Hazardous Road Situations

Many other situations, other than motor vehicle accidents, may give rise to the necessity for manual traffic direction. The same procedures and safety precautions should be followed when providing direction under these circumstances.

1. Hazardous Situations - hazardous materials situations, fire scenes (to protect fire hoses and equipment from damage), tactical events, etc. [\[61.3.2c\]](#)
2. Weather related adverse road conditions – road closures and traffic re-direction due to high water or other inclement weather situations. [\[61.3.2d\]](#)

3. Manual operation of traffic control devices may be used in the following situations: [\[61.3.2e\]](#)
 - a. Major accident scenes to protect the scene and to prevent further injuries or damage.
 - b. Hazardous Situations.
 - c. Special Events
 - (1) When traffic control devices are inadequate to control heavy volumes of vehicular and pedestrian traffic, or severely restrict the smooth flow of heavy traffic.
 - (2) When a restricted flow of traffic is needed to maintain an area free of vehicular traffic.
 - (3) When a traffic control device is inoperative (i.e. malfunctioning, power outage, etc.)

III. Escorts

1. Escorts for Medical Purposes [\[61.3.3b\]](#)

It is the policy of this Department to provide medical aid to persons requesting, or in need of, assistance. Employees should weigh the hazards and traffic dangers involved in providing escorts against the timely response of EMS.

- A. When confronted by a resident requesting medical assistance, and if the patient's condition does not appear immediately life-threatening, personnel will:
 1. Notify Communications, request EMS be dispatched, and make every effort to provide first aid; or
 2. Provide directions to the nearest (or requested) hospital and allow person to proceed; or
 3. Provide a Code I escort to the hospital.
- B. Due to the inherent liability of an untrained driver following an emergency vehicle, and the fact that EMS can respond within minutes to virtually any location within the City, escorts will NOT normally be conducted.

2. Dignitary/VIP Escorts [\[61.3.3a\]](#)

Coordination of escorts for local or visiting dignitaries/VIPs will be handled through the Uniform Patrol Division. Normally, these type events will be pre-planned and necessary personnel assigned to provide adequate traffic assistance and personal protection.

3. Funeral Escorts [\[61.3.3a\]](#)

The Department does not normally provide escorts for funeral processions. However, certain situations arise where the Department may provide this service (e.g. funeral and interment of government or City officials; retired and active duty Police Department employees will be reviewed on a case by case basis).

IV. Assisting Motorist [\[61.4.1 a-d\]](#)

Each officer has the responsibility to check, offer and/or provide assistance to each disabled or stranded motorist on all roadways within the City of Jonesboro. Occupant and officer safety is the first priority. Removal of those vehicles posing a hazard or blocking traffic is essential to continuous safe traffic movement. Several options are available to officers to assist in these situations:

1. Towing. (Refer to “Impounding Vehicles” policy or have Dispatch contact the motorist’s choice for mechanical assistance).
2. Provide minor mechanical assistance (i.e. change flat tires, provide electrical battery boost, etc.)
3. Provide temporary protection until assistance can remove hazard.
4. Provide transportation for disabled motorist to safe and secure location (e.g. female motorist with small infant late evening hours, elderly motorist in extreme heat conditions, etc.)
5. Contact EMS when medical emergencies are discovered.

V. Traffic Direction and Control / Roadway Hazards

- A. An officer from the Uniform Patrol Division or a Command Staff officer will be designated to be a member of and participate in the City of Jonesboro Traffic Review Committee.
 1. Complaints and suggestions concerning traffic engineering deficiencies should be directed to the department member currently assigned to the Traffic Review Committee. [\[61.3.1a\]](#)

2. Information concerning motor vehicle accident and enforcement data will be made available to other participating city departments (MATA, engineering, street, etc) via the committee. **[61.3.1b]**
- B. Traffic signal malfunctions or sign damage should be reported to the proper city department for repairs. Patrol officers in their vehicles may request that dispatch or the desk officer make notification. **[61.3.1a, 61.4.2]**
- C. Officers encountering any other roadway hazards, such as debris, etc, should attempt to clear the roadway of the hazard if practicable. In the case of damage or larger hazards requiring assistance is needed, the proper city, county or state department should be notified. Officers may request that dispatch or the desk officer make notification. **[61.4.2]**

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Directive</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>514.00</i>
<i>Topic</i>	:	<i>Bomb Threats</i>
<i>Effective Date</i>	:	<i>August 22, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 46.1.5, 46.2.1a

I. Policy

Bomb threats and actual bomb emergencies present a serious threat to officers, the public and to property. It is the policy of the Jonesboro Police Department to respond effectively to all bomb threats, assess each threat individually, treating all threats as legitimate criminal offenses and handle each threat in the proper manner to provide for the greatest safety of the general public.

II. Responsibilities and Procedures

A. Employee taking the initial call for service

1. Maintain a calm and professional demeanor when taking the call. Notes should be kept indicating times, places, and other pertinent facts regarding the incident.
2. The call taker should attempt to ascertain the location of the bomb, type of device and detonation time.
3. If an employee of the Police Department or Dispatch Center receives the actual bomb threat, the call taker should pay attention to distinctive speech patterns of the caller and listen for any background noises.
4. If an employee of the Police Department receives the actual bomb threat, the employee should attempt to keep the caller on the line for as long as possible and try to find out the reason for the bomb threat or actual bomb placement, i.e. what he or she is attempting to achieve through this action.

B. Responding Police Units

1. When patrol personnel arrive at the scene they shall advise Communications of the situation. Radio, mobile computers, and cellular phone use should be avoided and notification made through use of a nearby land line telephone or from a sufficient distance. Responding units should turn off all radios, mobile computers, and cellular phones.
2. The patrol supervisor and one on-duty patrol officer will respond to the call.
3. The patrol supervisor will determine if additional patrol units are needed at the scene and determine if specialized units are needed such as investigators or bomb disposal personnel.
4. The first units to arrive will:
 - a) Establish a security perimeter;
 - b) The initial responding officer shall attempt to make contact with responsible personnel at the location or establishment under threat and attempt to gain more information from the person who received the actual call.
 - c) Coordinate with the person in charge of the facility and organize a search team if needed. Since they would be more familiar with any suspicious items or packages, employees of the location should conduct the actual search with the assistance of officers.
 - d) Determine need for possible evacuation of the facility;
 - e) Coordinate with the F.D. and arrange for post-explosion notifications if the device has already detonated.
5. An offense report shall be completed on all bomb threat calls for service.

C. Determination of Evacuation Actions to Be Taken

1. If the existence of an actual device has not been established, the victim or complainant will be responsible for determining what action he or she wishes to take with respect to evacuation, searching the building or disregarding the threat. Officers at the scene will provide any reasonable assistance.

2. If the circumstances of the call cause personnel at the location or establishment or the responding officer to reasonably feel the threat is valid, the officer should strongly encourage an immediate evacuation of the location or establishment.
3. If management will not comply, the name and identification of the person contacted with the request shall be noted. If explosives or anything resembling explosives are located, or there is strong evidence that a bomb is on the premises, the police supervisor on scene may order evacuation of the building.
4. The officers at the scene shall ensure that all persons are moved safely away from the threat area and establish a secure perimeter. The Dispatch Center, supervisors, and other units should be kept apprised of the situation.

D. Search

1. All areas open to the public should be given special attention: restrooms, trash receptacles, stairwells, elevator shafts, etc. If possible, workers should be asked to check their own work areas for suspicious or unusual objects.
2. Searchers shall use extreme caution not to disturb any bomb that may be located. If the search reveals any item that could possibly be an explosive device, searchers should not attempt to remove or disarm it in any way. The device should only be dismantled by an explosive expert or a disposal team called to the scene to handle the device.
3. Upon completion of the search, if a device is not found, the complainant should be informed that the search revealed nothing. The complainant or manager of the building must decide if reoccupation of the area is to be permitted.

III. Undetonated Explosive Substance

- A. When an officer discovers any undetonated explosive, he/she shall notify Communications by telephone. The dispatcher shall then notify the field supervisor.
- B. The Dispatch Center shall immediately contact the on-duty Fire Department Battalion Chief and request assistance. Emergency medical personnel should be contacted and asked to stand by near the scene if appropriate.

- C. If bomb disposal personnel or equipment are required, a request for assistance from outside agencies such as the military, ATF or FBI will be initiated through a supervisor. The supervisor shall also start evacuation of the premises if necessary. The supervisor will be prepared to provide the responding bomb technician with the following information:
 - 1. Description and type of device if known.
 - 2. Exact location.
 - 3. What action has already been taken at the scene? Also, ascertain the estimated time of arrival of bomb technician personnel and arrange transportation to the scene or give precise directions.
- D. No person shall be admitted into the danger zone except as authorized by the field supervisor.
- E. No person shall touch, examine or otherwise tamper with any explosive substance except as authorized by the bomb technician in charge of deactivation or removal.
- F. The responding bomb technician will determine if a detonation site is needed.
- G. If a bomb technician requests an escort, the field supervisor shall provide the marked units necessary. All emergency lights, siren and headlights shall be activated, but the radio shall be used only at the recommendation of the bomb technician.

IV. Explosions

- A. In cases where an explosion has occurred, the procedures for notification, scene security and responsibility for follow-up investigation are the same as with a major crime scene.
- B. When the scene is secured, the field supervisor shall coordinate the preservation of evidence and allow no unauthorized personnel into the danger zone.
- C. Explosions may cause structural damage and other undetonated explosives may still be present. Persons on scene should use caution, and no person shall enter the danger zone except to prevent injury to another. This does not apply to investigators or specialists examining the scene. Secondary devices and explosions as a result of leaking gas lines or entrapment

bombing techniques must be guarded against to prevent injury to other persons.

- D. Any evidence relating to the device or the incident shall be handled according to standard evidence procedures.

V. Procedure Review

- A. All procedures involving bomb threats and bomb disposal shall be reviewed on an annual basis by the Command Staff. Any recommendations for changes in these procedures shall be forwarded to the Administrative Services Division for inclusion in the Policy and Procedure manual.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>515.00</i>
<i>Topic</i>	:	<i>Emergency Call Out</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 46.2.1a-c

I. Policy

A. It shall be the policy of this department that a Tactical Response will be utilized in the following situations:

1. Hostage incidents
2. Barricaded suspect incidents
3. Drug Raids
4. High-Risk arrest situations as directed by the Chief of Police or his designee.

B. The basic guidelines for determining if the tactical team will be utilized are:

1. The suspect has committed a criminal act or is in a dangerous mental condition; or
2. The suspect is believed to be armed; or
3. The suspect has refused to submit to arrest; or
4. By the nature of the situation, an unacceptable risk is presented to officers or the public.

Note: Failure to notify the Tactical Team Commander in the event of any incidents listed above will be considered violation of policy. Disciplinary action may be directed toward the on duty OIC at the time of the incident.

II. Procedures

Notification and call out of the Tactical Team.

- A. If an incident falls within the listed guidelines, the on duty patrol OIC or CID supervisor will be notified.
- B. The OIC and or CID supervisor will evaluate the situation. If the situation meets the criteria listed in this policy, the notification will be made to the Tactical Team Commander or his designee.
- C. After authorization of the Tactical call-out by the Commander, or his designee the Police Department desk sergeant will initiate a telephone call-out of Tactical Team Members.
 1. Upon activation of the Tactical Team, the operation will be the responsibility of the Tactical Team Commander with the maxim being that the tactical team is independently responsible for the tactics employed to accomplish the mission. Upon completion of the mission, the incident will revert back to the division that initiated the call-out for reports and follow-up investigations.

III. Responsibilities

- A. The OIC at the scene will establish: [\[46.2.1a\]](#)
 1. Inner perimeter
 2. Outer perimeter
 3. Command Post
 4. Staging area to include press liaison, press area
 5. Develop appropriate intelligence information
 6. Begin evacuation
- B. The OIC will brief the Tactical Team Commander of the situation upon his arrival at the scene outlining known factors.
- C. Control of the inner perimeter will be released to the tactical team commander, who will be responsible for containment or apprehension of the suspect. [\[46.2.1c\]](#)

- D. After the situation is resolved, it will be the responsibility of the Tactical Team Commander or his designee to forward a written report to the Chief of Police on the next working day.

The report will include:

1. A critique of actions taken by the tactical team
 2. Injuries to any persons (suspects, citizens, officers)
 3. Use of weapons or chemical agents
 4. Any property damage
- E. Press relations at the scene and issuance of a timely press release will be the responsibility of the officer designated as Public Information Officer. Information to be released must be authorized by the Chief of Police or Tactical Team Commander.

IV. Assistance Response

As a readily available response unit, it may occasionally be advantageous to utilize the services of the tactical team, or certain parts of it, to supplement other operational components. In the event this is required, the Tactical Team Commander shall designate a team supervisor as squad leader to remain in charge of the team members and coordinate with other operational components.

[\[46.2.1b,c\]](#)

V. Mutual Aid

Other Law Enforcement agencies may request assistance from the Department's Tactical Team. When this occurs, the Team Commander shall inform the requesting agency of our policies and the following operational guidelines:

- A. Mutual Aid request require approval of the Chief of Police or, in his absence, a member of the department's command staff.
- B. The request for aid is from the agency's Chief of Police or his designee.
 1. Primary Assistance: Primary Assistance denotes that the tactical team shall assume the entire responsibility involved in neutralizing a situation. The personnel utilized in the inner perimeter, or more specifically the Primary Zone, shall be limited to members of the tactical team. The team commander shall respond to scene and take charge of our personnel. This does not preclude consultation between the team commander and the representative of the outside

agency. The requesting agency must agree to this criteria or the tactical team will decline primary assistance.

2. Secondary Assistance: Secondary Assistance denotes that the Tactical Team will assume a support role to the requesting agency's tactical team. The requesting agency will retain complete operational responsibility and control of the incident. The team commander will respond to the scene and will accept mission assignments from the Commander of the requesting agency. The integrity of the tactical team will remain intact and under the direct supervision of the team commander.

C. Responsibility of the requesting Agency

1. The on-duty supervisor from the requesting agency will establish:
 - a. Inner perimeter
 - b. Outer perimeter
 - c. Command Post
 - d. Staging area including press contact, assigned press area
 - e. Begin to develop intelligence information relative to the situation.
 - f. Begin necessary evacuation
2. The requesting agency will assign a supervisor or command level officer to the command post during the length of the situation.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>516.00</i>
<i>Topic</i>	:	<i>Barricaded Person / Hostage Negotiation</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: none

I. Purpose

It is the purpose of this policy to provide general guidelines for handling hostage/barricaded subject situations.

II. Policy

In Hostage/Barricaded subject situations it shall be the policy of this department to consider the lives of the hostages, civilians and officers involved to be of the utmost importance; whenever possible, to enhance the prospects of peacefully resolving the incident through communications with the suspect; whenever possible, to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and in Hostage situations, to make every reasonable effort to effect the safe release of the hostage(s).

III. Definitions

- A. Barricaded Subject: Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, citizens, officers or others in the community and who is in a stronghold position.
- B. Hostage: Any person held by another against his will by force or threat of force, expressed or implied.

IV. Procedures

- A. Patrol Officers

Patrol officers confronting Hostage/Barricaded subject incidents shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others consistent with this department's Use of Force Policy (Section 39).

1. Officers shall notify a supervisory officer of the incident and circumstances;
2. Contain and isolate the incident scene, establishing an inner containment perimeter to provide a reasonable degree of safety while maintaining contact with the incident scene, and as time and resources permit, establish an outer containment perimeter to control pedestrian and vehicular traffic into the area; and
3. Whenever possible, evacuate occupants of affected residences and businesses to a point beyond the perimeter.

B. Patrol Officer In Charge

The OIC of the shift will be in command until relieved by a ranking officer or the Special Services Unit Commander.

1. The Shift OIC will establish an inner and outer perimeter, command post, and a staging area for officers and others arriving for assignments and if possible establish a designated area for the media.
2. Maintain traffic and crowd control and designate routes for emergency vehicles.
3. Ensure that Emergency Medical Services are available at the site.
4. Make provisions for recording personnel assignments and developing a chronological record of events that have occurred prior to arrival of Special Services Unit.
5. Inform the Special Services Unit Commander with the nature and circumstances surrounding the incident.

C. Special Services Unit Commander

1. The Unit Commander will assess the situation and formulate recommended tactical alternatives should communications with subject fail to resolve the incident;

2. Determine equipment needs and assign personnel to control and contain the inner perimeter;
3. Designate marksmen and entry teams as necessary;
4. Ensure that personnel manning the inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate tactical team members;
5. Prepare appropriate logistical plans to include diagrams of the location in question;
6. Maintain contact with and keep the command post informed of all developments and operations.

D. Hostage Negotiators Team

The individual(s) in charge of communicating with the subject shall:

1. Provide any requested assistance to the Tactical Team Commander;
2. Obtain all pertinent information about the hostage taker, the hostages, hostage site and other barricaded subjects;
3. Determine probable location of suspect(s) within the structure;
4. Relay all information to the command post as it becomes available.

E. Psychological Services:

Shall serve as a resource to the hostage communications team and will:

1. Monitor communications between the negotiators and subjects and provide negotiators with assessments of effectiveness, recommended strategies and other relevant information;
2. Assist in interviewing witnesses and debriefing hostages; and
3. Provide professional assistance to hostages, witnesses and others as may be necessary.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication	:	General Order
Dissemination	:	Department
Destination	:	Directive Manual
Number	:	517.00
Topic	:	Victims' Rights
Effective	:	August 1, 2006
Status	:	New
Approved By	:	MY

Reference: CALEA 55.1.1, 55.1.2, 55.1.3a-d, 55.2.1a-b, 55.2.2, 55.2.3a-d, 55.2.4a-e, 55.2.5

I. Policy

The City of Jonesboro is committed to the development, implementation, and continuation of appropriate victim/witness services. The Jonesboro Police Department will work in cooperation with the Victim/Witness Coordinator Unit of the Second Judicial District Prosecuting Attorney's Office and other service entities in the area to ensure that all rights and needs of victims and witnesses are met in compliance with any and all applicable Arkansas law.

II. Definitions

- A. Victim – A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property. Also regarded as victims are (1) a spouse, child, parent, or legal guardian of a minor child, and (2) a spouse, child, parent, or legal guardian of a homicide victim. This definition excludes any person involved in a crime as a perpetrator or accomplice.
- B. Witness – A person who, as determined by a law enforcement agency, has information or evidence relevant to the investigation of a specified crime. When the witness is a minor, the term “witness” includes an appropriate family member. “Witness”, for the purposes of this policy, includes neither defense witnesses nor anyone involved in the crime as a perpetrator or accomplice. All victims are witnesses.
- C. Victim/Witness Coordinator – An employee of the Second Judicial District Prosecuting Attorney's Office who is designated to establish and maintain a positive working relationship between the victim or witness, the judicial system, the police department and other assistance sources.

- D. Violent Crimes - Offenses reported to the Jonesboro Police Department including the following types of crimes: homicide, kidnapping, rape or sexual assaults, felony batteries or aggravated assault, first degree terroristic threatening, stalking, and domestic batteries.

- E. Victim's Rights - Subject to the appropriate application of the provisions of the State of Arkansas Victim's Bill of Rights, all victims have rights that include: [\[55.1.1\]](#)
 - 1. To be treated with dignity and respect;
 - 2. Notification of victims of court proceedings and critical events in the criminal justice process;
 - 3. Assistance in obtaining protection from harm;
 - 4. Assistance in applying for financial assistance and other social services;
 - 5. Assistance in applying for witness fees;
 - 6. Assistance with the return of property, other than contraband, when it is no longer needed as evidence;
 - 7. Intervention with victim's employer in order to minimize loss of wages and other benefits resulting from court appearances;
 - 8. Nondisclosure of information about victims;
 - 9. Information from law enforcement;
 - 10. Presence at court proceedings;
 - 11. Victim impact statement at sentencing and at parole hearing;
 - 12. Rights of members of victim's family.

III. Procedure

- A. Arkansas Statute 16-90-1107 requires that victims of certain crimes be provided specific information. In compliance with this and related laws, the initial responding officer responding to an offense that meets the qualifications of a "violent crime", as defined above, members of the Jonesboro Police Department conducting preliminary investigations shall provide, at a minimum, the following types of information to victims or

witnesses: [\[55.1.3a\]](#)

1. Applicable assistance services available through the Jonesboro Police Department or any outside agency (i.e. medical, counseling, compensation programs, and victim or witness assistance programs) [\[55.2.3a\]](#)
 2. Inform the victim or witness of steps to take if the suspect or someone on their behalf threatens or intimidates the victim or witness or members of their family. [\[55.2.3b\]](#)
 3. Provide the victim or witness with the offense report number pertaining to the incident as well as inform them of the steps they can expect to be taken by both the investigator and the victim as the case progresses. [\[55.2.3c\]](#)
 4. Provide the Police Department's telephone number as well as the Prosecuting Attorney's Office number to the victim or witness so he/she may call to report additional information about the case or to receive information about the status of the case. [\[55.2.3d\]](#)
 5. Officers may elect to impart the above information to victims by means of a Victims Brochure. The brochure will include information reference the above information as well as a 24 hr contact number for victim services and information regarding additional victim services such as the Crime Victims Reparations Board and victim protection information.
- B. The Jonesboro Police Department shall provide victim or witness assistance during the follow-up investigation that includes, at a minimum, the following information:
1. Assigned investigators shall make all reasonable efforts to contact victims or witnesses within three days of the case being assigned to begin the follow-up and to determine any possible victim or witness assistance they may need. If in the opinion of the investigator or the supervisor, the impact of the crime has been unusually severe, they will insure that the victim or witness is re-contacted to determine whether their needs are being met and that the case is being handled properly. [\[55.2.4.a\]](#)
 2. Upon contacting the victims or witnesses, the case investigator shall explain the procedures involved in the prosecution of their case and the roles played in the prosecution process. [\[55.2.4.b\]](#)

3. The assigned case investigator shall make reasonable efforts to schedule necessary appearances by victims or witnesses for interviews or line-ups at the convenience of the victim or witness. The case investigator shall, if feasible and necessary, also make arrangements for transportation for the victim or witnesses for scheduled appearances, such as interviews and required court dates. [\[55.2.4.c\]](#)
4. The assigned case investigator shall facilitate the prompt return of any property taken as evidence when the property is no longer needed for evidentiary purposes and provided the property is not contraband or subject to forfeiture. [\[55.2.4.d\]](#)
5. The assigned case investigator with the Jonesboro Police Department shall work closely with the Victim/Witness Coordinator assigned by the Second Judicial District Prosecuting Attorney's Office to ensure that all needs of the victims or witnesses are being met throughout the course of the investigation as well as subsequent judicial process. [\[55.2.4.e\]](#)
6. Upon arrest and post-arrest processing of the suspect, victim or witness assistance services are provided through the Prosecutor's and Sheriff's office through use of the state Victim Information and Notification Everyday (V.I.N.E.) Program. The VINE program makes available to victims the following information: [\[55.2.5\]](#)
 - a. The current custody status of the suspect (s) in the case;
 - b. Allows for registration to receive continued automatic notification of the suspect's custody status; and
 - c. Provides information on additional crime victim services.

Especially in cases where a high probability of a continued threat to the victim or witness exists, the investigator shall take extra precaution to notify the victim and/or witnesses of the availability of this service.
7. Each assigned investigator shall maintain a close working relationship with the designated Victim/Witness Coordinator in the Prosecuting Attorney's Office to reasonably ensure that all needs of the victim or witness are being met through either the Police Department, the Prosecuting Attorney's Office, or through any other resource that provides victim or witness assistance. [\[55.1.3.a,d\]](#)

C. Witness/Victim Intimidation

It shall be the policy of the Jonesboro Police Department to aggressively pursue criminal action against any person(s) suspected of interfering with the rights of a victim or witness. Patrol officers and/or investigators will provide a reasonable and appropriate response to victims or witnesses who have been threatened or express credible reasons for fearing intimidation or further victimization in the following manner: [\[55.2.2\]](#)

1. Complete an offense/incident report to document the threat or the fears of the reporting victim or witness;
2. If a patrol officer makes the initial contact with the victim or witness, he/she shall take steps to notify the assigned case investigator to inform him of the situation; and
3. The assigned case investigator shall notify the Prosecuting Attorney's Office to inform them of the situation and to pursue appropriate action against the suspect.
4. If a member of the Jonesboro Police Department becomes aware of any danger to a victim or witness, the member shall take all reasonable steps to promptly notify the victim or witness of the danger as well as notify the assigned case investigator. If the victim or witness is in a jurisdiction outside that of the Jonesboro Police Department, the member shall notify the appropriate jurisdictional agency, inform this agency of the situation, and request that reasonable precautions be taken.

IV. Victim Services

- A. The Jonesboro Police Department recognizes that at times, victims and witnesses desire information about available assistance programs and services prior to their actually reporting the offense. In order to provide a twenty four (24) hour a day point of contact for information of this nature, the Jonesboro Police Department will provide a dedicated Victim/Witness Assistance telephone number. This telephone number will be publicized in the local telephone directory and through other appropriate resources. This telephone number shall include a recording that describes various victim and witness assistance available from the Department and programs available outside the Police Department. [\[55.2.1.a,b\]](#)
- B. In addition to referrals through the Victim/Witness Assistance telephone line described, all members of the Jonesboro Police Department will be

familiar with the assistance available in order to provide assistance to victims in need of their services. [\[55.2.1.b\]](#)

- C. The Jonesboro Police Department will work in cooperation with the Prosecuting Attorney's Office by informing victims and witnesses about the Victim Information and Notification Everyday (VINE) Program. The VINE program is a free, automated hotline that provides crime victims and witnesses with vital information and notification about the status of inmates in the Arkansas Department of Corrections or about persons who have been incarcerated in the County Jail. The service, which is provided by the Arkansas Crime Information Center (ACIC), allows the user to obtain inmate information, register for notification of inmate court dates and release information, as well as receive additional information on similar service agencies available within the State of Arkansas. Officers with the Jonesboro Police Department will have access to VINE informational material for distribution to crime victims or witnesses. [\[55.2.1.b\]](#)

V. Additional Responsibilities [\[55.1.3a, d\]](#)

- A. The Victim/Witness Coordinator Unit of the Second Judicial District Prosecuting Attorney's Office, Craighead County shall administer and coordinate the Victim Services Program. Responsibilities include:
 - 1. Ensure that the Jonesboro Police Department is provided with information concerning Victim Rights Laws;
 - 2. Ensure that there is a response to all inquiries from interested persons concerning victim assistance;
 - 3. Biennially (once every two years) complete an analysis of victim/witness assistance needs within our service area. [\[55.1.2\]](#)
- B. The Department will work closely with the Victim/Witness Coordinator's Office to govern the agency's efforts to periodically inform the public and the media of existing and new victim/witness programs and services in the area. [\[55.1.3c\]](#)
- C. Training Division will be responsible for:
 - 1. Ensuring all new employees (both sworn and non-sworn) are informed of existing community victim/witness assistance programs through basic and/or field training;

2. Updating training programs as laws and available services change; and,
3. Ensuring sworn personnel and non-sworn personnel receive training in Victim Services Program and the role of law enforcement in providing assistance.

VI. Confidentiality

As a measure to ensure the confidentiality of victims and witnesses, all members of the Jonesboro Police Department (both sworn and non-sworn) shall refrain from releasing to the public information pertaining to the following items:

[55.1.3.b]

1. The identity or location of a victim or witness in any type of sexual assault case (Arkansas Statute 12-12-913(e) (1), and 16-90-1104);
2. Any type of crime in which the offender is a minor not charged as an adult (Arkansas Statute 9-27-352);
3. Any release of information that may endanger a victim or witness;
4. Any release of information that could violate the safety of a confidential informant; or
5. Any other type of information not specifically listed within the Arkansas Freedom of Information Act (Arkansas Statute 25-19-101).

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>518.00</i>
<i>Topic</i>	:	<i>Roadblock Procedures</i>
<i>Effective</i>	:	<i>February 20, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 61.1.10

I. Policy

Driving a motor vehicle is a privilege granted by the state and not a right. Officers are authorized to implement roadblocks or conduct checkpoints pursuant to the procedures and regulations established herein and pursuant to law.

II. Definitions

Roadblock - A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents to interview drivers; or, an attempt to prevent the continued movement of a fleeing vehicle through use of physical means.

III. Stationary Road Blocks

Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of this department that the use of roadblocks for the purpose of apprehending wanted suspect / violators shall not be employed when it is apparent that innocent persons would be endangered.

Roadblocks may be utilized by members of this department during a hot pursuit only on the order of a supervisor, and then only as a last resort when the person being pursued has committed a violent felony as described in this chapter, and has proven, by his or her method of flight, total disregard for the lives and safety of the public.

Once a decision has been made to utilize a roadblock, the Communications Center will announce on the radio frequency(ies) the location of the roadblock and the situation requiring the roadblock. The dispatcher will also insure that the principal pursuit vehicles acknowledge the location of the roadblock. If the

pursuing units do not acknowledge the existence of the roadblock, the roadblock will be immediately abandoned.

Under no circumstances shall vehicles other than Jonesboro Police Department vehicles be used as roadblocks. Once a roadblock has been ordered and a Jonesboro Police Department vehicle has been stationed as part of a roadblock, no one shall remain in the vehicle.

IV. Rolling / Moving Roadblocks

Stationary roadblocks are effective in some instances. If the violator realizes that passage is blocked and stops the vehicle, the stationary roadblock is effective. If the violator realizes that his / her passage is blocked and attempts to run the roadblock, the chance of injury and severe vehicle damage is imminent.

Under certain circumstances, the use of the rolling or moving roadblock is effective and the chance of injury and vehicle damage is greatly reduced.

Blocking: In a pursuit of moderate speed, blocking can be accomplished by positioning a Jonesboro Police Department vehicle in front of the violator and another Jonesboro Police Department vehicle beside the violator. Speed should be reduced gradually until the violator is stopped. Every effort should be made to avoid actual contact with the violator vehicle.

Creating slow moving traffic: In a pursuit situation, reducing the movement of the wanted vehicle can be accomplished by slowing the normal flow of traffic. Jonesboro Police Department vehicles not involved in the pursuit enter the roadway ahead of the violator. By slowing the flow of normal traffic, the violator and pursuit vehicle are forced to reduce their speed.

V. Checkpoint Roadblocks

The purpose of a checkpoint is to promote greater safety on the roadways by identifying persons who are operating vehicles illegally, to deter persons who are under the influence of intoxicating substances from driving a motor vehicle and to protect the public by arresting drivers who operate motor vehicles while under the influence of intoxicating substances.

All checkpoint roadblocks will have prior approval of the Division Commander and the on-duty supervisor. The Division Commander shall specify the date, approximate time and the location of each check-point. In addition the Division Commander shall specify the specific reason for or nature of each check-point. These administrative requirements will be reflected in the Roadblock/ Check-point authorization form.

The on-duty supervisor will be knowledgeable of all roadblocks and will make

certain that a senior officer is present at all times.

The safety factors listed below will be adhered to when conducting checkpoint roadblocks:

1. All roadblocks will have necessary warning lights or signs to indicate oncoming motorists there is a problem ahead. The location will determine the necessary lighting. No officer will work the roadblock without wearing a reflective traffic safety vest and if at night, a flashlight in good working order with the issued orange traffic cone attached.
2. No roadblock will be held on or near any hill crest, curve or other area where the roadblock cannot be seen for a reasonable distance.
3. Roadblocks should be held during normal, non-peak traffic times and if the roadblock begins to impede the normal flow, the roadblock should be temporarily discontinued as necessary for the safe and efficient movement of traffic.
4. No roadblock will be held on the main portion of any controlled access highway or interstate highway.

VI. Critical Incident Roadblocks

The on-duty supervisor must determine if roadblocks/checkpoints will be used to assist in the apprehension of suspects in critical incidents.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>520.00</i>
<i>Topic</i>	:	<i>Death Notifications</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 55.2.6, IACP Model, (Reference : Family Notification of Mrs. Florence Shepard Jones Sept. 9, 1929-Sept. 23, 2005-Jonesboro, Arkansas)

I. PURPOSE

It is the purpose of this policy to provide officers with guidelines for notifying next of kin of the death of a family member.

II. POLICY

Notification of next of kin of the death of a family member is a difficult task even for experienced officers. There is a natural hesitancy to deal with this subject, and the risk exists that, without guidance, inappropriate methods, comments or remarks may unnecessarily exacerbate the mental distress of survivors. Therefore, this law enforcement agency requires that all officers become familiar with concepts and procedures set forth in this policy so as to provide surviving family members with sufficient useful information and support in a manner consistent with professionally accepted crisis intervention techniques.

III. DEFINITIONS

Next of Kin - For purposes of this policy, the closest relative of the deceased or seriously injured person - spouse, children, parents, brothers or sisters.

IV. PROCEDURES

A. Coroner's Office

1. When any person dies outside the immediate care of a medical facility and the police department is made aware of the death prior to the coroner's office, the initial investigating Officer or the Officer in charge of the scene will be responsible to see that the Office of the Coroner is immediately notified of the known facts

concerning the time, place, manner, and circumstances of such death, and any other information which the coroner or a representative may request.

B. Information Gathering and Preparation

1. All death notifications that are the responsibility of this agency shall be delivered in person unless an exigency of circumstances exists that demands telephonic notification.
2. Officers shall be prepared to and shall be provided adequate discretion to spend the necessary time with survivors to provide assistance as authorized by this policy.
3. Prior to contacting next of kin, notifying officers shall gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as details of the death, location of the body/personal effects and other pertinent information.
- other pertinent information.
4. Officers shall identify the next of kin of the deceased for purposes of notification. Particular effort should be made to locate the closest relative starting with a spouse and followed by adult children (18yoa or older), parents, then brothers or sisters.
 - a. Only where substantial delays would be required to make contact with next of kin should other relatives be contacted.
 - b. Officers should contact a supervisor for guidance when in doubt concerning next of kin or delays in notification.
5. Where another agency must be contacted to notify the next of kin, officers should:
 - a. request that the notification be made in person and
 - b. request immediate verification when notification has been accomplished.
 - c. Provide a contact name and number with the JPD for the next of kin to speak with.
6. When making notification for another agency, the same procedures should be followed as are outlined for notification by another agency. Officers should double check the information concerning the victim and next-of-kin's identities and obtain a name and contact number at the requesting agency.
7. Wherever possible, officers should gather available information concerning the survivors that may aid in the notification. This

includes but is not limited to whether survivors are elderly, disabled, visually or hearing impaired, have medical problems or may not speak English. If possible, obtain the names of the survivor's closest relative, friend, family doctor and clergyman.

8. Officers shall utilize the services of one of the Police Department Chaplains and shall contact the chaplain and request assistance BEFORE contact is established with any survivors. If at all possible the Police Chaplain shall accompany the responding officer when notification is made.
9. Officers should, wherever reasonable, possible avoid using the name of the deceased over the radio prior to notification of immediate surviving relatives.
10. Where possible, two officers (preferably a team one of which should be a supervisory officer) should be assigned to a death notification.
11. Personal effects of the deceased shall not be delivered to survivors at the time of death notification.

C. Making Notification

1. Upon arrival at the residence or place of business, officers shall do the following:
 - a. check the accuracy of the location;
 - b. request to speak to the immediate survivor;
 - c. identify themselves by name, rank and departmental affiliation;
 - d. verify the relationship of the survivor to the victim; and
 - e. ask permission to enter the residence or (in the case of a business or other location) move to a place of privacy.
2. Every reasonable effort shall be made to make the notification in the privacy of the survivor's home or in another location away from public scrutiny.
3. Prior to making notification, officers should, where possible, bring members of the family together who may be in the house or otherwise on hand.
4. Officers should address the survivor(s) in a straightforward manner and use easy-to understand language to briefly explain the circumstances of the incident and the victim's location (in the event of seriously injured/ill victims) or the fact that the individual is

dead.

- a. Officers should not use euphemisms, such as "passed on" or "no longer with us" in order to avoid using the term "dead" as these may create confusion or false hope.
 - b. Officers should avoid graphic aspects of the incident and the use of police jargon.
 - c. Officers should refer to the deceased using his/her first name or terms reflecting the deceased's relationship to the survivor (i.e. son, daughter, etc.).
5. Officers should be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack.
 6. Officers should provide survivors with sufficient time to regain composure before proceeding. Avoid attempts in the interim to provide comfort by using simple platitudes or trite phrases (e.g. "I know how you feel," "I know how hard this is for you.").
 7. If the notifying officers cannot locate the next of kin the responding supervisor and/or investigator shall seek assistance from the Criminal Investigations Division or "On-Call" detective to insure that all possible avenues are exhausted to locate and contact a surviving relative.

V. Providing Assistance and Referral

- A. Officers shall not leave upon completion of the notification until reasonably assured that the survivor has adequate personal control and/or family or close friend(s) readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
 1. the emotional reaction and physical condition of the survivor;
 2. the availability of other adults in the home;
 3. responsibility for infants or small children;
 4. home environment (e.g. evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and
 5. availability of a support system (e.g. including friends, family, close neighbors, access to clergy, means of transportation, etc.)
- B. Officers should provide any additional information on the incident requested by survivors. While graphic details may not be necessary, officers should provide information if asked specifically concerning

the cause of death, condition of the body or other details of the fatality.

- C. Officers should remain alert to the possible need for medical assistance. When officers are aware of serious medical conditions in advance of notification, they should place a local medical response unit on alert.
- D. Officers should be aware of confusion on the part of survivors; speak slowly and deliberately, and write down any pertinent information that the survivor may need. This includes such matters as the following:
 - a. disposition of the body;
 - b. location of personal effects;
 - c. identification requirements / procedures; and
 - d. notifying officers' names, agency and telephone numbers.
- E. Officers should assess the physical and emotional well-being of the survivor before departing. Officers should be reasonably assured that survivors can take care of themselves and those for whom they may be responsible. Officers should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, family clergy, crisis counselors or other community social service agency. Officers should be able to answer "yes" to the following types of questions:
 - a. Is the survivor thinking clearly? That is, does the individual
 - * seem to be aware of your presence?
 - * have some grasp of place and time?
 - * demonstrate a progressive ability to express himself/herself? and/or
 - * begin to demonstrate some grasp of the reality of the death?
 - b. Does the survivor have reasonable control over his/her emotions or does the individual display shock (no apparent emotion), furious hostility or the desire to commit suicide?
 - c. Can the survivor cope physically? For example, has the survivor fainted, displayed debilitating weakness or emotional collapse, and does the survivor have an adequate support system that can be relied upon?

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>521.00</i>
<i>Topic</i>	:	<i>Vehicle Impound</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.4f, 61.1.13, 61.2.3f, 61.4.3a-c

I. Policy

Procedures outlined in this order are intended to guide officers in making decisions to impound vehicles as provided by State Law and City Ordinance. Officers may initiate impoundment of vehicles if necessary to facilitate or expedite a particular law enforcement or investigative action.

II. Definitions

- A. Abandoned vehicle – A vehicle that has been left unattended for more than 48 hours or illegally parked on public property or on the right-of-way of any designated county, state or federal highway. Or, a vehicle that has been left on private property for more than 48 hours without the consent of the owner or person in control of the property.
- B. Roadway hazard - A parked motor vehicle constituting a traffic hazard or obstruction.
- C. Wrecker Rotation log – a handwritten log utilized by the Dispatch Center that allows approved wrecker service providers to ‘take turns’ on a rotating basis.
- D. Vehicle Impound/Tow Log Program – a computerized record of vehicles towed by authority of the JPD. A variety of searches can be conducted in this program, including searches by driver’s name, vehicle tag or vin number, a date range, etc. [\[61.4.3c\]](#)

III Procedure

A. General Procedures

1. ALL vehicles that are towed by the authority of an officer must be inventoried.
2. Wrecker services are determined by a rotational wrecker log maintained in the dispatch center. Services sent are determined by next available according to the type of services needed (Large wrecker, roll back, etc)
3. When available, vehicle keys should be left with the wrecker driver.
4. Information concerning each vehicle tow/impound will be recorded in the vehicle impound program which will provide a record of all vehicles removed, stored, or towed at the direction of an officer. [\[61.4.3c\]](#)
5. A written report must be completed when an officer authorizes that a vehicle be towed or impounded. If the tow is the result of an MVA, that information may be noted in the appropriate area of the MVA report. If the tow is the result of a criminal action or arrest, the tow and inventory information may be noted on the corresponding offense report. If the tow is the result of an officer decision to remove a roadway hazard, a short offense report must be completed noting the following details:
 - a. Make, model, type, year, color, VIN, license number, year of license, state of license and damage if any.
 - b. Complete inventory of vehicle contents.
 - c. Impound location.
 - d. Driver's name and address, if applicable.
 - e. Reason for impoundment.
 - f. Date and time.

B. Abandoned Vehicles [\[61.4.3a,b\]](#)

1. Public property

- a. Officers who locate an abandoned vehicle should notify dispatch to make a note of the vehicle's presence.
- b. If the vehicle presents a roadway hazard or obstruction, the officer should stand by while an attempt is made to contact the owner. The officer may enlist the aid of Dispatch, the Desk officer or CID to help make contact with the owner. If the owner cannot be contacted, a wrecker should be summoned to remove the hazard. The reason for the removal shall be noted in the narrative of the offense report. [\[61.1.13\]](#)
- c. If it is determined that the vehicle has been in that location for a period of over 48 hours or if the officer has knowledge of the vehicle's presence for that length of time, the vehicle may be towed.
- d. The officer authorizing the vehicle to be towed is responsible for contacting the owner. The officer shall document what attempt was made to contact the owner in the written report.

2. Private Property

The department does not authorize the towing of abandoned vehicles from private property. The property owner should be advised to contact the wrecker service of their choice to have the vehicle removed. However, the Dispatch Center should be advised of the tow so it may be noted in case the owner attempts to report the vehicle as stolen.

C. Arrest

1. All vehicles may be towed when the driver is arrested, missing or unable to operate the vehicle unless the registered owner, co-owner, or other legally equipped third party individual is present at the scene. The intent of this general order is not to leave vehicles of arrested drivers at the scene i.e. side of the road or on a private parking lot for undue periods of time. Care and consideration should be given to any adult passenger(s) that are left afoot. Juvenile passengers will be dealt with according to current guidelines.
2. In all cases (towing or release) documentation is included in applicable police reports.

D. Stolen Vehicles

Recovered stolen vehicles should be towed/impounded if one of the following situations exists:

1. The owner cannot be contacted. The officer shall document what attempt was made to contact the owner in the written report.
2. The owner requests impoundment.

E. Evidence

A vehicle that is evidence or the instrument of a crime, other than auto theft, is impounded. A "hold" is placed on the vehicle for the appropriate law enforcement agency.

F. Motor Vehicle Accidents

Vehicles involved in motor vehicle accidents are towed by officer request from the rotational wrecker log if the driver does not request a specific wrecker service or is incapacitated so that he cannot provide for removal of the vehicle. [\[61.2.3.f\]](#)

IV. Vehicle "Holds"

1. A "hold" may be placed on an impounded vehicle to insure the identity of the person attempting to claim the vehicle, if the vehicle was used in a criminal incident.
2. A "hold" may be placed on a vehicle when there is a demonstrated need to secure the vehicle for evidence (homicide, stolen property, vehicular fatality, hit and run, etc.). Holds are not placed on vehicles for registration or inspection violations.
3. If the vehicle is to be held for more than five days, the requesting officer must contact his supervisor and the vehicle owner and explain the reason for the extended hold.
4. Release Procedures – The hold on a vehicle may be removed by the officer who placed the hold or by an officer with that officer's permission. The hold may also be removed by CID once the vehicle is no needed for evidentiary purposes. The owner should be advised to contact the wrecker service and bring proof of ownership and identification. Contact shall be made with the wrecker service advising them it is okay to release the vehicle.

V. Inventory of Towed / Impounded Vehicles [1.2.4.f]

- A. All vehicles towed or impounded by order of an officer, shall be inventoried. The inventory includes an inspection of the exterior of the vehicle for body damage and missing parts (hub caps, antennas, etc.).
- B. The interior inventory is limited to areas which the officer has free and ready access. These areas include:
 - 1. Under front seats.
 - 2. Unlocked compartments and containers.
 - 3. Locked compartments and containers if the officer has access to a key.
 - 4. Locked vehicles. If entry can not be made, the officer inventories visible property, listing the property in his report.
- C. Such an inventory is not a search for incriminating evidence, but is a care taking function intended to protect the owner's property during police department involvement. It is further intended to protect the Department against claims or disputes over lost or stolen property. It will protect officers from potential dangers. [61.2.3.f]
- D. Items of contraband or fruits of a crime discovered during an inventory may be seized. The person in possession of the vehicle may be arrested for the appropriate offense(s).
- E. A Vehicle inventory is not construed as a lawful search, a probable cause search or a search pursuant to a warrant.
- F. A decision not to impound does not limit or prohibit an officer's authority to search and/or seize evidence incidental to an arrest or based on probable cause. Any such search must follow legal guidelines.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>522.00</i>
<i>Topic</i>	:	<i>Alarm Response</i>
<i>Effective</i>	:	<i>November 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 81.2.13

I. Policy

The Jonesboro Police Department recognizes that monitoring the status of private alarm systems is a function best performed by alarm companies. Therefore, it shall be the policy of the Jonesboro Police Department to not monitor private security alarm systems. The Jonesboro Police Department will respond appropriately to any type of alarm that is otherwise reported to the Dispatch Center.

It shall be the policy of the Jonesboro Public Safety Answering Point Center (Dispatch Center), in accordance with Arkansas State Statute 12-10-314, to prohibit the installation of an alarm system by an alarm customer that, if activated, dials the Dispatch Center's 9-1-1 telephone system.

It shall be the policy of the Jonesboro Police Department to perform all record keeping necessary to enforce the City of Jonesboro's ordinances concerning false alarms.

II. Definitions

A. Alarm System - Any mechanical, electrical, or other device that is monitored by a third party and designed to signal the occurrence of a burglary, robbery, or other criminal activity that requires the attention of public safety personnel.

B. Alarm System Customer - Any person who purchases, lease, contracts for, or otherwise obtains an alarm system.

- C. False Alarm - An alarm signal that requires a response by the Jonesboro Police Department when a situation requiring that response does not in fact exist.

III. Procedure [81.2.13]

- A. Jonesboro Dispatch Center personnel shall enter the appropriate call for service information into the Computer Aided Dispatch (CAD) system when a report of an activated alarm is received
- B. After entering the appropriate information into the CAD system, dispatch personnel shall dispatch the recommended available officer(s) to the scene as quickly as possible. Upon arrival at the scene, officer(s) shall inspect the area and determine whether the alarm signal was legitimate.

III. False Alarms and Prohibited Procedures

- A. As part of their documentation, the officer shall indicate to dispatch whether the alarm appears to be valid or false
- B. Upon the seventh and subsequent false alarm at the same location within a calendar year, pursuant to City of Jonesboro ordinances, the alarm system customer shall be assessed a penalty fee. This penalty shall increase with each subsequent false alarm occurrence above and beyond the seventh false alarm.
- C. In the event of an alarm ringing directly into the PSAP utilizing the 9-1-1 telephone system, Communications Unit personnel shall inform the PSAP Director of the call. The Director shall take all reasonable steps necessary to contact the property owner and inform such owner of Arkansas § 12-10-310, as annotated, prohibiting such connections.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Topic</i>	:	<i>Criminal Investigations</i>
<i>Effective</i>	:	<i>October 15, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.2.2a-h, 42.2.3, 42.2.4, 42.2.5a-c, 42.2.6, 42.2.7a-g, 42.2.8a-e, 42.2.10, 42.2.11, 55.2.4a, 74.1.2a-e, 82.1.1c, 82.2.1e, 82.3.5

I. Policy

The Jonesboro Police Department strives to complete investigations in a timely and accurate fashion. The guidelines as set out in this Procedure are designed to provide for the efficient and effective conduct of follow-up investigations and to ensure that the Investigations Division of the Police Department remains accountable regarding its total activity.

II. Purpose of the Investigations Division

Police officers assigned to the Investigations Division are expected to conduct follow-up investigations into criminal acts that are reported to the Department. Patrol officers will respond to and make preliminary investigation as far as is possible up to and including the arrest of the perpetrator. However, in some instances, the follow through to the point of arrest is not feasible and it is at this stage of the investigation that the Investigations Division begins the follow-up or continuation of activity that will hopefully result in the identification and ultimate prosecution of the perpetrator.

III. Organization of the Division

- A. The Division is comprised of investigators whose specific functions include but are not limited to the following:
1. Interviewing victims, witnesses, or informants – the recording of affidavits;
 2. Interrogating suspects and offenders – the legal recording of confessions;

3. Conducting lineups for the purpose of identifying offenders;
4. Surveillance, undercover, or covert activities, including working with informants;
5. Recovering stolen property;
6. Preparing prosecution reports, the filing of criminal complaints, and arraignment of prisoners;
7. Executing arrest and search warrants;
8. Gathering of criminal intelligence; and
9. Testifying in court.

B. Supervision of the Division

1. Supervision is the responsibility of the Investigations Captain, who reports to the Chief of Police through the chain of command. The Investigations Captain coordinates the general activities of the Division to ensure its effectiveness in investigative and prosecution efforts.
2. The Investigations Captain will ensure that a 24-hour on call duty list is prepared and available. On-call assignment is rotated within the Division. The on-call duty assignment is made to ensure that a member is always available to respond to offenses of a serious nature. [\[42.1.1\]](#)
3. The Investigations Captain or designee will review all cases prior to forwarding them to the prosecutor's office. The purpose of the review will be to ensure accountability and improvement in investigator case preparation and control.

IV. Case Management and Control

- A. Because of the extensive number and varied nature of offenses that are continually under investigation, it is necessary to establish a system of case management and control to ensure accountability for the offenses assigned to the Division and to each investigator.
- B. All felony cases with a certain degree of solvability will be assigned to an investigator for a follow up investigation. In order to assist in determining whether a follow-up investigation will be made, the Investigations

Division shall use a system of case screening based upon solvability factors in order to apply available manpower to those offenses that are the most likely to be cleared. The process will be based on the following procedures: [\[42.1.2\]](#)

1. Cases will be assigned sequentially on a rotating basis based on investigator case load unless special circumstances exist.
2. The screening of cases will be done by the Investigations Captain or designee during each regular shift.
3. The following will be used as solvability factors to be considered:
 - a) Is the suspect listed by name, address, date of birth, phone number, description, work address?
 - b) Can a known witness identify the suspect?
 - c) Were serial numbers of stolen property recorded?
 - d) Is the case serious enough to warrant the manpower and resources needed for further investigation?
4. All homicides, other suspicious deaths, armed robberies, felony sex offenses and losses over \$5,000.00 will be assigned to an investigator for investigation regardless of the solvability factors available.
5. Any other offense may be assigned regardless of solvability factors present depending on the specific circumstances of the offense.
6. The Investigations Captain will ensure that the required resources are assigned to each case.

C. Due to the size and composition of the Department, specialization is not feasible. Each investigator should be able to investigate any type of case. This does not preclude the primary investigator from obtaining assistance from another investigator who may have more experience in a particular area.

D. Investigation [\[42.1.4\]](#)

1. Preliminary Investigation – It is the policy of the Department to respond to all complaint calls and conduct preliminary investigations. Preliminary investigations by an initial responding officer may be sufficient to bring a case to a satisfactory conclusion, thus eliminating the need for a follow up investigation.

Basic steps to be followed in conducting preliminary investigations include, but are not limited to:

- a) Observe and record all conditions, events and remarks made by persons at the scene. [\[42.2.1a\]](#)
- b) Locate and identify witnesses. [\[42.2.1b\]](#)
- c) Secure and protect the crime scene and evidence. [\[42.2.1c\]](#)
- d) Arrange for the collection of evidence. [\[42.2.1c\]](#)
- e) Interview the complainant, reporting party and witnesses. [\[42.2.1d\]](#)
- f) Effect the arrest of the criminal, if possible.
- g) Interrogate the suspect as necessary. [\[42.2.1d\]](#)
- h) Report the incident fully and accurately.

2. Follow-up Investigations

- a) When practical, patrol officers shall conduct follow-up investigations on criminal cases; however, consideration shall be given to investigative skills, resources, manpower, and time limitations.
- b) In most circumstances, the patrol officer shall prepare a preliminary report on criminal complaints. The responsibility for follow-up investigation usually shifts to the Investigations Division.

E. Case file maintenance [\[82.3.5\]](#)

1. In addition to central records, which will store all original reports, Investigators shall maintain an effective system for filing cases currently under investigation. The system will be maintained, updated, and primarily accessed by the assigned investigators. [\[42.1.3d, 82.1.1b\]](#)
2. The case files should contain, at a minimum, the following information: [\[42.1.3c\]](#)
 - a) Preliminary investigative reports;
 - b) Records of statements;
 - c) Results of examinations of physical evidence; and
 - d) Other reports and records needed for investigative purposes.

3. When a case is classified as inactive, the assigned investigating officer shall purge the file from the Division records. The case file shall then be consolidated with the central records system file. [\[42.1.3e\]](#)

F. Case status

1. Investigators will determine the status or a change in status of each case. The decision will be based on information provided by periodic progress reports. The designated categories are as follows: [\[42.1.3b\]](#)
 - a) Active – Indicates a case is assigned to an officer and investigative efforts are active.
 - b) Inactive - Indicates all available leads have been exhausted, but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
 - c) Closed – cleared by arrest or other exceptional means.
 - d) Unfounded – Investigation has determined that an offense did not occur.
 - e) Transferred – The incident is determined to have occurred wholly within another jurisdiction and/or responsibility for prosecution lies with another law enforcement agency.

G. Case status control system [\[42.1.3a\]](#)

1. Information regarding the status of a specific case will be systematically recorded and updated. This task is to be completed by the assigned investigator. The following information is to be included: [\[42.1.3c\]](#)
 - a) Case number;
 - b) Investigator assigned;
 - c) Date case assigned; and
 - d) Status change.
2. The status on all cases will be classified as inactive at the end of 60 days, unless extenuating circumstances exist and the Investigations Captain approves the extension. [\[42.1.3e\]](#)

V. Follow-up Investigations

- A. This Procedure is intended to supply those investigators given the responsibility of follow-up investigations a preliminary checklist by which to assure that basic investigative standards are met. The information is to serve as an investigative tool and should not limit the talents or techniques of the individual investigator. The steps should include: [\[42.1.4, 42.2.2, 42.2.3\]](#)
1. Review and analyze previous reports prepared during preliminary phase; [\[42.2.2a, 82.2.1e\]](#)
 2. Conduct interviews and interrogations of victim, witnesses, and suspects; [\[42.2.2b\]](#)
 3. Plan, organize, and conduct searches; [\[42.2.2d\]](#)
 4. Collect physical evidence;
 5. Consider laboratory analysis such as fingerprints, chemistry, tool marks, handwriting;
 6. Review Departmental records;
 7. Seek additional information from all other information sources (uniform officers, informants, etc); [\[42.2.2c\]](#)
 8. Take statement when possible;
 9. Utilize ACIC/NCIC computer network to disseminate and collect information:
 - a. Criminal history background checks; [\[42.2.2g\]](#) and
 - b. Outside agency information (federal, state, local).
 10. Check other available sources of information, such as businesses, post offices, schools, information resources available through the internet and other sources, such as:
 - a. Offense, arrest and traffic accident files
 - b. Warning/Citation and District Court files
 - c. Pawn Shop files
 11. Determine possible involvement of suspect in other crimes; [\[42.2.2f\]](#)

12. Establish surveillance if necessary;
 13. Identify and apprehend offenders; [\[42.2.2e\]](#)
 14. Give Miranda Warnings when required;
 15. Prepare cases for court presentation; and [\[42.2.2h\]](#)
 16. Assist in prosecution.
- B. When necessary, officers of the Department shall use a waiver of rights (Miranda) form when questioning any suspect in any criminal offense. The waiver of rights form specifically states that information being given is of a voluntary nature and that all suspects have been apprised of their constitutional rights. All interrogations or interviews will be conducted in compliance with existing laws and policies to assure the legal rights of a suspect. [\[42.2.1b\]](#)
 - C. In the event of an arrest, state laws governing the time elements of when an arrested individual must appear before a magistrate will be adhered to.
 - D. Each investigator will comply with any requirements from the appropriate prosecutor's office, which may cover the preparation of criminal cases.
 - E. In an effort to obtain additional information, the victim/witness coordinator's division of the prosecutor's office should make continued periodic contact with the victim of an offense and ensure that witnesses and the victim have a means to contact the investigator. [\[55.2.4a\]](#)
 - F. When a primary suspect exercises his or her right to a lawyer, questioning by investigators will cease. [\[42.2.1b\]](#)

VI. Confidential Informants

- A. Information concerning all confidential informants shall be maintained in a secure locked master file kept with the Drug Task Force offices. Maintenance and control of the files shall be the responsibility of the DTF unit commander. This single supervisor shall also be responsible for maintaining a master control sheet cross referencing informants and their assigned C.I. number. [\[42.2.7a, c, d\]](#)
- B. Any officer utilizing a confidential informant shall obtain certain information from that individual, including a photo, fingerprints and shall complete a Confidential Informant Information Sheet which contains certain biographical data including:

Name, dob, height, weight, hair and eye color, address, Social Security and other identifying numbers, Scars, marks and tattoos, current occupation and employer, relatives and description of vehicle.

The file shall also include the signed copy of the C.I. Statement of Conditions agreement.

Upon completion of this file, the person in charge of that file shall assign a C.I. number to that individual. [\[42.2.7b\]](#)

C. Payments [\[42.2.7 e\]](#)

Supervisors will review the information supplied by C.I.s and evaluate its potential value. Such factors as the possible number of cases cleared, the seriousness of the offense, the amount of property recovered, and the overall value of the information for investigative purposes shall be considered as the supervisor evaluates the amount of payment.

1. A supervisor must approve all C.I. payments.
2. The officer making the payment will sign a receipt for the funds and the C.I. must sign acknowledging receipt as well.
3. Returned funds must be signed for by the supervisor.

D. Special Precautions [\[42.2.7 f, g\]](#)

In order to further protect the identity of C.I.s, officers shall not provide any information about a C.I. to any individual, except as authorized by a supervisor. Officer shall not include the C.I.s name on any official documents, reports, receipts, etc., except as authorized by a supervisor.

Officers shall have another officer accompany them or notify a supervisor when meeting with a C.I. of the opposite sex. Officers are prohibited from maintaining a social relationship with a C.I. or former C.I. or otherwise being personally involved with a C.I.

Juveniles are not to be utilized as confidential informants.

VII. Use of Technical Deception Aids [\[42.2.6\]](#)

- A. It is imperative that the use of such equipment is properly authorized and administered. Individuals who are given the responsibility of administering polygraph examinations must be graduates of institutions providing training for this purpose and are in compliance with the Arkansas Code affecting polygraph operations.

- B. The Department shall maintain appropriate waivers which will contain the Miranda Warning. Without the completion of such waivers, polygraphs in criminal cases will not be administered.
- C. Safety precautions during the administration of such tests will follow the same guidelines as outlined for interview rooms in section X below.

VIII. Investigative Task Forces

- A. An investigative task force may be established.
- B. The purpose of a task force and its activities will be achieved through written directives prepared and adhered to by the appropriate governing body and its participating members. [\[42.2.5a, 42.2.5b\]](#)
- C. At the end of the commitment period to the task force, the included division Captain(s) shall review the effectiveness, costs, and benefits of participation in the task force and make recommendations to the Chief of Police as to whether it would be in the best interest of the City and Department to remain involved in the task force. In the event there is not a specified time commitment, the Captain shall review and make recommendations on an annual basis. [\[42.2.5c\]](#)

IX. Habitual Offenders

- A. Those suspected offenders who have received multiple convictions that meet the criteria established by 5-4-501 of the Arkansas Criminal Code may be classified as serious or habitual offender. [\[42.1.5a\]](#)
- B. It shall be the responsibility of each investigator to determine if a suspect can be identified as a habitual offender. Investigators further should be mindful of the need to inform the prosecutor of a suspect's possible classification as a sexually violent predator pursuant to 12-12-918, at the time the case is filed with that office, since it must be alleged on the information that such status is being sought. [\[42.1.5b,c\]](#)
- C. The assigned investigator will notify the prosecuting attorney of the fact that the defendant can be identified as a habitual offender. The prosecuting attorney will make the final decision regarding the habitual offender classification. [\[42.1.5c\]](#)

X. Interview Rooms

- A. A specific room within the Department has been designated and equipped for use by officers and investigators when interviewing detainees or arrested persons. Access to the person or the interview room will be at the

discretion of the arresting officer, interviewing officer, or supervisor. Officers will not enter the room with their firearms, but may retain possession of their other non-lethal weapons. All weapons should be secured at all times. Firearms may be secured by use of the lock boxes near the area or in a desk or other secure location. [42.2.10a]

- B. In utilizing these rooms, officers and investigators are accountable for the safety and security of the detainee or arrested persons being interviewed. Detainees or arrested persons should be searched prior to being placed in an interview room. The room should be searched prior to, and after the person has been alone in the room. [42.2.10b]
- C. Officers shall consider the presence of an additional employee when interviewing or interrogating a detainee or arrested person of the opposite sex, either in person or by observation in the equipment/video room. However, due to the size of the designated interview room, no more than two officers should be in the room with any interviewee. [42.2.10c]
- D. Officers should not utilize the interview room unless there is another officer present in the outer area or equipment/video room that can be summoned in the case of an emergency. Officers may also utilize the emergency button on their portable radios to summon assistance. [42.2.10d]
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The criminal investigation division will be responsible for the follow up of cases involving identity theft.

- a. Any officer can take a report of identity theft. Even if the suspect resides or operates out of another jurisdiction, if the location where the identity theft occurred is unknown or if it occurred via the internet, etc., a report will be taken from the victim that resides here in this city. [42.2.8a]
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XII. Cold Cases [42.2.9]

- A. With recent advances in forensic technology, law enforcement personnel have made great strides in their ability to identify unknown offenders years after the crime initially occurred. For this reason the Jonesboro Police Department has established a system for the investigation of unsolved personal injury crimes designated as “Cold Cases.”
- B. Cold Case – for the purposes of this directive, a Cold Case is defined as violent, “crime against person” case, new or old, that has not been solved and in which the investigation had been inactivated due to the lack of leads and/or investigative information.
- C. The following will be considered and used as evaluation criteria for reactivation of a specific case:
 - 1. Legal considerations such as the application or expansion of statute of limitations
 - 2. Technology considerations, such as the nature and condition of the evidence and the advancement of new technology techniques in solving a crime.
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- D. Case Assignment
 - 1. Reactivation and assignment of a Cold Case will be determined

and made by a CID supervisor.

2. The CID division will develop a list of Cold Cases and will conduct a general review of all identified potential Cold Case Investigations on an annual basis to determine if a specific case should be considered for reactivation.

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The actions and activities of the cold case investigation generally include, but are not limited to:

1. Reviewing case files, evidence logs, laboratory reports and autopsy reports;
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Investigators will record all actions and activities relative to the investigation of a specific case in electronic format through the Department offense reporting system. Upon reactivation of a case, it may be necessary to establish an electronic file if the offense occurred prior to implementation of the current offense reporting system.

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- B. The presentation of the line up should be recorded by video and/or audio when possible. [\[42.2.11b\]](#)
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- F. The administrator presenting the line up is prohibited from offering any feedback or comment that might affect the identification. [\[42.2.11f\]](#)
- G. In all instances, the officer or investigator presenting the line up shall document the preparation of the line up (including the identity and location in the line up of all the subjects included), as well as the results of the line up viewing, in the offense report or by means of a separate report. [\[42.2.11g\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>523.01</i>
<i>Topic</i>	:	<i>Criminal Investigations</i>
<i>Effective</i>	:	<i>October 15, 2009</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.2.2a-h, 42.2.3, 42.2.4, 42.2.5a-c, 42.2.6, 42.2.7a-g, 42.2.8a-e, 42.2.10, 42.2.11, 55.2.4a, 74.1.2a-e, 82.1.1c, 82.2.1e, 82.3.5

I. Policy

The Jonesboro Police Department strives to complete investigations in a timely and accurate fashion. The guidelines as set out in this Procedure are designed to provide for the efficient and effective conduct of follow-up investigations and to ensure that the Investigations Division of the Police Department remains accountable regarding its total activity.

II. Purpose of the Investigations Division

Police officers assigned to the Investigations Division are expected to conduct follow-up investigations into criminal acts that are reported to the Department. Patrol officers will respond to and make preliminary investigation as far as is possible up to and including the arrest of the perpetrator. However, in some instances, the follow through to the point of arrest is not feasible and it is at this stage of the investigation that the Investigations Division begins the follow-up or continuation of activity that will hopefully result in the identification and ultimate prosecution of the perpetrator.

III. Organization of the Division

- A. The Division is comprised of investigators whose specific functions include but are not limited to the following:
1. Interviewing victims, witnesses, or informants – the recording of affidavits;
 2. Interrogating suspects and offenders – the legal recording of confessions;

3. Conducting lineups for the purpose of identifying offenders;
4. Surveillance, undercover, or covert activities, including working with informants;
5. Recovering stolen property;
6. Preparing prosecution reports, the filing of criminal complaints, and arraignment of prisoners;
7. Executing arrest and search warrants;
8. Gathering of criminal intelligence; and
9. Testifying in court.

B. Supervision of the Division

1. Supervision is the responsibility of the Investigations Captain, who reports to the Chief of Police through the chain of command. The Investigations Captain coordinates the general activities of the Division to ensure its effectiveness in investigative and prosecution efforts.
2. The Investigations Captain will ensure that a 24-hour on call duty list is prepared and available. On-call assignment is rotated within the Division. The on-call duty assignment is made to ensure that a member is always available to respond to offenses of a serious nature. [\[42.1.1\]](#)
3. The Investigations Captain or designee will review all cases prior to forwarding them to the prosecutor's office. The purpose of the review will be to ensure accountability and improvement in investigator case preparation and control.

IV. Case Management and Control

- A. Because of the extensive number and varied nature of offenses that are continually under investigation, it is necessary to establish a system of case management and control to ensure accountability for the offenses assigned to the Division and to each investigator.
- B. All felony cases with a certain degree of solvability will be assigned to an investigator for a follow up investigation. In order to assist in determining whether a follow-up investigation will be made, the Investigations

Division shall use a system of case screening based upon solvability factors in order to apply available manpower to those offenses that are the most likely to be cleared. The process will be based on the following procedures: [\[42.1.2\]](#)

1. Cases will be assigned sequentially on a rotating basis based on investigator case load unless special circumstances exist.
2. The screening of cases will be done by the Investigations Captain or designee during each regular shift.
3. The following will be used as solvability factors to be considered:
 - a) Is the suspect listed by name, address, date of birth, phone number, description, work address?
 - b) Can a known witness identify the suspect?
 - c) Were serial numbers of stolen property recorded?
 - d) Is the case serious enough to warrant the manpower and resources needed for further investigation?
4. All homicides, other suspicious deaths, armed robberies, felony sex offenses and losses over \$5,000.00 will be assigned to an investigator for investigation regardless of the solvability factors available.
5. Any other offense may be assigned regardless of solvability factors present depending on the specific circumstances of the offense.
6. The Investigations Captain will ensure that the required resources are assigned to each case.

C. Due to the size and composition of the Department, specialization is not feasible. Each investigator should be able to investigate any type of case. This does not preclude the primary investigator from obtaining assistance from another investigator who may have more experience in a particular area.

D. Investigation [\[42.1.4\]](#)

1. Preliminary Investigation – It is the policy of the Department to respond to all complaint calls and conduct preliminary investigations. Preliminary investigations by an initial responding officer may be sufficient to bring a case to a satisfactory conclusion, thus eliminating the need for a follow up investigation.

Basic steps to be followed in conducting preliminary investigations include, but are not limited to:

- a) Observe and record all conditions, events and remarks made by persons at the scene. [\[42.2.1a\]](#)
- b) Locate and identify witnesses. [\[42.2.1b\]](#)
- c) Secure and protect the crime scene and evidence. [\[42.2.1c\]](#)
- d) Arrange for the collection of evidence. [\[42.2.1c\]](#)
- e) Interview the complainant, reporting party and witnesses. [\[42.2.1d\]](#)
- f) Effect the arrest of the criminal, if possible.
- g) Interrogate the suspect as necessary. [\[42.2.1d\]](#)
- h) Report the incident fully and accurately.

2. Follow-up Investigations

- a) When practical, patrol officers shall conduct follow-up investigations on criminal cases; however, consideration shall be given to investigative skills, resources, manpower, and time limitations.
- b) In most circumstances, the patrol officer shall prepare a preliminary report on criminal complaints. The responsibility for follow-up investigation usually shifts to the Investigations Division.

E. Case file maintenance [\[82.3.5\]](#)

1. In addition to central records, which will store all original reports, Investigators shall maintain an effective system for filing cases currently under investigation. The system will be maintained, updated, and primarily accessed by the assigned investigators. [\[42.1.3d, 82.1.1b\]](#)
2. The case files should contain, at a minimum, the following information: [\[42.1.3c\]](#)
 - a) Preliminary investigative reports;
 - b) Records of statements;
 - c) Results of examinations of physical evidence; and
 - d) Other reports and records needed for investigative purposes.

3. When a case is classified as inactive, the assigned investigating officer shall purge the file from the Division records. The case file shall then be consolidated with the central records system file. [\[42.1.3e\]](#)

F. Case status

1. Investigators will determine the status or a change in status of each case. The decision will be based on information provided by periodic progress reports. The designated categories are as follows: [\[42.1.3b\]](#)
 - a) Active – Indicates a case is assigned to an officer and investigative efforts are active.
 - b) Inactive - Indicates all available leads have been exhausted, but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
 - c) Closed – cleared by arrest or other exceptional means.
 - d) Unfounded – Investigation has determined that an offense did not occur.
 - e) Transferred – The incident is determined to have occurred wholly within another jurisdiction and/or responsibility for prosecution lies with another law enforcement agency.

G. Case status control system [\[42.1.3a\]](#)

1. Information regarding the status of a specific case will be systematically recorded and updated. This task is to be completed by the assigned investigator. The following information is to be included: [\[42.1.3c\]](#)
 - a) Case number;
 - b) Investigator assigned;
 - c) Date case assigned; and
 - d) Status change.
2. The status on all cases will be classified as inactive at the end of 60 days, unless extenuating circumstances exist and the Investigations Captain approves the extension. [\[42.1.3e\]](#)

V. Follow-up Investigations

- A. This Procedure is intended to supply those investigators given the responsibility of follow-up investigations a preliminary checklist by which to assure that basic investigative standards are met. The information is to serve as an investigative tool and should not limit the talents or techniques of the individual investigator. The steps should include: [\[42.1.4, 42.2.2, 42.2.3\]](#)
1. Review and analyze previous reports prepared during preliminary phase; [\[42.2.2a, 82.2.1e\]](#)
 2. Conduct interviews and interrogations of victim, witnesses, and suspects; [\[42.2.2b\]](#)
 3. Plan, organize, and conduct searches; [\[42.2.2d\]](#)
 4. Collect physical evidence;
 5. Consider laboratory analysis such as fingerprints, chemistry, tool marks, handwriting;
 6. Review Departmental records;
 7. Seek additional information from all other information sources (uniform officers, informants, etc); [\[42.2.2c\]](#)
 8. Take statement when possible;
 9. Utilize ACIC/NCIC computer network to disseminate and collect information:
 - a. Criminal history background checks; [\[42.2.2g\]](#) and
 - b. Outside agency information (federal, state, local).
 10. Check other available sources of information, such as businesses, post offices, schools, information resources available through the internet and other sources, such as:
 - a. Offense, arrest and traffic accident files
 - b. Warning/Citation and District Court files
 - c. Pawn Shop files
 11. Determine possible involvement of suspect in other crimes; [\[42.2.2f\]](#)

12. Establish surveillance if necessary;
 13. Identify and apprehend offenders; [\[42.2.2e\]](#)
 14. Give Miranda Warnings when required;
 15. Prepare cases for court presentation; and [\[42.2.2h\]](#)
 16. Assist in prosecution.
- B. When necessary, officers of the Department shall use a waiver of rights (Miranda) form when questioning any suspect in any criminal offense. The waiver of rights form specifically states that information being given is of a voluntary nature and that all suspects have been apprised of their constitutional rights. All interrogations or interviews will be conducted in compliance with existing laws and policies to assure the legal rights of a suspect. [\[42.2.1b\]](#)
- C. In the event of an arrest, state laws governing the time elements of when an arrested individual must appear before a magistrate will be adhered to.
- D. Each investigator will comply with any requirements from the appropriate prosecutor's office, which may cover the preparation of criminal cases.
- E. In an effort to obtain additional information, the victim/witness coordinator's division of the prosecutor's office should make continued periodic contact with the victim of an offense and ensure that witnesses and the victim have a means to contact the investigator. [\[55.2.4a\]](#)
- F. When a primary suspect exercises his or her right to a lawyer, questioning by investigators will cease. [\[42.2.1b\]](#)

VI. Confidential Informants

- A. Information concerning all confidential informants shall be maintained in a secure locked master file kept with the Drug Task Force offices. Maintenance and control of the files shall be the responsibility of the DTF unit commander. This single supervisor shall also be responsible for maintaining a master control sheet cross referencing informants and their assigned C.I. number. [\[42.2.7a, c, d\]](#)
- B. Any officer utilizing a confidential informant shall obtain certain information from that individual, including a photo, fingerprints and shall complete a Confidential Informant Information Sheet which contains certain biographical data including:

Name, dob, height, weight, hair and eye color, address, Social Security and other identifying numbers, Scars, marks and tattoos, current occupation and employer, relatives and description of vehicle.

The file shall also include the signed copy of the C.I. Statement of Conditions agreement.

Upon completion of this file, the person in charge of that file shall assign a C.I. number to that individual. [\[42.2.7b\]](#)

C. Payments [\[42.2.7 e\]](#)

Supervisors will review the information supplied by C.I.s and evaluate its potential value. Such factors as the possible number of cases cleared, the seriousness of the offense, the amount of property recovered, and the overall value of the information for investigative purposes shall be considered as the supervisor evaluates the amount of payment.

1. A supervisor must approve all C.I. payments.
2. The officer making the payment will sign a receipt for the funds and the C.I. must sign acknowledging receipt as well.
3. Returned funds must be signed for by the supervisor.

D. Special Precautions [\[42.2.7 f, g\]](#)

In order to further protect the identity of C.I.s, officers shall not provide any information about a C.I. to any individual, except as authorized by a supervisor. Officer shall not include the C.I.s name on any official documents, reports, receipts, etc., except as authorized by a supervisor.

Officers shall have another officer accompany them or notify a supervisor when meeting with a C.I. of the opposite sex. Officers are prohibited from maintaining a social relationship with a C.I. or former C.I. or otherwise being personally involved with a C.I.

Juveniles are not to be utilized as confidential informants.

VII. Use of Technical Deception Aids [\[42.2.6\]](#)

- A. It is imperative that the use of such equipment is properly authorized and administered. Individuals who are given the responsibility of administering polygraph examinations must be graduates of institutions providing training for this purpose.

- B. The Department shall maintain appropriate waivers which will contain the Miranda Warning. Without the completion of such waivers, polygraphs in criminal cases will not be administered.
- C. Safety precautions during the administration of such tests will follow the same guidelines as outlined for interview rooms in section X below.

VIII. Investigative Task Forces

- A. An investigative task force may be established.
- B. The purpose of a task force and its activities will be achieved through written directives prepared and adhered to by the appropriate governing body and its participating members. [\[42.2.5a, 42.2.5b\]](#)
- C. At the end of the commitment period to the task force, the included division Captain(s) shall review the effectiveness, costs, and benefits of participation in the task force and make recommendations to the Chief of Police as to whether it would be in the best interest of the City and Department to remain involved in the task force. In the event there is not a specified time commitment, the Captain shall review and make recommendations on an annual basis. [\[42.2.5c\]](#)

IX. Habitual Offenders

- A. Those suspected offenders who have received multiple convictions that meet the criteria established by 5-4-501 of the Arkansas Criminal Code may be classified as serious or habitual offender. [\[42.1.5a\]](#)
- B. It shall be the responsibility of each investigator to determine if a suspect can be identified as a habitual offender. Investigators further should be mindful of the need to inform the prosecutor of a suspect's possible classification as a sexually violent predator pursuant to 12-12-918, at the time the case is filed with that office, since it must be alleged on the information that such status is being sought. [\[42.1.5b,c\]](#)
- C. The assigned investigator will notify the prosecuting attorney of the fact that the defendant can be identified as a habitual offender. The prosecuting attorney will make the final decision regarding the habitual offender classification. [\[42.1.5c\]](#)

X. Interview Rooms

- A. A specific room within the Department has been designated and equipped for use by officers and investigators when interviewing detainees or arrested persons. Access to the person or the interview room will be at the

discretion of the arresting officer, interviewing officer, or supervisor. Officers will not enter the room with their firearms, but may retain possession of their other non-lethal weapons. All weapons should be secured at all times. Firearms may be secured by use of the lock boxes near the area or in a desk or other secure location. [42.2.10a]

- B. In utilizing these rooms, officers and investigators are accountable for the safety and security of the detainee or arrested persons being interviewed. Detainees or arrested persons should be searched prior to being placed in an interview room. The room should be searched prior to, and after the person has been alone in the room. [42.2.10b]
- C. Officers shall consider the presence of an additional employee when interviewing or interrogating a detainee or arrested person of the opposite sex, either in person or by observation in the equipment/video room. However, due to the size of the designated interview room, no more than two officers should be in the room with any interviewee. [42.2.10c]
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Last Reviewed: 03/10/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>524.00</i>
<i>Topic</i>	:	<i>Communicable Diseases</i>
<i>Effective</i>	:	<i>March 31, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

I. Policy

The Jonesboro Police Department recognizes its responsibilities to take all reasonable measures to allow its members to perform their duties in a safe and effective manner. Certain diseases and viruses that can be contracted through exposure to infected blood or other bodily secretions threaten the safe performance of daily operations. It shall be the policy of the Jonesboro Police Department to provide employees with relevant information and education on the prevention of these diseases, provide effective safety equipment, establish procedures that will minimize the risk of exposure, define disposal procedures, institute reporting procedures, and initiate procedures for the evaluation and treatment for all members who are exposed to these diseases.

II. Definitions

- A. Bodily fluids: blood, semen, vaginal fluids, saliva, vomit, urine or feces, or other bodily secretions that might contain pathogens.
- B. Personal Protective Equipment: Specialized clothing or equipment worn by members for protection against the hazards of infection. Standard issue uniforms or work clothes without special protective qualities are not considered personal protective equipment.
- C. Universal precautions: Procedures promulgated by the Centers for Disease Control (CDC) that emphasizes precautions based on the assumption that all blood and bodily fluids are potentially infectious.
- D. Communicable disease: Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual.

III. Procedures

- A. In order to minimize potential exposure to communicable diseases, officers should assume that all persons are potential carriers of a communicable disease.
- B. Disposable gloves will be worn when handling any persons, clothing, or equipment with body fluids on them.

When practical, personal protective equipment should be worn under all appropriate circumstances. Masks, eye protective devices and outer protective garments will be worn whenever splashes, spray, splatter, or droplets of potentially infectious materials may be generated and contamination can be reasonably anticipated.

Plastic mouthpieces or other authorized barrier/resuscitation devices will be used whenever an officer performs CPR or mouth to mouth resuscitation.

- C. All sharp instruments, such as knives, scalpels, and needles will be handled with extraordinary care, and should always be considered contaminated items.

Leather gloves or their protective equivalent should be worn when searching places or persons or dealing in environments, such as accident scenes where sharp objects and bodily fluids may be reasonably encountered.

Officers will not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. Subsequent to a cautious frisk of outer garments, suspects should be required to empty their pockets or purses and to remove all sharp objects from their person.

- D. Any evidence contaminated with body fluids should be dried, double bagged in a hazardous material bag, and marked to identify potential or known communicable disease contamination.

IV. Custody and Transportation of Prisoners

- A. Individuals with bodily fluids on their persons will be transported in separate vehicles from other individuals. The individual may be required to wear a suitable protective covering if he is bleeding or otherwise emitting body fluids.

- B. Officers must notify relevant personnel during a transfer of custody when the suspect has bodily fluids present on his person, or has stated that he has a communicable disease.

V. Disinfection

- A. Any unprotected skin surfaces that come into contact with bodily fluids should be immediately and thoroughly washed with hot running water and soap for at least 15 seconds before rinsing and drying. Alcohol or antiseptic towelettes may be used where soap and water are not available.

Disposable gloves should be rinsed before removal and hands and forearms should then be washed. Gloves should be bagged and sealed in the appropriate bag and disposed of appropriately.

- B. All open cuts and abrasions will be covered with waterproof bandages before reporting for duty.
- C. Officers will remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area will be cleansed in the previously described fashion. Contaminated clothing should be carefully handled and laundered.

- D. **Disinfection of Vehicle**

Disinfection procedures will be initiated whenever bodily fluids are spilled, or an individual with bodily fluids on his person is transported in a departmental vehicle.

A supervisor will be notified and the police vehicle will be brought to a suitable location for service as soon as possible.

To warn others of the potential risk, the officer will prominently post notification that identifies the vehicle as being possibly contaminated with infectious material until the disinfection process can be initiated.

Routine maintenance and washing of police vehicles should include cleaning the interior with an approved disinfectant.

Non-disposable equipment and areas upon which body fluids have been spilled will be disinfected by first wiping the area of excess fluids using approved disposable absorbent materials and then cleaning the area with a freshly prepared solution of one part bleach to 10 parts water or a fungicidal/mycobatericidal disinfectant.

All disposable equipment, cleaning materials or evidence contaminated

with body fluids marked for disposal will be bagged and disposed of in compliance with Department regulations and applicable state law provisions for disposal of biologically hazardous waste material.

E. Supplies

1. The Quartermaster will be responsible for continuously maintaining and storing an adequate amount of communicable disease control supplies for the Department.
2. The following communicable disease control supplies will be made available for supplying individual patrol units:
 - Disposable gloves (including hypoallergenic gloves)
 - Puncture resistant containers and sealable plastic bags
 - Barrier resuscitation equipment, protective eyewear, and masks
 - Liquid germicidal cleaner
 - First Aid supplies and disinfecting material

* Officers using supplies stored in police vehicles are responsible for their replacement as soon as possible.

* Officers are required to keep disposable gloves in their possession while on patrol.

VI. Line of Duty Exposures to Communicable Diseases

- A. Any officer who has been bitten by a person, or who has had unprotected physical contact with body fluids of another person while in the line of duty shall be considered to have been exposed to a communicable disease.

A supervisor will be contacted and all appropriate duty injury and medical forms will be completed by the supervisor and involved officer maintained in the appropriate files in the Administration office.
- B. The supervisor will immediately contact Administration or Human Resource for information concerning where to obtain treatment. In the case that the incident occurs during the evening or weekend hours, treatment should be sought through the Emergency Room.
- C. The Jonesboro Police Department will provide continued testing of the member for evidence of infection as long as is necessary, and will provide psychological counseling as determined necessary by the attending health care official.

- D. Any person responsible for potentially exposing an officer to a communicable disease will be encouraged to undergo testing to determine if the person has a communicable disease. The person will be provided a copy of the test results and guaranteed its confidentiality. In certain instances, pursuant to A.C.A. § 16-82-102, such testing may be required subsequent to court order.
- E. All members of the Jonesboro Police Department will be provided with the opportunity to take the Hepatitis B vaccine, at no cost to the member. Opportunities for such vaccinations are offered and advertised periodically, but employees may contact Human Resources if other arrangements are necessary. The vaccination will be provided if desired by the officer, the officer has not previously received the vaccination series, and if not contraindicated for medical reasons.

VIII. Disposal

- A. Any hypodermic syringe or glass “crack” pipe that represents a potential item of evidence shall be processed into evidence according to policy. Items not believed to be of evidentiary value may be disposed of in a Sharps Container.
- B. Contaminated items, such as gloves, absorbent cleaning pads, mouthpieces, etc shall be bagged and sealed in hazardous material bags for later proper disposal.
- C. Once the officer has sealed the contaminated material in the hazardous material bag, he may take the bag to the Emergency Room at SBRMC and the medical personnel there will dispose of it appropriately.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>525.00</i>
<i>Topic</i>	:	<i>Search and Seizure</i>
<i>Effective</i>	:	<i>June 15, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.4 a-g, 1.2.8 a-c, 74.1.2 a-e

I. Policy

The Jonesboro Police Department is committed to safeguarding the constitutional rights of all individuals while simultaneously gathering all evidence possible to aid in the prosecution of criminal violations. The Department wants to ensure that all searches conducted without warrants will be executed in compliance with constitutional guidelines and applicable statutes and case decisions. It is the policy of this Department to provide general guidelines and procedures for agency law enforcement personnel to follow in conducting all searches both those that have been reviewed and approved by judicial personnel and those that have not. In every instance, officers should follow current applicable federal and state law.

II. Definitions

- A. Search – “any intrusion other than an arrest, by an officer under color of authority, upon an individual’s person, property, or privacy, for the purpose of seizing individuals or things or obtaining information by inspection or surveillance, if such intrusion, in the absence of legal authority or sufficient consent, would be a civil wrong, criminal offense, or violation of the individual’s rights under the Constitution of the United States or this state.” (Ark Rules of Criminal Procedure 10.1)
- B. Seizure – “the taking of any person or thing or the obtaining of information by an officer pursuant to a search or under other color of authority.” (Ark Rules of Criminal Procedure 10.1)
- C. Reasonable suspicion – “a suspicion based on facts or circumstances which of themselves do not give rise to the probable cause requisite to justify a lawful arrest but which give rise to more than a bare suspicion;

that is reasonable as opposed to an imaginary or purely conjectural suspicion.” (Ark Rules of Criminal Procedure 2.1)

III. Warrantless Searches

A. Search by Consent [1.2.4a]

1. Searches may be conducted of a person’s vehicle, property or person when the person freely and voluntarily consents to such a search.
2. A search may not exceed the terms of the consent, and consent may be withdrawn at any time.
3. Whenever possible, officers will obtain a signed Consent to Search form. If consent to search is given and no such form is signed, the officer must establish articulable facts that consent was freely and voluntarily given.

B. Stop and Frisk [1.2.4b]

1. Officers may stop and frisk an individual whenever the officer has a reasonable suspicion that the subject is committing, has committed, or is about to commit a crime and the officer has real and articulable reasons to fear for the officer’s safety.
2. Such a search may not be anymore intrusive than necessary and the scope of the search will be limited to a search for weapons. However, any contraband discovered in such searches is subject to seizure and may be admissible as evidence.

C. Moveable Exception [1.2.4c]

A vehicle, which has been lawfully stopped by an officer, may be searched under the movable vehicle exception to the search warrant requirement if there is probable cause to believe that the vehicle contains contraband or evidence of a crime.

D. At a crime scene: [1.2.4d]

1. Employees may seize items in plain view if:
 - a. Employees are lawfully positioned when evidence is viewed;
 - b. The incriminating nature of the evidence is immediately apparent; and

- c. Employees have a lawful right to access the evidence.
2. Searches at the scene of a crime may be conducted to secure the scene and search for evidence if the victim is the owner or possessor of the property to be searched.
3. In cases where the suspect owns the property, either consent to search or a search warrant must be obtained, unless other exceptions to a warrantless search apply.

E. Exigent / Emergency Circumstances [\[1.2.4e\]](#)

“An officer who has reasonable cause to believe that premises or a vehicle contain:

- 1) individuals in imminent danger of death or serious bodily harm; or
- 2) things imminently likely to burn, explode, or otherwise cause death, serious bodily harm, or substantial destruction of property; or
- 3) things subject to seizure which will cause or be used to cause death or serious bodily harm if their seizure is delayed;

may, without a search warrant, enter and search such premises and vehicles, and the person therein, to the extent reasonably necessary for the prevention of such death, bodily harm, or destruction.” (Arkansas Rule of Criminal Procedure 14.3)

F. Inventory Searches [\[1.2.4f\]](#)

For an inventory of a vehicle or other property to be legal, the police custody must be legal. The inventory may be conducted to protect the owner’s property and to protect the police against false claims or dangers. The inventory must be in accordance with the policy of the Jonesboro Police Department and thus cannot be used as a pretext for a search.

G. Warrantless searches may be conducted: [\[1.2.4g\]](#)

1. Incident to a lawful arrest;
2. Of abandoned vehicles; and
3. In public places or open lands where no one has a reasonable expectation of privacy.

IV. General Search Warrant Procedure

- A. The officer who obtains information which requires that a warrant be executed shall:
 - 1. Discuss the information with the appropriate supervisor;
 - 2. Prepare the warrant and sign the affidavit while presenting to a judge with applicable jurisdiction;
 - 3. If assistance from another division is needed, inform the supervisor to make the request;
 - 4. Inform Dispatch that the warrant will be executed at a particular location and time. For security purposes, these notifications are made just prior to execution of the warrant;
 - 5. Execute the warrant; and
 - 6. After execution of the warrant, prepare a receipt and the warrant return in accordance with time limits prescribed by state law.
 - 7. Service returns should be completed as soon as practical. Such reports will include the date and time of the service of the warrant, the names(s) of the officers making the service, the name of the person on whom the warrant was served, the method of service and the address where the warrant was served. [\[74.1.2 a-e\]](#)
- B. In all cases petition for, execution of and return of a search warrant shall follow the laws and procedures as set forth in Federal and State law.

V. Strip Searches

- A. No person shall be subjected to a strip search (complete or almost complete removal of the clothing) unless such search is conducted pursuant to a search warrant, the suspect has consented, exigent circumstances exist and there is a compelling need for official action and there is not time to obtain a warrant or as an element of the booking process as normally conducted at a detention facility. [\[1.2.8a\]](#)
- B. An employee, who is the same gender as the suspect, will perform the search. [\[1.2.8b\]](#)
- C. The search will consist of a visual inspection only with no physical contact between the employee and the suspect, and be conducted in a private and secure setting. [\[1.2.8b\]](#)

- D. If such a search is warranted, a supervisor will be notified prior to the search and the strip search shall be documented in an investigative report detailing compliance with the provisions of this policy. [\[1.2.8a, c\]](#)

VI. Body Cavity Searches

- A. No person shall be subjected to a body cavity search, other than a sweep of the mouth or collection of a buccal swab, unless such search is conducted pursuant to a search warrant or the suspect has consented. [\[1.2.8a\]](#)
- B. All suspects who consent to a body cavity search must sign a consent form before a search will be conducted without a warrant.
- C. Body cavity searches, other than the mouth, must be performed by a licensed physician, licensed nurse, or other properly trained professional in a secure private and sanitary facility, such as a hospital, medical clinic, or a detention facility. [\[1.2.8b\]](#)
- D. An employee, who is the same gender as the suspect, may be a witness to the search. [\[1.2.8b\]](#)
- E. If such a body cavity search is conducted, a supervisor will be notified prior to the search and the search shall be documented in an investigative report detailing compliance with the provisions of this policy. [\[1.2.8a, c\]](#)

VII. Seizure

- A. In all cases where an officer has seized items as evidence in a case, the officer is responsible “for the appropriate safekeeping of the things seized.” (Ark Rule of Criminal Procedure 15.1)
- B. If an officer makes seizure of a vehicle or other related contraband with the intention to confiscate such items, a Confiscation Report must be completed and the person from whom the property was seized must immediately receive a copy of the report. The original must be filed with the Chief’s office within 48 hours.
- C. If the identity of the rightful owner of stolen property can be established beyond a reasonable doubt, the items may be returned to the rightful owner.
- D. Disposable items retained for processing may be destroyed at the time the processing has been completed. Non-disposable items retained for processing may be returned to the owner as outlined in the policy concerning evidence.

- E. Other items seized and retained as evidence will be disposed of in accordance to applicable Federal and State law, but generally, the items may be disposed of by destruction or sale... “At such time as the court finds that there is no further need for custody of the seized things and if no motion for return has been made,...”. (Ark Rule of Criminal Procedure 15.2(g))

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>526.00</i>
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<i>Effective</i>	:	<i>September 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.3a-c

I. Policy

- A. It shall be the policy of the Jonesboro Police Department that all sworn members of the Department who are engaging in criminal investigations or other law enforcement actions will make every effort to ensure that all persons are afforded the rights and protections guaranteed by the Constitution of the United States.

II. Compliance with Constitutional Requirements [1.2.3.a, b]

- A. All officers, while conducting interviews and interrogations during criminal investigations, will take all precautions necessary to ensure that all persons involved are afforded their constitutional safeguards. Officers will ensure that all statements or confessions are of a voluntary nature and no coercion whatsoever is used.
- B. Jonesboro Police Department officers shall not cause any unnecessary delay in arraignment.
- C. Jonesboro Police Department officers shall not fail to inform defendants of their rights against self-incrimination, nor may they deprive any person counsel.
- D. Jonesboro Police Department officers shall not contribute to any pretrial publicity that would tend to prejudice a fair trial.
- E. Whenever an officer of the Jonesboro Police Department initiates an interrogation of a person suspected of a crime, the individual shall be informed of their rights prior to questioning. A suspect's rights, commonly referred to as a "Miranda Warning" should be given from a standard

source, either a preprinted card or utilizing a departmentally issued Statement of Rights form, which states: [\[1.2.3.c\]](#)

1. "You have the right to remain silent."
2. "Anything you say can and will be used against you in Court."
3. "You have the right to talk to a lawyer for advice before I ask you any questions and to have him with you during questioning."
4. "If you cannot afford a lawyer, one will be appointed by a Court for you without cost to you before any questioning, if you wish."
5. "If you decide to answer questions now without a lawyer present, you will still have the right to stop answering at any time. You also have the right to stop answering at any time until you talk to a lawyer."

F. The "Waiver of Rights" on the bottom of the Statement of Rights form states: [\[1.2.3.c\]](#)

1. "I have read this statement of my rights and I understand what my rights are. I am willing to make a statement and answer questions. I do not have a lawyer at this time. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me."

G. Should the suspect state that he or she will not answer any questions, all questioning of the suspect will cease immediately. [\[1.2.3.c\]](#)

H. Should the suspect agree to answer questions but wishes to talk to an attorney or have an attorney present during the interview: [\[1.2.3.c\]](#)

1. All questioning of the suspect will cease immediately.
2. The suspect shall be allowed to contact his or her attorney, or if the suspect wishes an attorney but he or she cannot afford an attorney, the Craighead County Public Defender's Office shall be immediately notified by the officer conducting the interrogation. The Public Defender will be allowed to establish whether or not the suspect is eligible for assistance from the Public Defender's Office. All questioning of the suspect will cease until the attorney arrives and confers with the suspect.

- I. Should the suspect agree to talk to the officer, whether the suspect is in custody, not in custody, or has an attorney present, the questioning of the suspect shall be deemed an official interrogation. [\[1.2.3.c\]](#)

III. Field Interviews

- A. The Jonesboro Police Department encourages its officers to conduct legitimate 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 conducting field interviews must understand the legal basis for the stop as that of reasonable suspicion and must be able to articulate these facts.
- B. For the purposes of this policy, the following definitions shall apply:
 1. Reasonable suspicion - Articulable facts based on the totality of the circumstances that would lead an officer to believe that criminal activity is being, is about to be, or has been committed. (Ark Rules of Criminal Pro 2.1)
 2. Field Interview - The brief detainment of an individual, while on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individuals identity and resolving the officer's suspicions.
- C. In justifying a stop, an officer must be able to point to specific facts that reasonably warrant the stop. Such facts include, but are not limited to, the following: [\[1.2.3a\]](#)
 1. The actions of a subject suggest that he is engaged in or is about to be engaged in criminal activity.
 2. The hour of the day or night is inappropriate for the subjects presence in the area.
 3. The subject's presence in a neighborhood or location is inappropriate.
 4. The subject or his vehicle fits the description of a subject or vehicle wanted in connection with a crime that has occurred.
 5. The officer has knowledge of a subject's prior criminal history.
- D. Based on an officer's articulable suspicions, a stop for a field interview may be conducted. The following guidelines shall apply when conducting

a field interview stop: [\[1.2.3a\]](#)

1. When approaching a subject, the officer shall clearly identify himself, if not in uniform, as a law enforcement officer by announcing his identity and displaying the appropriate identification.
2. Officers shall be courteous at all times during the contact but remain vigilant for furtive movements to retrieve weapons, conceal or discard contraband, or any other suspicious actions.
3. Officers shall confine their questions to those concerning the suspect's identity, place of residence, and other inquiries necessary to resolve the officers' suspicions. However, in no instance, shall an officer detain a subject longer than is reasonably necessary to make these limited inquiries.
4. Officers shall keep in mind that subjects being interviewed are not required to answer any questions posed during field interviews. Failure to respond to questions is not in itself, sufficient legal grounds to make an arrest, although it may provide sufficient justification for further investigation.

IV. Authority to Request Cooperation [\[1.2.3.a\]](#)

- A. An officer may request any person to furnish information or otherwise cooperate in the investigation or prevention of a crime. Officers may request the person to respond to questions, to appear at the nearest appropriate police facility, or comply with a reasonable request. (Ark Rules of Criminal Pro 2.2)
- B. In making such a request, no officer shall indicate that a person is legally obligated to furnish information or to otherwise cooperate if no such legal obligation exists. Officers requesting any person to come to or to remain at the nearest appropriate police facility, Prosecuting Attorney's Office or other similar place, shall take such steps as are reasonable to make it clear that there is no legal obligation to comply with such a request. (Ark Rules of Criminal Pro 2.3)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>527.00</i>
<i>Topic</i>	:	<i>Missing Persons</i>
<i>Effective</i>	:	<i>July 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 41.2.5a-f, 41.2.6a-f

I. Policy

It will be the policy of this department that a report will be taken on all missing persons' cases. There will not be a waiting period before a report will be taken. Very few cases will invoke more anxiety for the citizens who report such absences. A report will be taken as soon as any information is received and will be transmitted to the Communications Center where required local, state and national agencies will be advised as soon as practical. All missing person cases will be assigned to the Criminal Investigation Division for follow-up investigation.

It shall be the policy of this Department to thoroughly investigate all reports of missing or abducted children in the City. In addition, this agency holds that every child reported as missing will be considered "at risk" until significant information to the contrary is confirmed. [\[41.2.6a\]](#)

II. Initial Response

A. Upon receiving a complaint of a missing person, the call takers should obtain as much information as possible as to the victim's description to be broadcast as soon as possible. [\[41.2.6e\]](#)

The responding officer will first determine if the person is missing from the Department's jurisdiction. After establishing the jurisdiction, the Officer will complete a report containing the following information: [\[41.2.5a, 41.2.6e\]](#)

1. Detailed description of the missing person,
2. Missing person's date of birth,

3. Drivers License Number,
4. Social Security Number,
5. Location where person was last seen,
6. All information available on a vehicle,
7. Names and telephone numbers of associates and relatives,
8. Any medical problems of missing person, and
9. Any other information that can be gathered to help locate the missing person.

B. Forcible Abductions [\[41.2.5f\]](#)

Certain other evidentiary factors need to be considered in the event of a known stranger abduction, critically ill or at risk persons and the following precautions should be followed:

1. Initial responding officer responsibilities:
 - a. Identify all persons at the scene
 - b. Preserve scene
 - c. Immediately notify supervisor [\[41.2.6b\]](#)
2. Supervisor responsibilities: [\[41.2.6e\]](#)
 - a. Assess the situation and establish a command post
 - b. Request additional personnel
 - c. Coordinate search efforts
 - d. Direct the media inquiries to the Public Information Officer
 - e. Update Command Staff and the Public Information Officer of the progress of the search
 - f. Notify the Criminal Investigation Division Commander

3. Investigator responsibilities: [\[41.2.6e\]](#)
 - a. debrief first responder
 - b. Interview witnesses
 - c. Obtain agency records and evaluate family history file if found
 - d. Participate in search efforts
 - e. Prepare fliers
 - f. Utilize media through the Public Information Officer

III. Search [\[41.2.5.e\]](#)

- A. The Officer may elect to broadcast a rapid transmission as to the missing person. [\[41.2.5b\]](#)
- B. A supervisor must be notified immediately in the event of a missing juvenile so that he/she can begin preparation to coordinate a search. [\[41.2.6b\]](#)
- C. If a search is required for a lost child or a mentally deficient person, the Shift Commander will institute a search of the reported area. Additional officers and K-9 personnel will be called out if necessary.
- D. Notification of Inter and Intra-Agency Coordination [\[41.2.6c\]](#)

The decision to notify inter/intra-agency resources will be the responsibility of the Incident Commander based upon his assessment of the following criteria:

1. There is information that suggests that the victim was forcibly or intentionally removed or lured away from their location and is still missing.
2. The missing person is a potential victim of foul play or sexual exploitation, or is in a dangerous environment based upon age, development and circumstances surrounding the person's disappearance.
3. The missing person is a child is believed to be with people who are not family members and who endanger the welfare of the minor.

4. The missing person is a child who is absent or has not returned home from school or other scheduled activity and this is inconsistent with an established pattern of behavior.
5. It is the recommendation of the assigned officer or detective that their investigation supports the possibility that the victim has been abducted.

E. Activation of the Amber Alert System [\[41.2.6d\]](#)

The Department will notify the Arkansas State Police requesting activation of the Amber Alert System. Activation will take place when the Amber Alert criteria policy and procedures have been met. All divisions of the Department have been provided a copy of the Amber Alert System Policy.

IV. NCIC Entry / Deletion

A. In order to enter the missing person into the National Computer System (NCIC) the following criteria must be met. A missing person record may be entered using one of the following categories: [\[41.2.5c\]](#)

1. Disability - A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
2. Endangered - A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. Involuntary - A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, such as; abduction or kidnapping.
4. Juvenile - A person who is missing and declared un-emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in the above.
5. Catastrophe Victim - A person of any age who is missing after a catastrophe.

B. Removal of Information from the National Crime Information Center [\[41.2.5c\]](#)

1. After information has been received that the missing juvenile/runaway

has been recovered or returned home, the Officer receiving that information will complete a supplement report or add narrative to the original report stating the facts of the recovery and/or return of the missing juvenile/runaway.

2. The information will be transmitted to the Communications Center where the original entry will be modified to show a recovery of the missing juvenile/runaway. This information will be entered into the National Crime Information Center system as a recovery. It is imperative that the reporting officer submits a written report to Dispatch after a recovery or return has been made. This information will be submitted as soon as possible and must be within eight hours after the recovery or return of the missing juvenile/runaway.

V. Follow Up Investigation [41.2.5e]

- A. All subsequent investigative efforts shall be coordinated through the Criminal Investigation Division, and managed by the Commander or his/her designee. All members of the Department are expressly prohibited from conducting independent investigations or activities related to the case. All information and leads shall be submitted to the lead investigator for follow-up investigation and contact with the reporting person.
[41.2.6.d]
- B. Follow-up Procedures and Contact for Juveniles **[41.2.6f]**
 1. All missing juvenile/runaway cases are assigned to the Criminal Investigation Division for follow-up contact with the reporting person. **[41.2.6.d]** The contact will determine if any further action will need to be addressed as to the welfare of the reported missing juvenile/runaway. Contact may be either by telephone or personal contact. It may be necessary to have the reporting person seek further counseling with a professional therapist if the problem persists. The report should be supplemented to reflect what action the assigned Detective took.
 2. If the investigation by the Detective leads to action beyond the scope of the Department, further assistance may be required.
 - a. The Department of Human Services (DHS) may need to be notified. If the investigation leads to questions of why the juvenile ran away due to abuse or neglect, the Department of Human Services should be contacted. A report should be filed with DHS as soon as possible. A field worker may ask for assistance from the Department in regards to their investigation.

- b. If the investigation by the Detective leads to action beyond the scope of the Department, other further assistance may be required. The Craighead County Juvenile Office may be contacted in reference to filing a petition for Families in Need of Services. This service may prove useful in those cases of families who are having problems with teenagers who have behavioral and attitude difficulties.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.2.6, 41.2.7 a-e, 70.1.6d

I. Policy

It is the policy of the Jonesboro Police Department to protect emotionally disturbed or mentally unstable persons from harming themselves or others. When an officer has probable cause to believe that an emotionally disturbed or mentally unstable person presents an immediate threat of harm to himself or others, that person shall be taken into protective custody and transported to a facility where trained professionals can evaluate the emotional and mental status of that person.

II. Definitions [41.2.7a]

- A. *Mental Illness* - Arkansas § 20-47-202 (10) (A) defines "mental illness" as a substantial impairment of emotional processes, or of the ability to exercise conscious control of one's actions, or the ability to perceive reality or to reason, when the impairment is manifested by instances of extremely abnormal behavior or extremely faulty perceptions.
- B. *Voluntary Admission* – Arkansas § 20-47-204 states any person, who believes himself to have a mental disease or disorder, may apply to a hospital for admission. If the screener at the hospital shall be satisfied after examination of the applicant that he or she is in need of mental health treatment and will be benefited thereby, he or she may receive and care for the applicant for such a period of time as he or she shall deem necessary for the recovery and improvement of the person, provided that the person agrees at all times to remain in the hospital.
- C. *Involuntary Commitment* – Arkansas § 20-47-207 states a person shall be eligible for involuntary commitment if he or she is in such a mental condition as a result of mental illness, disease, or disorder that he or she poses a clear and present danger to himself/herself or others.

1. As used in this section, “a clear and present danger to himself or herself” is established by demonstrating that:
 - a. The person has inflicted serious bodily injury on himself or herself or has attempted suicide or serious self-injury, and there is a reasonable probability that the conduct will be repeated if admission is not ordered;
 - b. The person has threatened to inflict serious bodily injury to himself or herself and there is a reasonable probability that the conduct will occur if admission is not ordered; or
 - c. The person’s behavior demonstrates that he or she lacks the capacity to care for his or her own welfare, that there is a reasonable probability of death, serious bodily injury, or serious physical injury or mental debilitation, if admission is not ordered.
2. “A clear and present danger to others” is established by demonstrating that the person has inflicted, attempted to inflict, or threatened to inflict serious bodily harm on another, and there is reasonable probability that such conduct will occur if admission is not ordered.

III. Recognizing Mental Illness [41.2.7.a]

- A. Mental health problems may be related to excessive stress due to a particular situation or series of events. As with cancer, diabetes and heart disease, mental illnesses are often physical as well as emotional and psychological. Mental illnesses may be caused by a reaction to environmental stresses, genetic factors, biochemical imbalances, or a combination of these. With proper care and treatment many individuals learn to cope or recover from a mental illness or emotional disorder.
- B. The outward signs of a mental illness are often behavioral. Individuals may be extremely quiet or withdrawn. Conversely, he or she may burst into tears or have outbursts of anger. Even after treatment has started, individuals with a mental illness can exhibit anti-social behaviors. When in public, these behaviors can be disruptive and difficult to accept.
- C. Officers’ decision to hospitalize or deal with a mentally ill person informally should be based on the degree of symptoms being displayed. The burden is therefore placed on the officer, in individual instances, to accurately recognize these warning signs or symptoms. The warnings signs or symptoms may include, but should not be limited to, the following:
 1. Confused thinking;

2. Prolonged depression (which may include sadness or irritability);
3. Feelings of extreme highs and lows;
4. Paranoia, excessive fears, worries, and anxieties;
5. Social withdrawal;
6. Dramatic changes in sleeping or eating habits;
7. Strong feelings of anger;
8. Delusions or hallucinations;
9. Growing inability to cope with daily problems and activities;
10. Suicidal thoughts;
11. Denial of obvious problems;
12. Numerous unexplained physical ailments; or
13. Substance abuse.

D. In addition to those listed above, there may be additional warnings signs or symptoms present in pre-adolescents and children. The warnings signs or symptoms present in this age group may include, but should not be limited to, the following:

1. Defiance of authority, truancy, theft, and or vandalism;
2. Intense fear of weight gain;
3. Prolonged negative mood;
4. Frequent outbursts of anger;
5. Changes in school performance;
6. Hyperactivity;
7. Persistent nightmares;
8. Persistent disobedience or aggression; or
9. Frequent temper tantrums.

IV. Initial Contact Guidelines [41.2.7 c]

- A. Initial Contact - Officers should remember that the majority of persons in need of mental health services represent no danger to others; however, there are exceptions that can become extremely violent and combative with little or no apparent warning. For this reason, officers should exercise extreme caution in their initial contact with such individuals.
1. Avoid excitement, confusion, or upsetting circumstances. These may frighten the person, inhibit communications, and increase the risk of physical injury to the subject, the officer or other persons.
 2. Do not abuse, belittle, or threaten the person. Such actions may cause the person to become alarmed and distrustful.
 3. Avoid deceiving the person. This may limit chances for a successful treatment and make future management of the person by other officers more difficult.
 4. Do not take the person's anger personally. Ignore any attacks on your character, physical appearance or profession, and encourage ventilation to safely release the frustration.
 5. Remain professional in your contacts with the person. With an image of quiet self-assurance and an insistence on your orders being followed, gently indicate that your only intention is to help the person.
- B. Officer's Evaluation of Subject – When an officer encounters a person, whom he believes may need mental health care, the officer shall evaluate the person's condition and determine an appropriate disposition of the person, in accordance with Arkansas § 20-47-204 and Arkansas § 20-47-207 as outlined in IV.B. and C. of this policy.
1. A person in need of mental health services may gain access to such services by voluntary admission (self-admitted) or involuntary commitment (admission by authority of law or family member). Prior to either type of admission, the subject must undergo an initial screening, by a mental health professional or physician to determine whether or not the subject meets the criteria for voluntary or involuntary commitment, unless commitment is by court order. [41.2.7b]
 2. If a subject voluntarily admits himself to a treatment facility, the treatment may not require that the person actually be confined to the facility.
 3. Officers should try to explain the benefit of a voluntary, rather than involuntary examination, to a mentally ill person, even if the criteria for involuntary commitment exist.

- a. Voluntary examination is not an admission of mental illness and does not necessarily result in hospitalization, and allows the person more control over the final outcome, than if it is involuntary.
 - b. Refusal of a voluntary examination may result in involuntary examination, brought on by a distraught family member.
- 4. Emergency custody, as outlined in this policy, is also an appropriate disposition for those persons, who are in imminent danger of death or serious bodily injury, due to circumstances or conditions which they may not comprehend, because of disease, disability, or senility, which renders the person unable to care for himself, even if the criteria for a mental involuntary admission does not exist.
- C. Method of Transportation – With the permission of a Patrol Division Supervisor, patrol units, equipped with safety screens, will be used to transport persons for initial screening and evaluation in order to provide for the safety of both officers and citizens.
- D. Use of Force – Officer may use reasonable and appropriate level of physical force, necessary to control and transport persons, for the purpose of involuntary commitment or for the enforcement of a court order, in compliance with Arkansas § 5-2-605. Appropriate reports shall be completed, in accordance with Department guidelines, for Use of Force in every instance where force is used for such control or transport.
- E. Offense Reports – Officer shall complete a detailed Offense Report after handling calls involving the mentally ill or when transport is required to insure adequate records of such incidents.

V. Voluntary Admissions and Other Non-Custodial Situations [41.2.7 b,c, 1.2.6]

- A. Counsel, Release and Refer – If an officer encounters a person, during an incident of a minor nature, whom he believes to be mentally ill as defined by this policy, and the person’s mental disorder does not appear incapacitating or meet the criteria for involuntary commitment, the officer shall:
 - 1. Counsel the person, as to the reason he or she attracted the attention of the police officer.
 - 2. Release the person, if reasonably certain the situation will not recur and it would be safe to leave the person alone; or attempt to release the person to a friend, relative or other responsible person, and advise the caretaker of the incident.

3. Refer the person and/or the caretaker to one of the local mental health facilities or emergency rooms for treatment and/or provide contact information to a local mental health agency or service.
- B. Voluntary Admission – If a person appears to be mentally ill, as defined by this policy, to the degree the officer believes mental health care is in the person’s best interest, but there is no one available who can provide for the person’s care, the officer shall explain the voluntary admission requirements and attempt to convince the person to seek voluntary admission.
1. If the person agrees to voluntary examination and no other safe means of transportation is available, the officer shall:
 - a. Contact a Patrol Division Supervisor for permission to transport the person for the evaluation.
 - b. The Supervisor will make his determination based on the severity of the circumstances, existing manpower, and call load considerations.
 2. If the person refuses to seek voluntary examination, and does not meet the criteria for involuntary admission, or if permission to transport is denied by a supervisor, the officer shall counsel, release and refer the person as outlined in Section VI.A. of this policy.
 - a. Neither physical force, or threat of such force, may be used to compel a person to submit to voluntary admission to a hospital or mental health facility.

VI. Involuntary Commitment and Other Custodial Situations [41.2.7 b,c, 1.2.6]

- A. If an officer receives information from an interested citizen, concerning an individual’s behavior, which appears to meet the criteria for involuntary commitment but the officer did not witness the behavior, the officer shall:
1. Explain the involuntary commitment requirements to the interested citizen and the need for the citizen to seek the petition in court for such admission; and
 2. Assess the person’s condition and take whatever action appears to be appropriate for the proper care of the person, if the interested citizen refuses to seek the petition; or
- B. If an officer has personally witnessed a person’s behavior, which appears to meet the criteria for involuntary commitment, has received information from an interested citizen willing to seek a petition for involuntary admission, or upon the authorization of a Patrol Division Supervisor, the officer shall:

1. Take the person into custody.
 2. With permission, transport the person to the appropriate location for screening and evaluation.
 3. Provide the initial screener with as much information as possible about the person's condition. [\[70.1.6.d\]](#)
 4. Stay with the person until the screening and evaluation are concluded and/or the hospital takes custody of the person, unless the screener advises the officer there is no longer a need for the officer's presence and accepts responsibility for the person.
- C. If a commitment is denied by the screener, the officer shall:
1. Request the identity of the medical professional making the decision and the reasons for refusing to admit the person as well as the identity of any physician contacted by the screener for documentation in the officer's Incident Report.
 2. Notify any interested citizen of the results of the evaluation, if possible.
 3. Upon being satisfied the person's circumstances or condition do not present an imminent danger of death or serious bodily harm to himself or others, the officer shall:
 - a. Transport the person to a safe location and release him, if possible, to a responsible person; or
 - b. Proceed with any criminal charges, which may have occurred due to the person's conduct.
 - c. Notify Detention Facility personnel of the results of the person's evaluation and the circumstances which required it. [\[70.1.6.d\]](#)
 4. Upon believing the circumstances or condition of the person do present an imminent danger of death or serious bodily harm to the person or others, and the person has committed a criminal offense, the officer shall:
 - a. Place the person under arrest, unless the person is already under arrest.
 - b. Transport the person to the Detention Center.
 - (1) Notify the Detention Center personnel of the condition of the person and the results of the screening. [\[70.1.6.d\]](#)

- d. Request Emergency Protective Custody of the person, as outlined in this policy, if the person is released from criminal custody, prior to obtaining an Involuntary Commitment Order.
5. Initiate Emergency Custody. If the officer believes the circumstances or condition of the person does present an imminent danger to the person's health or safety, to the extent that death or severe bodily injury could be reasonably expected to occur, the person lacks the capacity to comprehend the nature and consequences of his condition, and is not held on a criminal charge(s), the officer shall:
 - a. Contact a Patrol Division Supervisor for authorization to place the person in emergency protective custody.
 - b. Transport the person to the Detention Center, upon authorization of custody by the supervisor, unless the person is already in the Detention Center.
 - c. Indicate on the Detention Center Intake Form that the person is held for Emergency Protective Custody, pending a court order by authority of Arkansas § 5-28-301. Emergency Protective Custody may not exceed seventy-two (72) hours.
 - d. Advise Detention Center personnel of the circumstances and condition of the person, which required protective custody. [\[70.1.6.d\]](#)
 - e. Immediately notify the Department of Human Services of said custody and the circumstances and/or conditions that required it.
 - (1) Adult Protective Services - The twenty-four (24) hour emergency telephone number for DHS is 1-800-482-8049.
 - (2) Child Protective Services – The twenty-four (24) hour emergency telephone number for DHS is 1-800-482-5964.
 - (3) DHS will assign an investigator, who will determine the assistance required for the person and present the information to the court system within forty-eight (48) hours of such custody.
 - f. Provide the DHS investigator with any information required and appear at the court hearing, if requested by the investigator.

6. Emergency protective custody shall only be invoked, as a method of last resort; however, officers should not hesitate to use such custody, if necessary, for the protection of a person.

VII. Training

- A. The Training Coordinator shall ensure that all new, sworn employees received documented entry level training in regard to handling person's they suspect are mentally ill. This training should include, but not be limited to, the following: [\[41.2.7.d\]](#)
 1. Recognition of persons suffering from mental illness;
 2. Procedures for accessing available community mental health resources; and
 3. Specific guidelines for officers to follow in dealing with person they suspect are mentally ill.
- B. The Training Coordinator shall also ensure that all sworn personnel receive documented refresher training in regard to handling of person's they suspect are mentally ill. This training should occur at least every three (3) years and should include, but not be limited to, the following: [\[41.2.7.e\]](#)
 1. Recognition of persons suffering from mental illness;
 2. Procedures for accessing available community mental health resources; and
 3. Specific guidelines for officers to follow in dealing with person they suspect are mentally ill.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>529.00</i>
<i>Topic</i>	:	<i>Drug and Vice Operations</i>
<i>Effective</i>	:	<i>July 15, 2007</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 17.4.2 a-f, 42.1.6a-i, 43.1.1 a-d, 43.1.2, 43.1.3, 43.1.4, 43.1.6

I. Policy

The Jonesboro Police Department is committed to the suppression of vice, drug, and organized crime within the community. This commitment will require the combined efforts of patrol and investigators along with the Second Judicial District Drug Task Force. Although DTF is primarily responsible for the investigation of these crimes, it is the responsibility of every officer to suppress vice, drug, and organized crime within our community by conspicuous patrol tactics, sharing of information, and rigid enforcement of criminal violations.

II. Definitions [51.1.1b]

- A. Drug Offenses – Drug offenses include all activities related to illegal drugs but the primary focus is on the distribution or sale of illegal and controlled substances.
- B. Second Judicial District Drug Task Force – An investigative drug task force of which the Jonesboro Police Department is a member. This task force is charged with investigating drug offenses in the City of Jonesboro.
- C. Organized Crime Offenses – Organized crime control should address unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering or other offense for profit, or engaged in supplying illegal goods and services, prostitution, drugs, liquor, weapons, or other unlawful conduct that may include intimidation or corruption.
- D. Vice Offenses – Vice offenses may involve prostitution, illegal use or sale of alcoholic beverages, and the distribution or sale of obscene and pornographic materials.

III. Objectives

- A. To identify vice, drug, and organized crime activity occurring in the City of Jonesboro.
- B. To investigate cases that have a substantial potential for solvability and prosecution and to arrest and present for prosecution those individuals or groups involved in such activity.
- C. To legally maintain files of intelligence information.

IV. Responsibilities and functions

- A. The Chief of Police is ultimately responsible for vice, drug, and organized crime control. All units and divisions shall prepare a monthly report for the Chief of Police as per Policy 203. The supervisor in charge of DTF shall also prepare such a report on the agency's activities regarding vice, drug, and organized crimes. The Chief of Police should be notified immediately if an investigation is particularly large or an investigator believes that special circumstances warrant the immediate notification. [\[43.1.1d\]](#)
- B. The Special Operations Captain, Criminal Investigations Captain or other supervisory personnel as assigned by the Chief of Police, will direct the daily operations of vice, drug, and organized crime investigations.
- C. The Drug Task Force maintains and controls all records, reports, and intelligence files relating to vice, drug, and organized crime activities in a secure and confidential manner separately from the central records system. Physical access to these intelligence files is limited to personnel assigned to Special Investigations or DTF, the division Captain, and the Chief of Police. [\[43.1.2, 42.1.6a,d\]](#)

V. Criminal Intelligence Information [\[43.1.1a\]](#)

- A. It is the policy of the Jonesboro Police Department to use all legitimate means to collect intelligence information on organized criminal activities, vice activities, terrorism, civil disorder and homeland security activities to protect the officers of this Department and members of the community. Strict procedures must be adopted and followed to prevent the unauthorized disclosure of criminal intelligence information to preserve and to promote the principles of due process. [\[42.1.6a\]](#)
- B. Responsibilities of agency personnel [\[42.1.6b\]](#)
 - 1. All officers of the Jonesboro Police Department will gather criminal intelligence as one of the functions of their duties and will flow this information to the investigators of the Drug Task Force (DTF) who are responsible for the maintenance and dissemination of intelligence information in a central file.

2. Officers who make contact with known or possible gang members shall document that information and forward it in a like manner for inclusion into a gang information database.

Nothing in these procedures should be construed to prevent the immediate response or investigation of 'on view' offenses or in progress offenses or preliminary investigation for the purpose of confirming the need for subsequent formal investigation.

2. The DTF unit commander is responsible for the following:
 - a. Collection and storage of criminal intelligence information;
 - b. Analysis of criminal intelligence information;
 - c. Maintenance and dissemination of criminal intelligence information within the Department;
 - d. Determination as to whether further investigation of the information is warranted and,
 - e. Maintaining a liaison with other law enforcement agencies to include federal, state, and local departments for the exchange of criminal intelligence information.
 3. Officers charged with conducting investigations into these matters shall comply with Departmental criminal investigation procedures, including, but not necessarily limited to:
 - a. Investigate all tangible leads to determine if there is verifiable criminal activity;
 - b. Identify all suspects involved in the criminal activity;
 - c. Pursue all suspects for arrest and presentation for prosecution;
 - d. Complete documentation of all investigative findings and activities in the proper files.
- C. Training of personnel in regards to criminal intelligence information will be performed by the Training Division or the DTF Lieutenant or Sergeant, and will include, but is not limited to, the following methods: [\[42.1.6c\]](#)
1. Field Training Program;
 2. Shift Briefing;
 3. Assignment of reading General Orders; and,
 4. General information meetings among and within a division.
- D. Safeguarding and secure storage of criminal intelligence information [\[42.1.6d\]](#)
1. The DTF unit commander shall secure all criminal intelligence information within the limited access computer file and/or in a locked cabinet located within the DTF office.
 2. Access to criminal intelligence information will be limited to:

- a. Chief of Police.
 - b. Assistant Chief of Police.
 - c. Investigators assigned to the DTF or Prowl units.
 - d. Other employees of the Department engaged in related investigations, with the approval of the Chief of Police.
3. Such information is investigatory in nature and as such is not subject to FOI and shall not be made available to media personnel.
- E. Procedures for ensuring that information collected are limited to criminal conduct or relate to activities that present a potential threat to the jurisdiction: [\[42.1.6e\]](#)
- 1. All known and suspected criminal intelligence information collected by members of this department will be forwarded to an investigator with DTF who will review the information to ensure it is related to criminal conduct or activities that present a potential threat to the community and will be responsible for entering information into the appropriate files.
 - 2. Criminal intelligence determined by the DTF unit commander to be pertinent to activities that present a potential threat to the jurisdiction will be maintained in the proper files pursuant to section D above.
 - 3. Criminal intelligence information, known or suspected, includes, but is not limited to:

Organized crime activity, illegal drug activity, civil disorder, terrorist activity, gambling, vice activity, gangs and other felony crimes of a serious or threatening nature.
- F. Legal and Privacy requirements [\[42.1.6f\]](#)

Use of personnel and equipment will be restricted to the collection of unconfirmed criminal intelligence, strategic intelligence, tactical intelligence, support for undercover officers and operations, maintaining a liaison with federal, state, county and local law enforcement agencies for the exchange of intelligence information, and to request assistance for additional manpower and special equipment needs. The DTF or Prowl unit commanders will determine what tactics and techniques are appropriate for the operation at hand. Contact may be made with the District Attorney's Office to ensure the legality and integrity of the intelligence effort. Personnel, equipment, and techniques may be used to collect the following types of intelligence:

- 1. Unconfirmed intelligence is information from various sources often anonymous that by it self may be suspicious, but when combined with other information may make an inference of criminal activity.
- 2. Strategic intelligence is a situation where the problem is known and an attempt is made to correct the problem.

3. Tactical intelligence is answering a request for information from Community Services or other unit on a specific subject, organization, and/or location.
4. All intelligence information collected will be included in the file, except that information, which by its nature is not relevant to the criminal activity involved. Examples would be:
 - a. Information suggesting a subject's political or religious preferences, association, or opinions.
 - b. The nature of a subject's sexual preferences.

G. Documentation, Reporting and Dissemination of Information [\[42.1.6g\]](#)

1. All criminal intelligence information will be under the control and direct supervision of the Drug Task Force unit commander. Intelligence information will be classified as follows:
 - a. General - distributed to all police personnel.
 - b. Restricted - distributed to selected police personnel or other law enforcement agencies.
 - c. Classified - distributed only to those individuals who specifically need to know.
2. Criminal intelligence information will only be distributed to other criminal justice agencies when needed to pursue a criminal investigation
3. Intelligence information of a general nature may be released periodically and will be clearly marked "CONFIDENTIAL" or "FOR LAW ENFORCEMENT ONLY" and their dissemination will be limited to Department personnel and local law enforcement agencies. This information is provided to keep officers abreast of current offenders and criminal activity in our area.
4. The dissemination of information that is in the possession of this Department is permitted on a need to know basis. No member of the Department will confirm the existence or non-existence of any intelligence, investigative, criminal, or any other Department record or information to any person or agency not specifically authorized to receive such information. Those authorized to receive such information will be limited to members of this Department or another criminal, justice agency, if, and only if they have the need for the information in the performance of their official duties.
5. All requests for restricted and classified information must be directed to and approved by the Investigative Services Division Lieutenant.

H. Procedures for purging out-of-date or incorrect information [\[42.1.6h\]](#)

The DTF unit commander will review intelligence files periodically. Intelligence information will be purged from the files if it is no longer of investigative value or is incorrect information. A report will be submitted to the Chief of Police with the results of the review and requesting approval to purge the files.

Paper files not utilized in a current investigation, or that has passed a time frame that would deem the file as no longer of pertinence will be purged. Files of a less specific nature where a subject was not specifically identified may be purged after one year. Files of no investigative value, where no verification has been made as to the accuracy of the information, may be purged after 90 days.

Purging of paper files should be completed by utilizing an approved document shredding company. Computer files will be purged utilizing the software functions designed for that purpose.

- I. Annual review of procedures and processes - An annual review will be performed by the DTF unit commander to ensure adequate practices are applied toward confidential information. [\[42.1.6i\]](#)

VI. Specialized Equipment [\[43.1.4\]](#)

- A. The Police Department maintains specialized equipment that can be used to support the vice, drug and organized crime investigations.
- B. This equipment includes, but is not limited to the following:
 1. Visual monitoring equipment;
 2. Unmarked vehicles;
 3. Body microphone and recorder; and
 4. Portable radio with officer-to-officer capability.
- C. The Drug Task Force commander controls the authorization, distribution, and use of such equipment.
- D. Anyone wishing to use the above listed equipment must contact a Drug Task Force or Prowl Unit supervisor, who will be responsible for issuing the equipment for use. That supervisor will make a visual inspection of the equipment prior to its use and upon its return. Any discrepancies shall be documented.

VII. Surveillance, Undercover, Decoy and Raid Operations [\[43.1.5\]](#)

- A. Undercover, surveillance, decoy or raid operations may be utilized as a technique, when appropriate, to enhance investigations into vice, narcotics, organized crime and other types of criminal activity.

- B. A supervisor shall be notified and briefed on the nature and location of the operation before an officer begins an undercover operation. The supervisor is responsible for closely monitoring the operation and may terminate any operation if it is determined that the operation is no longer safe or is no longer in the best interest of the department.
- C. To ensure safety, all participants of any such operation, including informants, shall be briefed as to the nature and plan of operation. Members of a raid or arrest team shall wear department approved body armor whenever circumstances permit. The supervisor in charge shall also ensure that there is adequate surveillance and backup available.
- D. All such operations should be properly documented in the correct reporting manner. Long term operations shall be periodically reviewed by the supervisor and a briefing given to the division commander or Chief of Police as needed.

VIII. Investigative Funds

- A. Funds shall be maintained to support various investigations. These funds can be used for the paying of informants or purchasing contraband for evidentiary purposes. [\[43.1.3\]](#)
 - 1. The Second Judicial District Drug Task Force may provide funds for drug-related cases. These funds must be approved by the designated Coordinator of the Drug Task Force and processed in accordance with their guidelines.
- B. All funds shall be secured in a designated secure location, along with a disbursement log that identifies the initial balance, credits, debits, and balance on hand. [\[17.4.2a\]](#)
- C. Any credits or cash received for the fund shall be documented on a Covert Operations Expenditure Operations Voucher. [\[17.4.2b\]](#)
- D. Any disbursement of \$500.00 or less must be approved by a supervisor. Disbursements in excess of \$500.00 must be approved by the Chief of Police. [\[17.4.2c\]](#)
- E. Disbursement of the funds shall be recorded on a Covert Operations Expenditure Voucher [\[17.4.2d\]](#)
- F. Funds will be given to officers when necessary for operations and a voucher is signed. [\[17.4.2b\]](#)
- G. The Drug Task Force commander will be responsible for the maintenance of the fund including credits or disbursements. [\[17.4.2e\]](#)
- H. The disbursement of funds from the city general fund, will be checked quarterly by the city finance department or city accountant. [\[17.4.2f\]](#)

- I. In the event that circumstances arise that warrant the need of additional funds, the Special Operations Captain shall request the funds from the Chief of Police. Upon approval of the request, the Chief of Police will obtain the funding through the City of Jonesboro Finance Department via an emergency purchase request.

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
Destination : *Directive Manual*
Number : *530.00*
Topic : ***Critical Incident***
Effective : *April 1, 2010*
Status : *Revised*
Approved By : *MY*

Reference: CALEA

I. Policy

Critical incidents are situations, generally of an emergency nature, which potentially are of such scope that they necessitate the call for additional personnel, or requests for support from other agencies, in order to protect life and property, prevent escalation, and restore order. These occurrences may result from natural disasters, man-made disasters, and civil disturbances.

This directive establishes procedures for the initial response, assessment, and containment of such incidents. In the event that the occurrence is of significant magnitude, the department 'All-Hazard Plan' (see policy 801) will be implemented.

II. Definitions

- A. Civil disturbance – any domestic emergency such as a demonstration, strike, riot, and/or public panic, which has the potential of causing casualties or major damage to property.
- B. Man-made disaster – the threat to public safety created by fire, conventional or nuclear explosion, air crash, accidents involving hazardous materials, train mishaps, and/or utility outages or shortages.
- C. Natural disaster – the damaging effects of hurricanes, tornadoes, windstorms, thunderstorms, floods, earthquakes, or other natural phenomena.
- D. Evacuation – a warning is given to persons within a defined area that a threat to life and property exists. Individuals issued this warning are not required to evacuate since the State of Arkansas does not allow mandatory evacuation orders.

III. Coordination of Emergency Operations

The Special Operations Division Captain is responsible for coordinating the planning functions for response to an unusual occurrence. The first officers to arrive on the scene will be responsible for the initial response, assessment, and required notifications.

IV. Incident Command

- A. The first officer arriving on the scene of an incident becomes the Incident Commander until relieved and shall:
1. Immediately notify Communications by radio of the following:
 - a) Nature of the incident;
 - b) Exact location, extent of damage, the size of the crowd, etc.;
 - c) Type of assistance required, such as:
 - (1) Jonesboro Fire Department;
 - (2) Emergency Medical Services; and
 - (3) Specialized units such as SWAT, CID/CSI, Hostage Negotiators, etc.
 - c) Establish initial perimeter:
 - (1) Street or lane closures; and
 - (2) Backup officer response locations.
 2. Exercise control until the arrival of an officer of higher rank, if possible;
 3. If the incident is of such a nature that the officer cannot reasonably assume control, he or she will observe the incident from a safe distance and keep Communications advised until additional personnel arrive.
- B. Deployment of Additional Personnel
1. Upon arrival of additional personnel, the Incident Commander will organize and direct those police functions as necessary for the immediate preservation of order, life, or property such as traffic control, rescue, and first aid until a supervisor can reach the scene of the incident and assume control. The Incident Commander should maintain contact with Communications advising them of all actions taken.
- C. Duties of First Supervisor to Arrive at the Scene
1. The first supervisor at the scene will immediately assume the responsibility of Incident Commander until relieved by higher authority. The following tasks should be completed as soon as possible.
 - a) Make a rapid survey of the scene and estimate the seriousness of the occurrence.
 2. Request that Communications do the following:

- a) Clear all normal area radio traffic to an alternate channel;
 - b) Broadcast all units involved in the incident and remain on initial radio channel; and
 - c) If the incident becomes prolonged, dictating a need for an alternate channel, request a secure channel be established.
3. Determine if immediate evacuation of adjacent areas or structures is needed.
- a) It is recommended that immediate evacuation be limited to areas within the inner perimeter or other direct line-of-fire areas.
 - b) In the event that a widespread evacuation is needed or required, it should be conducted under the Incident Commander's direction.
4. Establish a temporary command post and notify the Chief of Police, Assistant Chief of Police, Patrol Captain and Special Operations Captain of the following:
- a) Current status of the situation;
 - b) The number of additional personnel needed;
 - c) Open routes to the scene;
 - d) The location of the temporary command post and parking areas;
 - e) Specific equipment needed; and
 - f) Advise of any rescue operations or evacuations underway.
5. Maintain communication with the Special Operations Captain or other Command Staff member in charge as the situation changes, prior to his or her arrival at the scene.
6. Relate all available information regarding the incident to succeeding supervisors, including:
- a) Action taken and anticipated;
 - b) Personnel and equipment present or requested; and
 - c) Immediate problems.

D. Assignment of Specific Personnel

Additional personnel arriving at the scene may be assigned to various phases of the operation as needed, including but not limited to:

Logging in responding personnel, checking equipment, maintenance of the inner or outer perimeters, traffic control, PIO function, evacuations, parking areas, arrest teams, protection of support equipment and personnel.

V. Field Command Post – Selection and Activation

- A. A field command post should be established for all critical incidents that require a significant commitment of Departmental resources for an extended period of time. A field command post may be established by the supervisor at the scene for any event or occurrence regardless of the size of the operation.
- B. The creation of a field command post helps the Incident Commander on the scene with the vital tasks of commanding the operation, maintaining a system of communications, acquiring additional personnel and equipment, accumulating, utilizing and disseminating intelligence information, and coordinating efforts with various units or divisions.
- C. In unusual occurrences requiring a large number of personnel or those which continue for an extended period of time, it may be necessary to establish a staging area separate from the field command post. This allows command operations to remain free from disruption.
- D. Once a field command post is established, it remains operational until the situation has stabilized and order is restored. The deactivation of the command post is by the Incident Commander in charge of the command post.

VI. Additional Support

- A. The Chief of Police or his designee will make a determination to implement the Police Department's Emergency Operations Procedure. In the event the incident has escalated to the degree requiring multiple City departments and resources, the City of Jonesboro will most likely implement the City of Jonesboro's Emergency Management Plan, as contained in the Craighead County Emergency Management Plan created and maintained by the Craighead County Office of Emergency Services.
- B. Once the City of Jonesboro's Emergency Management Plan has been activated, the Jonesboro Police Department will work in conjunction with the other involved agencies in accordance with the plan. At that point, officers should refer to the department's 'All Hazard Plan' (see policy 801).
- C. If additional personnel are needed, The Chief of Police or a designee will contact the Craighead County Sheriff's Office and/or the Arkansas State Police.
- D. If assistance is needed from a federal law enforcement agency, the Chief of Police or a designee will be responsible for such notification and request.

VII. Alert and Mobilization

If necessary, off-duty personnel may be placed on alert or mobilized in as each particular situation demands. If necessary, this procedure allows an orderly progression from alert status up to and including total mobilization of off-duty personnel.

A. Classification of Alerts

1. Stand-by alert:

Personnel may be ordered to remain in the City or available at their recorded telephone number and by pager for mobilization during a specified period.

2. Mobilization Alert:

Personnel may be called and ordered to report to the staging area.

3. Practice Alert:

The efficiency of the alert and mobilization plan may be tested by calling a practice alert. Practice alerts will only be called when authorized by the Chief of Police.

B. Alert Authorization

Declaration of an alert, and the subsequent partial or total mobilization of personnel, may only be authorized by the Chief of Police or, if the Chief is not available, by the Assistant Chief or any Captain. If none of these are immediately available and the situation warrants immediate police response, the shift supervisor may order the mobilization procedures put into effect.

C. Types of Mobilization

1. Partial mobilization:

The situation may be such that only certain specialty units (SWAT, MFF, etc.) or part of the total force is needed.

2. Total mobilization:

If a situation reaches or may reach such magnitude as to require a large force, all personnel may be mobilized. All vacations, days off, and approved leave may be canceled and duty hours altered.

D. Staging Area

1. The primary staging area will be identified in the alert notification page.

2. An alternate staging area will be identified if for any reason the primary site becomes untenable.

3. Additional information as to potential parking areas or other modes of transportation to the area should also be included at the time of the alert.

VIII. Duties of Alerted Personnel

A. Notification

1. The alert notification will specify the type of alert being called. On receipt of notification, personnel will report by the most expeditious means to the staging area dressed appropriately (standard uniform unless otherwise specified) with the basic issued equipment.
2. Employees unable to respond will notify their supervisor immediately. If employees are unable to respond due to vehicular limitations, supervisors will determine if resources are available to provide transportation for the employees to the staging area.

B. Supplemental Equipment

1. Supplemental equipment such as small arms ammunition, chemical munitions, impact munitions, special weapons, face shields, gas masks and communications equipment will be issued as needed at the staging area.
2. The Incident Commander or a designee can request additional ammunition, handguns, rifles, or shotguns and the ammunition or weapons will be delivered as requested.
3. Helmets, face shields, batons, chemical munitions, etc. will be obtained from the Armory Room at the Jonesboro Police Department.
4. Each officer is assigned a portable radio, but additional communications equipment may be obtained from the Jonesboro Police Department.
5. Any authorization for the use of non-issue personal weapons, shotguns, and rifles will be given at the time of alert notification. Such weapons will not be used without authorization.

IX. Arrest Procedures

- A. In instances that may result in the physical arrest of a large number of persons, an arrest detail will be organized to work in conjunction with field personnel on the scene. Assignments will be made through the Incident Commander.
- B. The purpose of this detail is not to make physical arrests, but to take prisoners from arresting officers and transport them to the Craighead County Jail or any alternative facility designated by the Craighead County Sheriff's Office.

X. Public Information

- A. An officer shall immediately be designated as Public Information Officer and shall be notified so that he or she can begin preparation of media releases. Public perception is an important factor in community relations.
- B. The Chief of Police or his designated Public Information Officer shall be responsible for all press releases. To prevent contradictory information being released members of the Department who receive media inquiries about the situation should refer the media representative to the Public Information Officer.

- C. The Public Information Officer must have full access to the facts of the emergency and be able to provide the necessary accurate information to the public via the media which will aid in rumor control.

XI. De-escalation

De-escalation will be conducted at the discretion of the Incident Commander.

XII. Follow-Up Responsibilities

- A. All supervisors shall ensure that assigned equipment and personnel are accounted for at the conclusion of the incident.
- B. All supervisors involved in the incident shall submit a written report to the Incident Commander. The Incident Commander will submit a final report to the Chief of Police.

XIII. Training

The Department will conduct documented training exercises. These exercises may be limited to certain department personnel or may include personnel from other agencies. The training may be in the form of a tabletop or actual exercise.

XIV. Emergency Operations Equipment

Equipment needed for emergency operations will be inspected monthly by the Special Operations Captain or designee responsible for the equipment. The inspection will be documented.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>533.00</i>
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<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 81.2.11

I. Policy

The delivery of emergency messages is a legitimate law enforcement function, but the scope of what are considered messages acceptable for delivery should be limited so as not to interfere with the day to day operation of the department. This policy shall provide guidelines for officers to follow for the delivery of messages, both emergency and non-emergency.

(Death notifications should be made in accordance with Policy 520.00)

II. Definitions

A. Emergency message - An emergency message is defined as any message to be delivered to a party notifying them of a serious injury, illness, or emergency situation involving a family member or loved one. In these circumstances, the need for expedient communication with a citizen should be relatively obvious.

Examples of emergency messages may include contact with a family member to inform them of a family member having been transported to a hospital for emergency treatment, an elderly family member in need of immediate assistance or a small child in need of immediate care or transportation.

B. Acceptable message – All instances of what messages are considered acceptable cannot be covered completely by a blanket definition and final decision of message delivery may be left to the discretion of a supervisor.

For the most part, delivery of a message in person by a police officer should be limited to those instances when all other means of contacting that person have been unsuccessful or are not available and not delivering the message would result in exposure of an individual to undue

harm or when necessary in furthering the enforcement responsibilities of a police agency.

III. Procedure

A. Delivering Messages

1. When feasible, all other means of contacting the person, to whom the message is to be delivered, should have been exhausted before an officer is dispatched.
2. Contact should be attempted by addressing the person at their home or place of business. If contact can not be made, a note should be left instructing the person to call the police department. A specific number and person to contact should be given.
3. In some instances, it may be feasible to leave the contact information with a friend, relative or neighbor.
4. Non- emergency message delivery is considered a low priority call.

B. Message Delivery Involving Other Agencies

Requests for delivering messages for other agencies must include contact information for the other agency, including a phone number and contact person for the other agency. That information shall then be related to the message recipient at the time of the message delivery.

In cases where the intended recipient of an emergency message resides outside the city limits of Jonesboro, an ACIC computer terminal message shall be sent to the law enforcement agency for that area requesting the message be delivered. Sufficient details for the notification, as well as a contact name and telephone number of the Jonesboro Police Department member requesting the notification will be included in the message.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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Reference: CALEA 42.2.1, 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4a-d, 83.2.5, 83.2.6, 83.2.7a-d, 83.3.1, 83.3.2a-e

I. Policy

It is important that the integrity of crime scenes be properly maintained and that all items of evidence be collected, marked, maintained, and processed in a professional manner to ensure that court cases are not lost or overturned due to improper or incomplete police procedures. It is the policy of this department to establish a set of thorough procedures and guidelines to be followed by all persons responsible for crime scene security and collecting and preserving evidence.

II. Responsibilities

- A. The primary officer is responsible for protecting the crime scenes until relieved of that responsibility. Additional officers may be requested for larger more complex scenes. Initial responding officers conducting preliminary investigations should also take note of the condition of the scene and attempt to locate any potential witnesses, as such observations and the notation of these items may later prove invaluable to the identification, apprehension and prosecution of a suspect(s). [\[42.2.1\]](#)
- B. Crime scene personnel and criminal investigation division detectives are subject to call out to crime scenes on a 24 hour basis upon request. When the crime scene investigator is called out, they will be responsible for the crime scene. In the event the crime scene unit or CID are not available, the supervisor in charge of the scene may assign crime scene duties to other qualified officers. [\[83.1.1\]](#)
- C. A supervisor may take control of a crime scene and direct personnel as needed to control the crime scene, conduct searches and collect evidence.

In cases of serious crimes or complex crime scenes the supervisor is responsible for calling out a detective or crime scene investigator.

- D. The CID supervisor in charge of a crime scene may call upon specialists from outside agencies for help if he feels that available personnel are not equipped or trained to handle a particular aspect of the crime scene processing.

III. Crime Scene Processing [83.2.1]

The basic steps for processing a crime scene may include but is not limited to the following:

- A. Assess the scene and determine the scope of the investigation.
- B. Secure the scene
- C. Determine if consent to search or a warrant is needed
- D. Keep a log of anyone entering/leaving the scene
- E. Conduct preliminary survey to determine manpower and equipment needs or if the crime scene unit is needed.
- F. Conduct a detailed search to locate evidence
- G. Record the Scene:
 - 1. take notes of the location/condition of evidence,
 - 2. sketch of the scene
 - 3. take photographs of evidence or video tape the scene if needed.
- H. Process for latent fingerprint evidence [83.2.3]
 - 1. Officers shall have print kits available to process scenes for latent prints. A kit will be maintained at the desk sergeant area and some will also be made available to individual officers requesting individual kits. Each detective will maintain a fingerprint kit in their assigned unit. [83.2.4a]
 - 2. Information about where the print was lifted, the officer's name or initials and the date, time and the offense case number shall be documented on each latent print card.

3. Latent print lifts shall be submitted into evidence with one evidence sheet for the set. It is not necessary to bag each card individually.

I. Collect/Package physical evidence

J. Conduct a final survey to ensure that conditions of the crime scene have been documented as thoroughly as possible

K. Release the scene

IV. Collecting & Preserving Evidence in the Field [83.2.1]

The methods outlined in the Arkansas Crime Lab Physical Evidence Handbook shall be used by this department.

A. Each item of evidence shall be marked or labeled at the time it is collected, seized, or received.

B. Collection and packaging materials including bags, boxes, biohazard seals, etc. are maintained in the evidence receiving area at the department and are available for officer use at all times. [83.2.4d]

C. Items that can be marked should be marked or tagged and placed in an appropriate package or container and sealed. Officers should package evidence properly to ensure the preservation and prevent any contamination of the evidence. If sealed with evidence tape, the seal should be marked with:

1. the name or initials of the person collecting the evidence.
2. the date and time the evidence was sealed.

D. Items that cannot be marked should be tagged or labeled and placed in an appropriate container or package and sealed. The seal should then be marked as described above. The evidence bar code tag should be securely attached to the package or container holding the item or may be attached to the item itself.

E. If handling several items of evidence, numbering is preferred and each item shall be numbered separately and sequentially.

F. For all items of evidence the evidence portion of the offense report shall be completed and shall reflect the following information:

1. item number
2. description of the item (including make, model number, serial number, color, etc.)
3. source (from whom or location from which obtained)

4. name of person collecting the item or items.
5. date & time each item was collected.

- G. Whenever a known source is available, material from that known source shall be collected and sent to the laboratory for comparison with the physical evidence collected. [\[83.3.1\]](#)
- H. Officers shall ensure the chain of custody is maintained for all evidence collected. Evidence shall be kept secure by the officer and submitted to the Evidence Receiving as soon as possible. [\[83.2.1\]](#)
- I. Each officer involved in a crime scene search or that gathers evidence shall document their observations and all actions taken in a report. [\[83.2.6\]](#)

V. Photos & Sketches of the Scene [\[83.2.2\]](#)

- A. Photos are often important pieces of evidence. Digital, video and 35mm equipment shall be made available for all officers needing to document injuries or items of evidence. Cameras will be maintained in the desk sergeant area, as well as in the assigned units of some supervisors. Each detective will also maintain a camera kit in their assigned unit. [\[83.2.4b\]](#)

At the scene of all major crimes, the scene will be recorded by the crime scene unit.

1. Photos shall include at least one photograph (preferably the first photo) that includes at a minimum the case number of the incident being documented. The photographer's name, the date, and the location where the photo is taken should also be included if possible. (Photo cover sheets should be among the items stocked in the camera case.) When utilizing 35mm film, every roll of film shall begin with a photo of the log.
2. Photographs of the scene - A complete set of photographs, with written documentation, shall be made of the scene. When possible, photographs should contain a landmark, showing the relative position of the item being photographed. Photographs may be supplemented by a video recording of the scene when possible and practical.
3. All items of evidence should be photographed prior to removal.
4. When the size of an object needs to be shown, a scale shall be introduced. If a scale is used, at least two photographs of the object should be taken, one with the scale and one without the

scale. Both photographs shall use the same lighting, camera settings, and camera position.

5. A written record, or photo log, shall be made by the photographer, or an assistant, giving the photograph sequence number, date, time photographed, location of the item photographed, the evidence item number and a brief description of each photograph.
 6. No more than one case or incident should be recorded on a roll of film, video tape or digital media component. (Except in the case of related incidents.)
 7. The person taking the photographs shall be responsible for placing the exposed film, video tape or digital media component into evidence with the appropriate evidence sheet.
- B. A detailed sketch of the scene should be included when warranted to document items of evidence or provide a visual explanation of the scene to correlate events.
1. Materials necessary for such documentation are usually minimal, but if more elaborate details are necessary, measuring devices, graph paper and sketching templates are maintained in CID. Crime scene personnel and some investigators will also be familiar with current crime scene sketching software being utilized by the department. [\[83.2.4c\]](#)
 2. The sketch shall include accurate measurements to show the location of all items of evidence, bodies, entrances, exits, etc. The sketch shall include at least the following:
 - (a) dimensions
 - (b) relation of the crime scene to other buildings, geographic features, or roads, if not within a fixed structure.
 - (c) address, floor, and/or room number, as appropriate
 - (d) location of significant features of the scene, including the victim
 - (e) location of items of physical evidence recovered
 - (f) case number
 - (g) date of preparation
 - (h) name(s) of the person(s) preparing the sketch
 - (i) direction of north

VI. Alcohol Related Procedures

- A. In cases involving DWI, alcoholic beverages in the vehicle should be documented in the arrest report, as well as submitted to evidence receiving.
- B. Legally possessed containers in cases not involving DWI or other alcohol related offenses can be locked in a driver's vehicle and itemized in the vehicle impound inventory.
- C. Alcoholic beverages recovered from a theft or burglary shall be treated as evidence.
- D. Caution shall be exercised when seizing any container that they are well sealed and are appropriately marked if easily broken.

VII. Vehicles

- A. If the vehicle is reported stolen by another agency, that agency shall be immediately notified of the recovery and be asked to advise this department by computer or other written communication what they want done with the vehicle.
 - 1. If the reporting agency requests that a vehicle involved in a major crime be impounded, it shall be impounded in accordance with vehicle towing/impound procedures.
 - 2. If the reporting agency does not wish the vehicle to be impounded, it shall be towed by rotation wrecker for storage by the towing company. Once towed, the reporting agency shall be notified by teletype of the name and telephone number of the towing company having possession of the vehicle.
- B. Hit confirmation shall be in accordance with ACIC/NCIC guidelines.
- C. If the vehicle was involved in a major crime within the department's jurisdiction, it shall be processed for items of evidentiary value.
 - 1. If the officer responsible for the investigation or processing of the vehicle has any doubt as to the need of a search warrant, contact may be made with the district attorney's office for advice.
 - 2. The vehicle shall not be released to any person until processing has been completed.

VIII. Computer Related Evidence [83.2.5]

- A. Computers seized by department personnel as fruits of crimes, (e.g. burglary, retail theft), shall be treated as normal evidence and processed according to the procedures of evidence and property.
- B. When available, officers who have been trained in computer evidence seizure shall be in charge of seizing computer related evidence. Computer systems can and have been found to contain destructive programs which can also alter access dates that can be critical evidence.
- C. To ensure that this evidence is handled properly, only individuals who are trained in computer forensics shall examine computers, recording devices or recording media for the evidence contained therein.
- D. When it is determined that a computer is to be seized and processed, department personnel shall contact the appropriate computer forensic investigator. The computer forensic investigator will assist in the seizure of the target system and media.
- E. Exigent circumstances may cause immediate seizure of computer equipment by officer on scene. A properly trained employee should be consulted as soon as possible to assist.

IX. Collection of DNA Evidence [83.2.7]

- A. The initial responding officer has the responsibility to protect the crime scene, including possible DNA evidence. Possible DNA material should be identified and marked to prevent possible contamination. **[83.2.7a]**
- B. DNA evidence should be collected at crime scenes according to procedures set forth by the Ark State Crime Lab. Generally this would be: **[83.2.7b]**
 - 1. Collecting the stained object, or a portion of the object where the stain appears, if possible.
 - 2. Collect a sample by using a moistened cotton swab, preferably a long, sterile cotton swab.
 - 3. Samples should be allowed to air dry, taking care to prevent cross-contamination.
 - 4. Each sample should be properly marked to identify where/when collected and packaged in a manner to prevent cross-contamination.

- C. All DNA evidence collected will be properly marked, including bio-hazard stickers, and submitted to the evidence receiving area at the P.D., according to evidence submission procedures.
** Officers should be mindful of the biological nature of DNA and other serological evidence and such evidence should not be left in an extremely hot environment prior to or during transport.*
- D. All DNA evidence will be submitted for testing to the Ark State Crime Lab according to the ASCL evidence submission procedures and in the case of unknown suspects, for comparison to the state database. [83.2.7d]
- E. Officers collecting DNA evidence shall have been trained in the proper procedures for collecting such evidence, either through a recognized crime scene class or through departmental in-service training. [83.2.7c]

X. Equipment [83.2.4]

- A. Department vehicles used by persons responsible for processing crime scenes shall be equipped in a manner that allows timely and effective processing of the scene.
 - (1) The crime scene vehicle shall contain at least equipment and supplies to be used for the following purposes:
 - (a) recovery of latent fingerprints
 - (b) photography
 - (c) sketch of the scene
 - (d) collection and preservation of physical evidence
- B. Each officer shall have access to a fingerprint kit to be used for lifting latent prints.

XI. Submitting items to the ASCL [83.3.2]

- A. Items to be submitted to the Arkansas State Crime Laboratory should be packaged in accordance with ASCL guidelines which are outlined in the ASCL evidence collection handbook and hand carried to the ASCL. [83.3.2b]
- B. All items submitted shall be accompanied by the approved evidence submission sheet from the ASCL, available from their website. [83.3.2c]
- C. The evidence submission sheet shall include the identification of the person submitting the evidence to the ASCL. [83.3.2a]
- D. The person delivering evidence to the ASCL will await a receipt of the evidence items delivered and return the receipt to the department to be included with the case file. [83.3.2d]

- E. Results from the ASCL are made in writing and are notarized and sent to the investigating officer. The investigating officer or department designee will cause those results to be and attached to the corresponding case file at the department and forwarded to the appropriate prosecutor if needed.
[\[83.3.2e\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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Reference: CALEA 83.3.2a, 84.1.1a-g, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6, 84.1.7, 84.1.8

I. Policy

The Jonesboro Police Department will ensure that all property in its possession is properly received and promptly recorded, securely stored, readily retrievable, and disposed of in accordance with applicable laws, as soon as possible. [\[84.1.1.a\]](#)

II. Procedure

A. Submission

1. All items submitted for storage in the Evidence Room shall have an incident, offense, or arrest report written and an incident number issued by the Jonesboro Police Department. Employees shall report the circumstances of all property seizures fully on an offense, incident, or arrest report form. [\[84.1.1.c\]](#)
2. All articles of property requiring submission to the Evidence Room are to be submitted prior to the end of the shift for the employee collecting and submitting the property. [\[84.1.1.b\]](#)
3. A JPD Evidence Submission Form shall be completed by the employee that collected the property, listing each article of property. [\[84.1.1.c\]](#)
4. All property submitted to the Evidence Receiving area shall be recorded on the evidence log. Items should be secured in a locker of appropriate size, if possible. [\[84.1.2, 84.1.4\]](#)

5. Large items, bicycles and hazardous materials are to be stored in the equipment courtyard located on the north side of the Jonesboro Police Headquarters Facility. The access gates to area shall be kept closed at all times. Access to the area is limited by an electronic gate opener. The collecting member shall complete an Evidence Submission Form describing the property and its location, log the item(s) on the evidence log and place the submission form in an evidence locker or the drop box. If appropriate, it shall be the responsibility of the collecting member to post signs around the property identifying it as evidence and that it should be preserved for fingerprinting.
6. Whenever possible, all evidence shall be packaged in the smallest appropriate containers (heat sealed poly bag, paper sacks, or envelopes). Guns and knives shall be placed in the appropriate size box (pistol or long gun, knife box) and secured with plastic zip ties. [\[84.1.1.d\]](#)
7. If at the time of submission the collecting member knows that he or she intends the evidence be forwarded to a laboratory, then that evidence should be packaged separately from any other evidence. The collecting member must also complete the proper laboratory request forms. [\[83.3.2a, 84.1.1.g\]](#)

B. Special Considerations

1. Biohazards - Any property soiled or impregnated with blood or other possible bodily fluids will be submitted to the Evidence Room sealed in paper bags or cardboard boxes, consistent with accepted evidence handling procedures. The words "CAUTION BIOHAZARD" should be conspicuously visible on the outside of the container, either through the use of provided Biohazard stickers and labels or hand written on the outside of the package by the collecting member. [\[84.1.1.d\]](#)
2. Syringes - The collecting member shall place hypodermic syringes that pose a threat of causing accidental punctures to other personnel in a biohazard syringe container. These containers are available in the evidence processing area. The submitting member must document on the submission form and on any packaging "Danger Sharp Object" and attach a "Biohazard" sticker. [\[84.1.1.d\]](#)
3. Blood Vials - Vials of blood shall be marked with a Biohazard label and sealed in a plastic evidence bag and placed in the refrigerator. The refrigerator shall be kept locked by padlock at all times. The key to the padlock will be available from the Desk

Officer. The collecting member shall also complete the evidence log when submitting property into the refrigerator. **[84.1.1.d, 84.1.3]**

4. Urine Samples - Urine sample containers shall be marked with a biohazard label and then sealed in a plastic evidence bag prior to being placed in the refrigerator. In addition to the evidence submission form, a State Crime Laboratory submission form shall be completed. Since no chain of custody form is included in this form, members must document the chain of custody information with a department evidence sheet. The refrigerator shall be kept locked by padlock at all times. The key to the padlock will be available from the Desk Officer. The collecting member shall also complete the evidence log when submitting property into the refrigerator. **[84.1.3]**
5. Sexual Assault Kits - When sexual assault kits are collected they will be bar coded separately from any other evidence collected. When a sexual assault kit is collected it is to be placed in the refrigerator. The refrigerator shall be kept locked by padlock at all times. The key to the padlock will be available from the Desk Officer. The collecting member shall complete the evidence log when submitting property into the refrigerator. **[84.1.3]**
6. Fingerprints - Any property that the collecting member desires to be examined for the presence of fingerprints should be placed in a paper sack and marked "TO BE PRINTED". **[84.1.1.g]**

C. Evidence Receiving **[84.1.3]**

1. ALL property submitted to the evidence room, must be routed through the evidence receiving area.
2. Several different storage containers (boxes, bags, poly sealing, etc) are available in this area and items must be packaged in order to be accepted into evidence.
3. Lockers and a drop box are available in the receiving area. Smaller items may be dropped into the drop box. Larger items may be placed in one of the available lockers. The locker would then be closed and secured and the key placed in the smaller key drop box at the end of the locker area.
4. A refrigerator and an outside storage room are available for items that require refrigeration or items that are too large for a locker. Keys for both of these areas are available from the Desk Officer.

Bikes or other extremely large items may be left in the secured fence area on the north side of the building.

5. The Evidence Receiving area is accessible 24 hours a day.

III. Items That Will NOT be Accepted for Storage

- A. Explosives or detonators

When an explosive device is found, a supervisor will be contacted who will determine if the a Bomb Squad will be contacted.

- B. Fireworks

Will not be accepted unless they are evidence in a criminal case in which an arrest has been made. Fireworks that have been simply confiscated will not be accepted.

- C. Corrosives

May be stored in the storage area on the north side of the building.

- D. Bottled gases

May be stored in the storage area on the north side of the building.

- E. Gasoline or similar flammable substances

May be stored in the storage area on the north side of the building.

- F. Any item or substance that would pose a health risk to personnel storing or handling the evidence. **ITEMS OF THIS NATURE WILL NOT BE BROUGHT ONTO JONESBORO POLICE DEPARTMENT PROPERTY.**

- G. Power equipment that contains gasoline

May be stored in the storage area on the north side of the building.

- H. Lost or stolen items in such a state of disrepair or damage that it appears likely to have been abandoned and that have no evidentiary value.

- I. Animals possessed by persons at the time of arrest will not be accepted. The animal should be released to a responsible person at the scene. If this is not possible, then animal control should be contacted. The arresting

officer will advise animal control that the animal should not be destroyed while its owner is in custody, and the owner should be notified of the location of the animal.

J. Perishable items

IV. Special Procedures for Certain Items: [84.1.1.e]

A. Currency

All currency shall be counted by two persons prior to sealing it and submitting it to the Evidence Receiving Area.

The currency may be inserted into an envelope, however if this is done, the envelope shall be sealed with evidence tape and the tape initialed by both members counting the money. The envelope may also be sealed in a poly bag, however, both members must also initial the heat seals on both ends of the bag. The names of both members should also be included on the Evidence Submission Form.

B. Firearms and Weapons

1. All firearms **MUST** be unloaded prior to placing them into the Evidence Receiving Area. Members shall insert or attach a cable tie (supplied in the evidence receiving area) so as to clearly indicate that the weapon is not loaded.
2. In the unlikely event that a firearm loaded with or believed to be loaded with live ammunition must be placed into evidence, then the collecting member shall clearly and prominently mark the package as "LOADED FIREARM". The authorization of a supervisor is required prior to a loaded firearm being placed into evidence.
3. Ammunition may be submitted with the firearm provide that it can be done so safely secured within the same package. If this is not possible, then separate packing will be required.
4. Other weapons, such as knives, razors, ice picks, swords, arrows, etc must be covered and made safe as possible prior to submission to Evidence.
5. All firearms used in the commission of a crime and collected by the Jonesboro Police Department will be forwarded to the Arkansas State Crime Laboratory pursuant to Arkansas § 12-12-324. Collecting officers or the Evidence Custodian will prepare a

State Crime Laboratory Evidence Submission Sheet in addition to the JPD Evidence Submission Form. [\[83.3.2.a\]](#)

C. Narcotics

1. All narcotics evidence will be first heat sealed in poly bags.
2. The collecting members shall initial both seals created on the poly bag by the heat sealing machine.
3. The Evidence Custodian shall treat narcotics submitted for evidence as "sensitive" and will be stored in the higher security area of the Evidence Room.

D. Sharps

1. All needles and similar items must be placed in a clear plastic tube provided and marked with biohazard tape.

V. Security of Evidence Room [\[84.1.2\]](#)

- A. The Evidence Room will be secured during non business hours or when Evidence Room personnel are not present. No personnel other than personnel assigned to the Evidence Room will be permitted access to the evidence storage area unless specifically and expressly authorized by the Chief of Police. All personnel having business with the Evidence Custodian will conduct their business from the evidence business area, in front of the white line, or in the Evidence Custodian's office.
- B. In the event that any person other than those regularly assigned by the Chief to the Evidence Room (for instance: exterminators, repair personnel, etc) needs entry to the Evidence Room storage areas, they will be accompanied at all times by Evidence Room personnel or by a supervisor.
- C. Access to the evidence room and evidence lockers will be by keys issued only to evidence room personnel and their supervisor. NO keys to the evidence areas are to be issued to or in the possession of other persons. In the event that personnel changes are made, all access to the evidence areas should be re-keyed.

VI. Chain of Custody

- A. All newly submitted property, or previously submitted property being returned, will be routed through the evidence receiving area. No additional evidence submission sheet will be required if the original is still attached. Any evidence seal that has been broken or penetrated must be resealed and

re-initialed by the officer. Failure to do so will result in the Evidence Custodian refusing to accept the evidence back. [84.1.3]

- B. A bar code shall be attached to each package of property after it is received into the evidence room. It shall be secured in a conspicuous location on each individual package. [84.1.1.d]
- C. Should property taken out of Evidence be retained by court personnel, the member who checked the property out must obtain either a court order or a receipt signed by the court official detailing the item or items being retained by the court for "evidence". The member will then bring the court order or receipt to the Evidence Custodian who will make the proper notations in the evidence tracking system. [84.1.1.g]
- D. Any item checked out from Evidence and not returned in seven calendar days by the member will cause a notice to be sent to the employee's commanding officer. Members checking out property are responsible for ensuring the proper receipts are provided to the Evidence Custodian. [84.1.5]
- E. No item of evidence shall be removed from Evidence without first being checked out using the computerized evidence tracking system. This transaction shall include the date and time of transfer, the receiving person's name, location of transfer outside (lab, court, etc) and reason for transfer. [84.1.5]
- F. Upon receiving the evidence, the Evidence Custodian shall assign it to a bin number and store the property in that location. The Evidence Custodian shall also note the bin number that was assigned on the Evidence Submission Form. [84.1.5]
- G. The Evidence Custodian will enter the information from the Evidence Submission Form into the evidence tracking computer system. The original form will be left secured to the items until final disposition of the item is achieved, at which time it will be filed with the Records Division. [84.1.5]

VII. Disposition of Property

- A. It shall be the responsibility of the collecting member to provide to the Evidence Custodian all possible accurate information as to the rightful owner of all property submitted as "evidence" or "found property". [84.1.1.f]
- B. Property submitted to Evidence designated as "evidence" shall be disposed of within six months of when it can be established that the items are no longer needed for evidentiary purposes. Evidence shall be returned to its

lawful owner unless ownership of the evidence is transferred to the jurisdiction by court order, or the lawful owner fails to claim the evidence, or if the evidence is contraband. In such cases, the Evidence Custodian shall properly dispose of it. [84.1.1.g, 84.1.7]

- C. Property submitted to Evidence designated as "lost and found" shall be returned to the lawful owner whenever possible, or disposed of in accordance with state law or this policy. Property submitted to Evidence as "lost and found" may be released to the finder in accordance with JPD Policy and applicable state law. Items collected for safekeeping may be returned to the owner immediately unless the collecting member communicates, in writing, to the Evidence Custodian reasons why the item or items should not be returned. [84.1.1.g, 84.1.7]
- D. It shall be the on-going responsibility of the Evidence Custodian to regularly evaluate the status of items stored in an effort to ensure that they are disposed of as rapidly as possible. [84.1.1.g, 84.1.5]
- E. The Evidence Custodian shall prepare a notification memorandum for the collecting member or lead investigator that describes the evidence, the date of submission and other pertinent information and forward this memorandum to the collecting member, preferably by e-mail. Upon receipt of this memorandum, the collecting member shall respond to the memorandum within fourteen days by indicating whether the evidence can be released, to whom it may be released and the status of the criminal case (if applicable). The collecting member shall then return this memorandum to the Evidence Custodian. If the completed memorandum is not returned to Evidence within fourteen days, a second memorandum will then be forwarded to the submitting member's unit supervisors. [84.1.1.g]
- F. Seized Items Used for Training [84.1.4]
 - 1. Seized or forfeited drugs may be used for training purposes. Items utilized for this purpose will be obtained through the Drug Task Force office. Only certified K9 handlers currently assigned a police service dog will be permitted to obtain drug items for training. Only items that are no longer need for evidentiary purposes will be utilized. The handler will sign a receipt for the requested items obtained from the DTF Evidence Custodian and the items must be returned to DTF within seven working days.
 - 2. Due to the lack of known integrity, seized or forfeited explosives will be disposed of in a proper manner and will not be used for training.

3. Seized or forfeited weapons will be disposed of only after a proper court order signed by a judge has been obtained. Weapons suitable for use by the P.D. may be appropriated to Department use by the court. Other weapons of value will be inventoried and released for sale with a proper court order and sold or traded to a licensed gun dealer in exchange for duty weapons to be utilized by the department. Weapons not suitable for use or resale will be disposed of according to department guidelines.

VIII. Asset Confiscations – Narcotics Arrests [84.1.8]

- A. All provisions of applicable state laws and / or federal seizure guidelines must be followed by members of the Police Department.
- B. In accordance with A.C.A. 5-64-505, when any property is seized for forfeiture, the seizing member shall prepare and sign a Confiscation Report.
 1. Instructions for preparing the report are printed on the back of the form and it must be completed at the time the arrest occurs.
 2. The party from whom the property was seized shall also sign the report, if present, and shall immediately be provided a copy by the confiscating officer. If the party refuses to sign the report, the report shall be signed by one (1) additional law enforcement officer, stating that the party refused to sign the report.
- C. The Confiscation Report will be submitted to the Drug Task Force Chief Narcotics Officer, not placed into evidence. In all cases, the Confiscation Report must be completed prior to the end of the shift in which the confiscation occurred. The completed form may then be placed into the DTF mailbox or may be hand-carried to a DTF Supervisor.
- D. The DTF Supervisor will maintain a report of all confiscations and will supply an up-to-date copy of this report to the Police Department Administration office.

IX. Inspections

- A. An inspection will be conducted by the supervisor of the Evidence Custodian semi-annually to inspect the evidence storage facility to ensure adherence to all applicable policies and procedures and that the property is being stored in such a manner so as to protect it from damage and deterioration. [84.1.6.a]

The inspection shall also verify that property having no further evidentiary value is being disposed of promptly and properly and that cleanliness of

the evidence storage and work area is being maintained.

- B. Unannounced inspections of the evidence storage facility and records system shall be conducted semiannually, or as deemed appropriate, at the direction of the Chief of Police. Random comparisons of records with actual property will occur during this unannounced inspection. Documentation of the results of this inspection will be forwarded to the Chief of Police. [\[84.1.6.d\]](#)
- C. An annual audit of evidence held by the Jonesboro Police Department shall be conducted by a commanding officer as appointed by the Chief of Police. The commanding officers should not be routinely or directly responsible with the evidence control function. Documentation of the results of this inspection will be forwarded to the Chief of Police. [\[84.1.6.c\]](#)
- D. In the event a new Evidence Custodian is appointed, a joint inventory with the outgoing Evidence Custodian, or a designee of the Chief of Police, and the new Evidence Custodian shall be held to ensure proper documentation and accountability. The purpose of this inventory is to guaranty the continuity of custody and ensure the integrity and accountability of the system. The incoming Evidence Custodian shall ensure that all records are up to date and properly annotated. All discrepancies shall be documented prior to the transfer of accountability to the new custodian and shall be reported in writing to the Chief of Police. Following completion of the inventory, all entry locks to any doors in the Evidence Room shall be re-keyed. [\[84.1.6.b\]](#)

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>701.00</i>
<i>Topic</i>	:	<i>Tactical Response Team</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: Related JPD policy 405, 515, 516, & 801; CALEA 46.1.8, 46.2.2, 46.2.3

I. Policy

Recognizing that the presence of a highly trained, highly skilled police tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers and suspects; and recognizing that a well managed “team” response to critical incidents usually results in successful resolution of critical incidents, it is the intent of the Jonesboro Police Special Services Unit to provide a highly trained and skilled tactical team as a resource for the Jonesboro Police Department in the handling of critical incidents.

II. Mission

The mission of the Special Services Unit is to support the Jonesboro Police Department and any other requesting law enforcement agency, (if so allowed by Jonesboro Police Policy), with a tactical response to critical incidents.

A. Critical Incidents are defined as follows:

1. **Hostage Situations:** The holding of any person(s) against their will by an armed or potentially armed suspect(s).
2. **Barricade Situations:** The stand-off created by an armed or potentially armed suspect(s) in any location, whether fortified or not, who is refusing to comply with police demands to surrender.
3. **Sniper Situations:** The firing upon citizens and/or police by an armed suspect, whether stationary or mobile.

4. High-Risk Apprehensions: The arrest or apprehension of armed or potentially armed suspects where the likelihood of armed resistance is high.
5. High-Risk Warrant Service: The service of search or arrest warrants where the warrant service involves armed or potentially armed suspects.
6. Personal Protection: The security of special persons, such as VIP's, witnesses, or suspects, based on threat or potential threat to the well being of those persons.
7. Special Assignments: Any assignment, approved by the Special Services Commander, based upon a high level of threat.

III. Team Selection

Service with the tactical team is voluntary. Announcement of available openings will be made with equal opportunity given to all department members who meet the required minimum time in service.

Selection to the team will follow completion of testing phases as determined by the Tactical Unit Commander, Special Services Division Commander and Assistant Chief of Police. Test elements may include, but will not necessarily be limited to: a physical fitness test, a scenario based test, and an interview to determine overall job knowledge. [\[46.2.2\]](#)

IV. Equipment

- A. All selected members will be equipped with necessary weapons, body armor, uniforms and other equipment particular to their team assignment. The assigned equipment will become the responsibility of the team member and shall be maintained in a state of operational readiness. [\[46.2.3\]](#)
- B. Team members will be assigned responsibility for retrieving the team's equipment trailer. As new rotation into that assignment occurs each month, the officers accepting the assignment will be responsible for conducting an inspection of the equipment to ensure operational readiness. [\[46.1.8\]](#)

Last Reviewed: 03/15/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>702.01</i>
<i>Topic</i>	:	<i>Police Service Dog</i>
<i>Effective</i>	:	<i>March 15, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.3.5, 16.2.1b, 41.1.4a-d

I. Policy

The Police Service Dog Program was established to augment police services to the community. It is the policy of this department to maintain a highly trained Canine Team. The effective utilization of canines requires adherence to diligent training protocol and operational procedures that properly control their use-of-force potential and channels their specialized capabilities into legally acceptable crime prevention and control activities. [\[41.1.4a, 16.2.1b\]](#)

II. Guidelines for the Use of Police Service Dogs

- A. A Police Service Dog may be used to locate and apprehend a suspect if the Police Service Dog handler reasonably believes that the individual has either committed or is about to commit any offense and if any of the following conditions exist:
1. There is a reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any officer, or the handler.
 2. The individual is physically resisting arrest and the use of a Police Service Dog reasonably appears to be necessary to overcome such resistance.
 3. The individual(s) is/are believed to be concealed in an area where entry by other than the Police Service Dog would pose a threat to the safety of officers or the public.
 4. It is recognized that situations may arise which do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a Police Service Dog in view of the totality of the circumstances.

NOTE: Absent the presence of one or more of the above conditions, mere flight from pursuing officer(s) shall not serve as good cause for the use of a Police Service Dog to apprehend an individual.

B. Preparations for Utilizing a Police Service Dog

Prior to the use of a Police Service Dog to search for or apprehend any individual, the Police Service Dog handler and/or the supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information shall include, but is not limited to the following:

1. The individual's age or estimate thereof
2. The nature of the suspected offense
3. Any potential danger to the public and/or other officers at the scene if the Police Service Dog is released.
4. The degree of resistance, if any, the subject has shown.
5. The potential for escape or flight if the police dog is not utilized.
6. The potential for injury to officers or the public caused by suspect if the police dog is not utilized.

A Police Service Dog handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a Police Service Dog is technically feasible. Generally the decision to deploy the dog shall remain with the handler, however, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

C. Warnings Given to Announce the Use of a Police Service Dog

Unless it would otherwise increase the risk of injury or escape, a clearly audible warning to announce that a Police Service Dog will be released if the person does not come forth, shall be made prior to releasing a Police Service Dog. The Police Service Dog handler, when practical, shall first advise the supervisor of their decision if a verbal warning is not given prior to releasing the Police Service Dog.

It is also suggested, but not required, that any assisting police units be notified of the release of the police service dog. (announcement over radio.)

D. Reporting Use of a Police Service Dog

Whenever the Police Service Dog is deployed, a Police Service Dog use report shall be completed by the handler.

E. Reporting Police Service Dog Bites or Injuries

Use of specially trained police canines for law enforcement responsibilities constitutes a real or implied use of force. In this as in other cases, officers may only use that degree of force that reasonably appears necessary to apprehend or secure a suspect as governed by the Department Use of Force policy.

Whenever a police service dog has bitten or scratched a person the handler shall perform the following:

1. The shift commander shall be notified
2. The suspect shall be taken to the emergency room of the approved medical facility regardless of the severity of the injury. [\[1.3.5\]](#)
3. Color photos shall be taken of the affected area(s) regardless of the severity of the injury.
4. A Use of Force report shall be prepared as well as a detailed report. The report shall detail the circumstances surrounding the incident, the identity of the individual, witnesses, extent of the injuries sustained by the individual and measures taken in response to the incident.

If no arrest is made, the individual will be offered medical care and treatment by a qualified medical professional. (Report will still be prepared and photos shall be taken)

F. Assignment of Police Service Dogs

1. The Police Service Dog teams shall be assigned to the Patrol Division to supplement and assist the Patrol officers or may be assigned to other specialized units.
2. Police Service Dog teams should function primarily as cover units; however, they may be assigned by a supervisor to other functions based on the needs of the watch at the time.
3. Police Service Dog teams should not be assigned to handle matters that will take them out of service for extended periods of time unless absolutely necessary, and only with the approval of the shift supervisor.

III. Request for Use of Police Service Dog Teams

A. Other Divisions

Personnel within the department are encouraged to freely solicit the use of the Police Service Dogs. Requests from officers from another shift or division to use a Police Service Dog team, should be made to the on-duty supervisor.

B. Requests from Other Agencies

The shift supervisor or the unit coordinator must approve all requests for Police Service Dog assistance from outside agencies subject to the following provisions:

1. Police Service Dog teams shall not be used outside the City of Jonesboro to perform any assignment, which is not consistent with this policy.
2. Upon arrival at the scene, the handler has the ultimate decision as to whether or not the Police Service Dog is to be used for a specific assignment.
3. Police Service Dog teams shall not be called out while off duty or used outside the City of Jonesboro unless authorized by the shift supervisor or the Unit Commander.

C. Requests for Public Demonstrations

1. All public requests for a Police Service Dog team shall be approved by the supervisor prior to making any commitment.
2. Handlers shall not demonstrate any “apprehension” work to the public unless authorized to do so by the supervisor.

IV. Selection of Police Service Dog Handlers

A. Members of the Canine Unit shall be volunteers and shall consist of sworn personnel with a minimum of 2 years experience or above and must agree to be assigned to the position for a minimum of three years.

B. All applicants shall:

1. Submit a letter of interest to the Chief of Police through the chain of command.
2. Obtain a letter of recommendation by the applicant’s immediate supervisor.
3. Maintain above average performance evaluations (80.1 or higher) during the last year of employment.
4. Own or rent a dwelling with an enclosed back yard with sufficient space to erect a kennel to house the police service dog. If the applicant does not own the property currently occupied, the officer shall obtain written permission from property owner for the housing of the police service dog.

V. Police Service Dog Handler Responsibilities

Police Service Dog Handlers shall be responsible for, but not limited to, the following:

A. Availability

The handler shall be available for call-out under conditions specified by their supervisor.

B. Care for the Police Service Dog and Police Service Dog Equipment [41.1.4c]

1. All handlers will be provided with a properly equipped Canine Unit that will allow a safe and comfortable environment for the canine. The Canine Unit shall be adequately marked so as to provide suitable warnings and protection for citizens, the Canine, and members of the Police Department. Any officer, as assigned, may operate the vehicle itself without the canine. Periodic inspections to determine that the Canine Unit is properly maintained will be conducted by the Canine Program Coordinator.
2. The handler shall ensure that the Police Service Dog receives proper nutrition, grooming, training, medical care, affection, and living conditions. The handler will be responsible for the following:
 - a. The handler shall maintain all department equipment under his/her control in a clean and serviceable condition. The equipment to be maintained for each service dog shall include, a leather lead, collar, a container of water and bowl, first aid kit, reward toy (ball, tug, etc), rubber gloves and hand sanitizer. [41.1.4d]
 - b. Under no circumstances will the Police Service Dog be lodged at another location unless approved by the supervisor or Unit Commander. When a handler takes a vacation or extended amount of days off, the Police Service Dog vehicle shall be maintained at the approved Police Department veterinary facility.
 - c. Any changes in the living status of the handler which may affect the lodging or environment of the Police Service Dog shall be reported to the supervisor and the Program Coordinator as soon as possible.
 - d. When off-duty, Police Service Dogs shall be maintained in kennels, provided by the City, at the homes of their handlers. When a Police Service Dog is kenneled at the handler's home, the gate shall be secured. When off-duty, Police Service Dogs may be let out of their kennels while under the direct control of their handlers. The Police Service Dog should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

- e. When off-duty, handlers shall not involve their Police Service Dogs in any activity or conduct unless approved in advance by the supervisor or Unit Commander.

C. Police Service Dogs in Public Areas

All Police Service Dogs shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the Police Service Dogs are trained.

- 1. Police Service Dogs shall not be left unattended in any area to which the public may have access.
- 2. When the Police Service Dog unit is left unattended, all windows and doors shall be secured.

D. Handler Compensation

The Police Service Dog handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the dog in accordance with the Fair Labor Standards Act.

VI. Medical Care of the Police Service Dog

- A. In the event that a Police Service Dog is injured, the injury will be immediately reported to the on-duty supervisor.

- B. Depending on the severity of the injury, the Police Service Dog shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

- C. The injury will be documented on a Police Service Dog use report form.

- D. All medical attention shall be rendered by the designated Police Service Dog veterinarian, except during an emergency as provided.

- 1. Non-emergency Medical Care

- a. Non-emergency medical care will be coordinated through the supervisor or Unit Commander.
- b. Any indication that a Police Service Dog is not in good physical condition shall be reported to the Program Coordinator and the supervisor as soon as practical.

- 2. Emergency Medical Care

The designated emergency medical treatment center or Police Service Dog

veterinarian shall render emergency medical treatment. The handler shall notify the supervisor as soon as practicable when emergency medical care is required.

VII. Training [41.1.4b]

Before assignment in the field, each Police Service Dog Team shall be trained by a department approved trainer and certified through a nationally recognized organization, to meet current standards.

A. Continued Training

Each Police Service Dog team shall thereafter be re-certified on an annual basis. Additional training considerations are as follows:

1. Police Service Dog teams shall receive training as defined in current contract with the Department's Police Service Dog training provider.
2. Police Service Dog handlers are encouraged to engage in additional training with approval of the unit coordinator.
3. In order to ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to the policies of the Jonesboro Police Department.

B. Failure to Successfully Complete Training

No Police Service Dog team failing certification shall be deployed in the field until certification is achieved. When practical, pending successful certification, the Police Service Dog handler shall be temporarily reassigned to regular patrol duties.

C. Training Records

All Police Service Dog training records shall be maintained in accordance with the unit commander.

VIII. Police Service Dog Unit Program Coordinator Responsibilities

The program coordinator shall be appointed by staff, and shall supervise the Police Service Dog Program. The program coordinator is directly responsible to the Patrol commander. The Program Coordinator shall be responsible for, but not limited to, the following:

- A. Maintain liaison with the vendor kennel;
- B. Maintain liaison with Administrative staff;
- C. Maintain liaison with other agencies;

- D. Recommend and oversee the procurement of needed equipment and services for the unit;
- E. Be responsible for scheduling all Police Service Dog related activities;
- F. Ensure the Police Service Dog teams are scheduled for continuous training to maximize the capabilities of the teams.

Last Revised: 03/15/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>703.01</i>
<i>Topic</i>	:	<i>Reserve Officers</i>
<i>Effective</i>	:	<i>March 15, 2010</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7, 16.3.8, 16.3.9

I. Policy [16.3.1]

The Jonesboro Police Department recognizes that the Reserve Police Officer Unit is a valuable resource for the agency. The Jonesboro Police Department will maintain a Reserve Police Officer Unit to supplement its day to day operations. In doing so, it is the policy of the Jonesboro Police Department to ensure that its *reserve* police officers meet comparable training and proficiency requirements as is required of regular *full time* police officers.

Members of the Jonesboro Police Department’s Reserve Police Officer Unit will, while on-duty and under direct supervision, exercise the same authority and legal protection afforded full time sworn police officers. Jonesboro Police Department reserve officers will have no more authority than granted a private citizen unless assigned an official duty by a Jonesboro Police Department supervisor, and is operating under the direct supervision of a full time Jonesboro police officer.

II. Definitions

Reserve officer – a non-paid officer with reserve certification from the State of Arkansas

Full time officer – a regular, paid, full time officer with full arrest capabilities afforded a certified police

III. Procedures

A. Selection Criteria

The members of the Jonesboro Police Department's Reserve Officer Unit will be selected in the same manner as are full time police officers. The selection criterion are as follows: [16.3.2]

1. Applicants must be at least twenty-one years of age;
2. Applicants must be a citizen of the United States;
3. Applicants must be a high school graduate or possess a General Education Diploma (GED); [16.3.9]
4. Applicants must submit to a thorough background investigation to include criminal history checks through the Arkansas Crime Information Center (ACIC), the National Crime Information Center (NCIC), and fingerprint checks through the State of Arkansas Automated Fingerprint Identification System (AFIS). A personal background review of the applicant's general character and standing within the community will be conducted;
5. Applicants must pass agility tests, a written test, drug screen, polygraph, and oral interviews;
6. Applicants must successfully complete a thorough physical examination and must also complete a psychological examination as required by Commission on Law Enforcement Standards and Training;
7. Any other applicable criteria as determined by the Chief of Police.
8. A full time Jonesboro Police Department officer who terminates his full time status in good standing with the Jonesboro Police Department may be eligible for appointment as a reserve police officer upon the approval of the Chief of Police.
9. A full time officer that has been terminated by the Jonesboro Police Department is not eligible for appointment as a reserve officer for the Jonesboro Police Department.

B. Staffing and Chain of Command

1. The Jonesboro Police Department Reserve Police Officer Unit is primarily intended to function in a support capacity for the Patrol Division.
2. The Special Operations Division Commander, or his designee, will serve as the "coordinator" between the members of the Reserve

Unit and the Patrol Division. The function of the Reserve Coordinator shall be to facilitate the various activities and operations of the Reserve Unit, maintain all related records, and coordinate required training as necessary.

3. The authorized personnel strength of the Reserve Unit shall be determined by the Chief of Police based on the needs of the Department.
4. Reserve officers, while operating under direct supervision in an assigned capacity for the Jonesboro Police Department, will have the same civil liability protection afforded full time law enforcement officers of this Department. The City Attorney for the City of Jonesboro will provide representation in the event of a civil action against a Jonesboro Police Department Reserve Police Officer provided that: [\[16.3.7\]](#)
 - a. The event resulting in the civil action against the reserve officer occurred while the officer was operating under supervision and in an assigned capacity for the Jonesboro Police Department; and
 - b. The reserve officer named in the civil action acted in accordance with all federal, state and local laws as well as all policies and procedures established by the Jonesboro Police Department.

C. Uniforms and Equipment

Each member of the Jonesboro Police Department Reserve Police Officer Unit will be issued uniforms and related equipment comparable to that issued to full time officers. [\[16.3.4\]](#)

1. Reserve officers shall be issued at least one (1) complete set of regulation Jonesboro Police Department uniforms.
2. While reserve officers' badges are identical in appearance to badges issued to full time officers, the "rank panel" of the reserve officer's badge shall include the word "Reserve." No rank designation will appear on a reserve officer's badge.
3. Reserve officers shall adhere to all regulations and policies governing the wearing of the Jonesboro Police Department uniform.

4. Reserve officers shall be issued a duty firearm in accordance with applicable Jonesboro Police Department policies and procedures.

D. Training

All members of the Jonesboro Police Department's Reserve Police Officer Unit shall receive training as required by the Arkansas Commission on Law Enforcement Standards and Training comparable to the level required for full time law enforcement officers. This training shall include, but is not limited to:

1. Reserve Police Officer Course - Applicants will attend the *Reserve Police Officer Course* as approved by the Arkansas Commission on Law Enforcement Standards and Training. This course will be held on an as needed basis; and may be held in conjunction with other local law enforcement agencies. The course will consist of no less than one hundred (100) hours of classroom instruction and firearms training. The reserve curriculum shall be comparable to the state approved curriculum for police officers attending basic police training. [16.3.3]
2. Prior to being authorized to carry a departmentally issued weapon, reserve officers will be issued a copy of the Jonesboro Police Department's Use of Force Policy and will receive documented instruction concerning the use of deadly force. [16.3.6]
3. Reserve officers will be required to attend the same in-service training as given full time police officers, mandated by Jonesboro Police Department policy and procedures. [16.3.5]

IV. Rules and Responsibilities

A. Reserve Officer Regulations

1. Reserve Officers shall not, while off duty, identify themselves as regular police officers of the Department in any manner.
2. Reserve Officers are required to meet all court attendance requirements, which are required of regular officers.
3. Reserve Officers shall be required to be current and familiar with all policies, rules and procedures of the Police Department and the City of Jonesboro which pertain to their police duties.
4. Reserve officers will be required to:

- a. Maintain a current telephone number and be subject to emergency call out twenty-four (24) hours a day; when not in conflict with the reserve police officer's regular employment; and
- b. Exhibit the same high standards of professional and moral conduct as full time Jonesboro police officers.
- c. Attend all mandatory reserve officer's meetings and training classes as may be scheduled by the Department.
- d. Reserve officers will be required to work, at a minimum, eight hours per month. Officers may be assigned to divisions other than the patrol division, upon the approval of the Reserve Coordinator, the commander of those divisions, and the Chief of Police. In addition, Reserve officers must attend one reserve meeting per month, unless excused by the Chief of Police or his designee. Officers may be excused from participation for the following reasons:
 - 1. Illness
 - 2. Conflicting work schedule
 - 3. Family emergency
 - 4. Other unusual emergencies or conflicts

Failure to complete the required monthly ride time or special assignments can lead to termination. When an individual's absence is deemed unexcused for the second time in a 12 month period, he or she will be brought before the Executive Board for a disciplinary hearing, which may result in the member's termination. When an individual's third absence in a 12 month period is deemed by the Executive Board to be unexcused, that individual will be automatically terminated and directed to turn in all Police Department equipment within 48 hours to the Reserve Coordinator.

5. Firearms Proficiency Training

At a time and date announced by the Jonesboro Police Department's Training Coordinator, reserve officers will be required to demonstrate proficiency with any weapon approved for their use. The frequency of qualification and the minimum qualification score required of reserve officers will be the same as the score required of full time officers. Reserve officers who fail

to demonstrate this level of proficiency will not be authorized to carry and use departmental weapons. [16.3.6]

6. Disciplinary Process

Jonesboro Police Department reserve officers may be subject to the same disciplinary processes as any full time member for misconduct while on duty or official misconduct when off-duty. However, reserve officers serve at the discretion of the Chief of Police and the Chief of Police may terminate a Reserve officer's appointment at any time for any cause deemed sufficient. Disciplinary action, up to and including termination from the Reserve Unit, may be taken for:

- a. Failure to work the required number of shifts; or failure to attend scheduled Reserve Police Officer Unit meetings or assigned training sessions;
- b. Performance as a reserve officer that is inconsistent with the standards required by the Jonesboro Police Department.
- c. Other conduct considered to be unbecoming an officer or so detrimental in nature to the Department or the Reserve program that such action affects the performance of police services.

B. Duty and Assignments

1. Reserve Officers shall be utilized at any time it is necessary to assist the regular, salaried members of the Police Department to preserve the peace, enforce the law and maintain order in the community.
2. Reserve Officers may be required to perform any type of police activity as deemed appropriate by the Chief of Police. In addition, the Chief of Police may limit any activity of Reserve Officers as deemed necessary.
3. Reserve Officers shall be subject to the direction and supervision of the supervisor or regular police officer assigned to any scene of police activity. The Reserve Officer shall perform any authorized duty the supervisor or police officer directs and which is within the scope of activities authorized by this order.
4. Reserve officers must report to the on-duty supervisor in the division of their assignment prior to beginning their tour of duty. No reserve officer will be permitted to begin duty without first

being assigned by an on-duty supervisor. The supervisor should make the appropriate assignment based on manpower needs, known problem areas, or other factors as determined by the division commander.

5. Reserve officers will not perform the following duties unless they are accompanied, directed, or supervised by an on-duty, full time officer or are authorized by the Chief or Police or his designee:
 - a. respond to calls for service
 - b. serve warrants
 - c. complete official police reports
 - d. issue traffic citations
 - e. make traffic stops
6. Each reserve officer will document the number of hours of service upon completion of their tour on the appropriate form and submit the form.

C. Special Events

From time to time, special events occur within the City of Jonesboro that may require the use of reserve officers to supplement the existing manpower of the Jonesboro Police Department. On these occasions, all reasonable efforts will be made to notify the reserve officer as far in advance as possible. Reserve officers may be used for crowd control or traffic control, and not be actually in the physical presence of a full time officer, provided they have received proper training for the special task or assignment. Sign in-sign out type duty rosters may be utilized to document service hours during these events.

D. Performance Evaluations [\[16.3.8\]](#)

The Reserve Coordinator will be responsible for completing an annual performance evaluation for each reserve officer. The completed evaluation form, designed and approved by the Department, shall be maintained in the reserve officer's training file controlled by the Department's training coordinator.

V. Reserve Executive Board

A. Structure and Duties

1. The Reserve Executive Board will be made up of a President, Vice President, Secretary-Treasurer from the Reserve Unit, the Director, and Reserve Coordinator or his designee from the Police Department.

2. The Executive Board will be responsible to administrate the Reserve Unit activities as it supports the Regular Department in the law enforcement effort, and the various social activities of the Reserve Unit.
3. The Executive Board will meet once each month for the purpose of conducting the business of the Unit. The Executive Board meetings will be announced in advance to all members of the Unit. Minutes of the general business of the Executive Board will be made available to the members of the Unit upon request at the time of the Unit Meetings held either before or after the Executive Board Meetings. The President of the Reserve Unit will preside over the Executive Board Meetings. In his absence, the Vice President will preside. The Secretary-Treasurer will preside in the absence of the other two officers. Reserve Unit Executive Board Officers are elected by the Reserve Unit to serve a one year term. In the event an executive officer is not able to complete his appointed term in office, or is relieved from his office before his term has been completed, the Reserve Coordinator shall appoint another Reserve Officer to the vacant position to complete the un-ended term. If the position of the President should be vacated for any reason, the Vice President will assume the duties of the President until a new President is appointed. If the position of the Vice President or Secretary-Treasurer should become vacant, the President will assume the duties of the office until the position is filled by appointment.

B. Duties of the Reserve Unit Executive Officers

1. President

The President of the Reserve Unit will work closely with the Director of the Reserve Unit to insure that the instructions of the Chief of Police are met by the Reserve Unit as it meets its responsibilities to the city. He will:

- a. Preside over all Executive Board and Unit Meetings.
- b. Coordinate the efforts of all Unit members in accomplishing the responsibilities of the Unit.
- c. Administrate the business of the Unit, both in the law enforcement support function and the related unit activities, both social and training.
- d. Perform the duties of the Vice President and Secretary-Treasurer in their absence.

- e. Set an example to all members of the Unit through active participation and demeanor that is above reproach.
- f. Be an official spokesman for the Reserve Unit Members at city meetings and functions.

2. Vice President

The Vice President of the Reserve Unit will work closely with the President of the Unit and the Director of the Reserve Unit to insure that the instructions of the Chief of Police are met by the unit as it meets its responsibilities to the City. He will:

- a. Perform the duties of the President in his absence.
- b. Coordinate the activities of the unit to insure that all assignments are met.
- c. Coordinate the activities of the unit to insure that each Reserve Officer meets his personal commitments to the Unit.
- d. Insure a "Sign up" sheet is posted for each month in advance to permit officers to sign up for ride assignments.
- e. Contact those persons who are in charge of activities to which Reserve Officers are assigned to see that these assignments are included in the sign up schedule.
- f. Assign officers to these activities to insure that they are covered.
- g. Be responsible to inform all officers of their duty assignments for each month in advance of the assignment date.
- h. Make monthly reports at the Executive Board meetings of the unit's activity for the preceding month. This report will be a joint report with the Secretary-Treasurer.
- i. Report those officers who have not met their ride assignments.

- j. Perform those additional duties assigned to him by the President, not herein listed, as needed.

3. Secretary-Treasurer

The Secretary-Treasurer of the Reserve Unit will work closely with the President, Vice-President and Director of the Reserve Unit to insure that the instructions of the Chief of Police are met by the Reserve Unit as it meets its responsibilities. He will:

- a. Keep accurate records of the business conducted at all Executive Board and Unit meetings.
- b. Keep accurate accounts of expenditures and receipts of the Unit's cash accounts.
- c. Pay bills as directed by the Executive Board.
- d. Make a monthly report, with the Vice-President of the Unit's activity for the preceding month, at each Executive Board Meeting.
- e. Serve as a member, or chairman, of special committees as appointed by the President of the Unit.

VI. Squad Leaders

- A. In addition to the Executive Officer positions, there shall be other positions filled by appointment of the Executive Board to assist in the coordination of the activities of the Unit. The Reserve Unit will be divided into smaller units called Squads. A Reserve Officer will be designated as Squad Leader of each squad.

1. Duties of Squad Leaders

The duties of the Squad Leader are:

- a. To maintain regular contact with each Reserve Officer in his squad for the purpose of providing information of unit activities, special events, and training programs and to ensure the attendance of each officer.
- b. To provide the opportunity to each member of his squad to have feedback to the Executive Board on those matters which are of concern to him.

- c. To report those situations to the Executive Board which require board action. This shall include general questions, personnel matters and other business.
- d. To provide current address and telephone number information on each squad member to the Executive Board each month.

B. Other Unit Officers at Executive Board Meetings

The Executive Board may elect to have Squad Leaders attend Executive Board Meetings as needed. Their participation at the Board Meetings that they have been asked to attend will be as full voting members of the Board. The Executive Board may include all, or part, of those Officers at their meetings. It is the responsibility of the President to advise in advance those persons who are expected to attend a board meeting.

VII. Procedure for Being Excused from Unit Participation

A. Mandatory Unit Meeting

- 1. To be excused from attending a Regular Unit meeting, the officer will:
 - a. Contact his Squad Leader prior to the meeting and advise him that he will not be able to attend the meeting and to give the reason for it.
 - b. If the officer does not know in advance that he will not be able to attend and cannot reach his Squad Leader before the meeting, he shall contact his Squad Leader as soon as possible after the date of the meeting and before the next Executive Board meeting and explain why he did not attend.
 - c. In the event that he is unable to reach his Squad Leader, he will call the Vice President or Secretary-Treasurer of the Unit and explain the NON-ATTENDANCE to him.
 - d. All Unit Meetings are considered Mandatory. Unexcused absence from Unit meetings can lead to termination. When an individual's absence is deemed unexcused for the second time in a 12 month period, he or she will be brought before the Executive Board for a disciplinary hearing, which may result in the member's termination. When an

individual's third absence in a 12 month period is deemed by the Executive Board to be unexcused, that individual will be automatically terminated and directed to turn in all Police Department equipment within 48 hours to the Reserve Coordinator.

2. Mandatory Training Sessions

All Training is Mandatory. It is particularly important for officers to follow the proper procedure for being excused from these events. The Officer will:

- a. Contact his Squad Leader prior to the meeting and advise him that he will not be able to attend and work out the necessary arrangements with the Squad Leader on how to obtain the information or training, or to make up the assignment at another time.
- b. If the Officer does not know in advance that he will not be able to attend, he must contact his Squad Leader at the earliest possible moment and explain this to him.
- c. In the event the Officer cannot reach his Squad Leader, he will call the Vice President of the Unit.
- d. All missed training sessions will be made up after coordination with the Reserve Coordinator and or Training Officer.

3. Mandatory Assignments

Generally, when the Executive Board declares an activity to be a "Mandatory" activity, it is because it has a special importance, above the regularly scheduled activities. From time to time, this unit performs certain duties for the City of Jonesboro which are considered mandatory assignments. These assignments are discussed at unit meeting in advance of the assignment. Every unit member will be expected to participate.

An individual's absence will result in an Executive Board hearing. Unexcused absences from Mandatory Assignments can lead to termination. When an individual's absence is deemed unexcused for the second time in a 12 month period that Individual will be automatically terminated and directed to turn all Police Department equipment in within 48 hours to the Reserve Coordinator.

4. Other Assignments

Due the fact that we must provide the proper coverage at “Special Assignments,” officers who are assigned to work special assignments who cannot attend must give ample notice to permit their replacement. Officers will:

- a. Make every effort to get someone else to work the assignment in their place and advise their Squad Leader who will replace them.
- b. If they are not able to obtain a replacement, they should contact their Squad Leader in time to permit him to attempt to obtain a replacement,
- c. If there is not sufficient time to contact their Squad Leader in advance, or to obtain a replacement, they should call the station and advise the Dispatcher to inform the Watch Command that they will not be able to meet the assignment and explain why. This is a last resort situation.

B. Leave of Absence

During those time periods when an Officer expects to be away for an extended period of time due to vacation or other reasons, or is ill and will not be able to participate in Unit activities for an extended period of time, or when unusual circumstances do not permit him to be able to participate for an extended period, the following procedure for obtaining a “leave of absence” will apply.

1. Vacation or Work Conflict Leave of Absence

When an Officer is going to be away for a period of two weeks or more on vacation or on business, he will receive a leave of absence by calling his Squad Leader and explaining the reason. The Squad Leader will be responsible to forward this information to the Executive Board and to cover any assignments that the Officer might miss during the time period. All missed activity will be made up.

2. Extended Illness Leave of Absence

At the first reasonable opportunity, the Reserve should contact his Squad Leader, or have someone else do it for him/her, and advise them of his illness. If the illness and/or recovery period should extend beyond the present activity month, he should request, in writing, or through his Squad Leader, a leave of absence listing the

anticipated date of return to active duty. In all cases of extended Illness or Injury leave of absence, the Officer should file a medical release with the Reserve Director before returning to active duty. All missed activities will be made up. Upon petition by the officer, the Executive Board may waive any or all part of the time to be made up.

3. Other Leave of Absence

Any other request for Leave of Absence should be submitted at the earliest convenient moment, in writing, to the Executive Board, listing the reason for the request, and the starting and anticipated ending dates. The Executive Board will discuss the leave of Absence request at the next Executive Board Meeting and will advise the Reserve if the leave has been granted and what level of participation will be expected of the member while on leave. An unexcused, extended leave, from unit participation will be considered a submission of resignation on the part of the Reserve Officer.

C. Make up of Missed Activity

When warranted it will be the responsibility of each Reserve Officer to make up the missed mandatory assignments or other activities even though he has been excused except when a leave of absence has been granted.

If a Reserve Officer should miss a patrol support ride assignment, he will be expected to make up the assignment time a rate of time for time of the assignment during the next month. Anything outside of this the Reserve should contact the Executive Board.

If a Reserve Officer misses a training session, shoot or a mandatory activity, he will be expected to make up the time missed.

D. Personnel Action for Missed Assignments

It will be the responsibility of the Executive Board to monitor the participation of each Reserve Officer to insure that they meet their minimum participation commitment.

1. They will be responsible to assign officers to events when they have not indicated their personal preference in the established manner.

2. They will be responsible to maintain an even assignment level of those special activities that must be covered by the unit.
3. The Vice President of the Unit will coordinate these assignments as a part of his office.
4. A Reserve Officer who does not maintain an acceptable level of participation may be subject to Executive Board Personnel Action.
5. A Reserve Officer will participate in all mandatory activities, (i.e. Unit Meetings, Patrol Support Rides, Training, Shoots and other mandatory activities).
6. An officer may be notified of his poor participation level and scheduled to appear before the Executive Board after review of the circumstances with the officer. The Executive Board may place the Officer on Probation or recommend termination. A justifiable recommendation for termination will be carried out by the Director of the Reserves, and his/her certification will be pulled from the record and filed as TERMINATED.
7. Executive Board Recommendations will be in writing and will be referred to the Reserve Coordinator. Failure of an Officer to respond to the Notice of Executive Board Action or failure to perform terms of his probation will result in immediate termination. The terminated Officer will be required to render all equipment within 48 hours, and any missing equipment will be paid for by the Terminated Officer. This action is to be enforced by the Executive Board.

E. Reserve Officer Responsibility for Notification

The responsibility for notification to the Unit and/or the Executive Board of inability to meet assignments, or to meet worked out terms of a Leave Of Absence, or other participation exemptions granted by the Executive Board will rest with the Reserve Officer.

E. Notification Not Complete Through Regular Department

It will be the responsibility of each Reserve Officer to complete the notification process by the established procedures listed in the regulations. He will not have completed the notification process by just calling the dispatcher, or other on duty regular department member. He must make the prescribed contacts with the proper Unit Officer to make the notification process complete.

VIII. Duty Assignments

Reserve Officers shall report to the on-duty Shift Commander for duty assignments when reporting for patrol duty, it is the Shift Commanders responsibility to assign the Reserve Officer to a duty assignment. The Shift Commander shall have the option of assigning a Reserve to a special duty assignment during a patrol duty tour if the need arises.

IX. Interview - Successful Completion of:

Those candidates who have presented completed applications to the Unit for consideration will be expected to present themselves before an Interview Board at the time and date set up by the Board for the purpose of being interviewed regarding their desire to become members of the Unit and the qualifications for the position.

X. Interview Board for Reserve Unit

- A. An interview board will be established for the purpose of conducting interviews of applicants to the Reserve Unit. The Board will consist of a minimum of five members:
 - 1. One regular officer assigned to the Patrol Division.
 - 2. Two members of the Reserve Executive Board.
 - 3. One member of the Reserve Unit not a member of the Executive Board.
 - 4. The Reserve Coordinator or his designee.

- B. The interviewing of applicants to the unit will be an oral interview of a “semi- stress” nature, of a type similar to those given to regular officer candidates.
 - 1. The applicant will be expected to provide information on his personal background.

 - 2. The applicant will be expected to respond to direct questions that require him to tell how he would handle specific police problems.

XI. Eligibility List

An eligibility list will be established listing candidates in the order of the numerical score obtained in the interview process. This list will have no assigned expiration time. It will be in effect for as long as there are acceptable applicants on same. When an eligibility list for the Reserve Unit is ruled to be outdated or no longer usable, applicants who remain on the list will be contacted by the Reserve Unit and advised. They will be encouraged to reapply for an interview in an effort to improve their score or they will be listed on the new list with the existing score.

XII. Recruitment Responsibility

The Director of the Reserve Unit, or a person who he assigns, will be responsible to maintain an active recruiting program for acceptable reserve candidates.

XIII. Responsibility for Appointment of Reserves

The Director of the Reserve, or a person that he assigns, will be responsible to direct the application and appointment process to the Reserve Unit. Successful candidates to the Reserve Unit will be notified of their appointment to the Unit by the Director of the Reserve to insure that they are able to provide the highest level of support to the regular department.

XIV. Probationary Training Period

Every newly appointed Reserve Officer will complete a twelve (12) month training period. During this time, he is expected to complete all mandatory training. During this probationary period, a reserve officer may be terminated for any reason by the Chief of Police.

XV. Firearms

Duty firearms and ammunition will be issued by the Jonesboro Police Department. No other firearms or ammunition will be carried unless approved in advance by the Director of the Reserve and or the Chief of Police.

Reserve Officers shall only be permitted to carry a firearm while on duty or traveling to or from a duty assignment. Nothing in this regulation shall interfere with their right as a civilian to carry a firearm as provided for in Arkansas Statute 5-73-120.

XVI. Off-Duty Employment

No Reserve Officer will be allowed to work in an off-duty capacity as a representative of the Jonesboro Police Department or wear the Uniform of the Jonesboro Police Department in any non-officer capacity without prior approval of the Reserve Coordinator. Any remuneration for duty assignments by members of the Reserve Unit shall go into the Reserve Unit Fund.

XVII. Adherence to Rules and Regulations, Policies and Procedures

Reserve Officers shall be required to adhere to all Rules, Regulations, Policies and Procedures that are in effect for the Jonesboro Police Department.

Last Reviewed: 03/15/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>704.00</i>
<i>Topic</i>	:	<i>Crisis Negotiators</i>
<i>Effective</i>	:	<i>July 1, 2008</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 46.2.4

I. Policy

The Jonesboro Police Department will utilize trained hostage negotiators to negotiate the surrender of barricaded subjects. All hostage negotiators shall report to the Incident Commander during required operations.

II. Negotiator Selection [46.2.4]

A. Eligibility

Openings for hostage negotiator team members will be announced in the same manner as other special position assignments. To be eligible for consideration for assignment as a Hostage Negotiator, interested officers must:

1. Be a full-time commissioned law enforcement officer employed by the Jonesboro Police Department; and
2. Have a minimum of three (3) years law enforcement experience.

B. Selection

Officers applying for negotiator positions will be determined upon consideration of several factors, including, but not necessarily limited to:

1. The ability to work as a team member.
2. The ability to perform at acceptable levels under scrutiny and criticism.
3. To stay calm and to problem solve in tense situations.
4. work history

5. disciplinary record
6. attitude
7. Recommendation of applicants supervisor
8. Verbal skills
9. Problem solving ability
10. Prior training or experience
11. Desire to be on the team

Selection will be determined by recommendation of a panel consisting of the ranking team supervisor, another supervisor and the Assistant Chief of Police. Final appointment will be made upon approval of the Chief of Police.

III. Response

All negotiators will be assigned a response schedule. Response will be made in co-ordination with the incident commander.

When called out, all officers assigned to the team will be required to dress in approved response uniform, including ballistic protection and firearms.

All responding team members will also participate in the after incident debriefing coordinated by the incident commander.

IV. Negotiation Team Responsibilities

- A. Gather initial incident information from first officers on the scene.
- B. Determine situation and identify demand(s), if any.
- C. Secure a safe and timely release of any hostages, by-Standers, and/or any other person that may be under the control of a suspect.
- D. Secure safe and timely surrender of suspect(s)

V. Duties of Team Personnel by Position

- A. Negotiations Supervisor
 1. Oversee the operations of the Negotiations Team and make assignments of team members based on need(s)
 2. Make suggestions to primary negotiator through the secondary negotiator on what statements to make to suspect(s)
 3. Ensure that intelligence information is gathered regarding hostages, victims and suspect(s)
 4. Coordinates information with the SWAT Commander

5. Ensure telephone line at target location is under the control of the Negotiation Team
- B. Primary Negotiator
1. Establish communications with suspect(s)
 2. Attempt to develop rapport with suspect(s)
 3. Ascertain demand(s) of suspect(s)
 4. Attempt to keep suspect(s) calm
 5. Provide direction to suspect(s) when releasing hostage(s) or when surrendering
 6. Gather intelligence such as number of hostages/victims, number of suspects, injuries, type clothing worn by suspects and hostages, etc. and pass on to Negotiation Supervisor
- C. Secondary Negotiator (filled on a case by case basis)
1. Assist primary negotiator in accomplishing items 1-6 above and/or relieve primary negotiator if need arises
- D. Negotiations Recorder/Runner (filled on a case by case basis)
1. Record/document:
 - a. time of all contacts with suspect(s)
 - b. demands
 - c. deadlines
 - d. rewards
 2. Coordinate intelligence information that may be helpful/needed
 - a. Document needed information
 3. Serve as a "runner" for negotiations team by securing equipment, information, etc. for negotiations team
 4. Relieve other negotiators as needed
- E. Intelligence Officer (filled on a case by case basis)
1. Tasked with interviewing the following:
 - a. any potential witnesses,
 - b. family members/friends of suspect or victim that may have information helpful to negotiators
 - c. any hostages/victims that are released, and suspect(s) that may surrender while the incident is ongoing
 - d. any other person that may be able to provide helpful information

2. Gather all pertinent information relating to suspect(s) and any hostages/victims.
3. Provide all related intelligence information gathered to the Negotiation Supervisor in timely manner.
4. Perform other duties as assigned by the Negotiations Team Leader.

No negotiator, without specific prior approval from the Unit Commander or overall Incident Scene Commander, will provide any concessions to any suspects.

VI. Training and Equipment

Crisis Negotiation Team members will be required to participate in periodic training, including inter-team training held approximately once every 4-6 weeks.

VII. Removal from Negotiation Team

Negotiators are subject to removal from the Unit for:

- A. Failure to attend scheduled practices and required call-outs.
- B. Failure to adequately perform all assigned duties on the Negotiator Unit and other duties relating to assignments in their respective assignments.
- C. Violating on-call status.
- D. Any behavior which undermines the competency of the Unit or confidence of the Unit members.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>705.01</i>
<i>Topic</i>	:	Chaplain Service
<i>Effective</i>	:	<i>March 15, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 22.2.3, 22.2.4, 55.2.6

I. Policy

The principal purpose of this policy is to establish a well trained chaplaincy unit hereinafter referred to as the Chaplain Unit, to assist and support the Jonesboro Police Department, and to be available in time of emergency.

II. Chaplain's Code of Ethics

Chaplains shall maintain a standard of ethical behavior and conduct that meets or surpasses that of the acceptable code for the Jonesboro Police Department in their professional and personal lives. Behavior or conduct that has a negative effect and / or reflection on any facet of the Jonesboro Police department and / or Chaplain Unit can be considered grounds for personnel action or termination.

III Responsibilities

A. Chaplain Responsibilities

1. It shall be the duty and responsibility of each Chaplain to fulfill to the greatest extent possible the functions of the Jonesboro Police Department as a support officer. [\[22.2.3, 22.2.4\]](#)
2. Unless commissioned as a regular or reserve police officer, the chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of any private person. The chaplains are assigned by the Chief of Police and their responsibility is to assist the Police Department. They shall in no way interfere with the police officers in the performance of their duties and are not authorized to carry any firearm, concealed or

otherwise, in the performance of their duties.

3. Chaplains shall be required to adhere to all Departmental rules, regulations, guidelines, policies, procedures, directives and training.
4. No Chaplain shall release any information on any ongoing police investigation or activity to any person, news media or insurance company without permission of the Chief of Police. All information coming to the attention of any Chaplain shall be held in strictest confidence.
5. Each Chaplain is individually responsible for:
 - a. Making themselves available for calls to include, but not limited to: [\[22.2.3, 22.2.4\]](#)

Death notifications. [\[55.2.6\]](#)
Counseling of officers, officer's families or citizens.
Hospital and sick calls.
Funerals.
Weddings.
Invocation and Benediction.
Public relations and media events.
Any special event requiring a Chaplains attendance.
 - b. Proper execution of assigned duties. Primary departmental ministry responsibility is to policemen and their families.
 - c. Reporting promptly through the channels developments that may adversely effect the public or the Jonesboro Police Department.
 - d. Initiate ministry action when necessary.
 - e. The proper care and use of departmental equipment, supplies, and facilities.
 - f. Meeting their personal commitment to the department.
 - g. Compliance with the regulations of the Department and the Chaplain Unit.

B. Chaplain Program Responsibilities

To provide an active, ready trained unit of volunteers to support the

officers of the Jonesboro Police Department in the performance of their duties and responsibilities.

C. Department Responsibilities

It shall be the responsibility of the police department to provide the personnel needed to coordinate the Chaplain's Unit efforts to meet its responsibilities. A coordinator will be assigned to direct the Chaplain Unit. Other regular officers shall be assigned, as needed, to assist in the coordination of training and support efforts of the Chaplain Unit.

1. Office of the Chief of Police

The Chief of Police is the head administrator of the Jonesboro Police Department and all members of the Department and the Chaplain's Unit will be ultimately held responsible to him. The Chief of Police shall determine the staffing level of the Chaplain Unit and will fill positions on the Unit as Department and community needs dictate.

2. Chaplain Liaison Officer

The Special Services Division Captain or his designee will work with the Chaplain Unit as a liaison between the department and the chaplains. The Chaplain Liaison Officer will be responsible for monitoring the activities of each chaplain to insure that he is properly performing his duties, and that he is being given proper training on how to perform those duties. He will also serve as the training coordinator for the Chaplain Unit.

IV. Participation

A. Each Chaplain is expected to maintain an active level of participation. A minimum level of participation which would include:

1. Regular attendance at monthly Chaplain Unit meetings.
2. Attendance at all mandatory meetings and training sessions.
3. Participation in a minimum of eight (8) hours of Chaplain activity which includes patrol support assignments, special assignments, unit meetings, training sessions, or community events involving the department. At least four (4) of the eight hours should be directly involved with regular officers.

B. Excused From Activity

It is understood that there will be times when it will not be possible to meet an assignment or participate in a Unit activity. The following criteria are established for excuse from these assignments without being subject to personnel action. A chaplain may be excused from his commitment to the unit for the following reasons:

1. Illness.
2. Conflicting work schedule.
3. Family emergency.
4. Other unusual emergencies or conflicts.

C. Mandatory Training

All training is mandatory. It is particularly important to follow the proper procedure for being excused from these events. The Chaplain will:

1. Contact the coordinator or liaison Officer prior to the meeting and advise him/her that he / she will not be able to attend and work out arrangements on how to obtain the information or training, or to make up the assignment at another time.
2. If the Chaplain does not know in advance that he will not be able to attend, he must contact the liaison or coordinator at the earliest possible moment and explain this to him.
3. In the event the Chaplain cannot reach the liaison or coordinator, he will contact the Administration office and notify them of the non-attendance.
4. All missed training sessions will be made up after coordination with the Liaison Officer and the Training Officer.

D. Mandatory Assignments

From time to time, the Chaplain Unit may perform duties for the City of Jonesboro which are considered mandatory assignments. These assignments are discussed at Unit meetings in advance of the assignment. Every Unit member will be expected to participate.

Un-excused absences from mandatory assignments can lead to termination. When a Chaplain's absence is deemed un-excused for the second time in a 12 month period, that individual will be automatically terminated and directed to turn in all Police Department equipment within 48 hours to the Liaison Officer.

E. Leave of Absence

During those time periods when a Chaplain expects to be away for an extended period of time due to personal obligations, illness or other reasons and will not be able to participate in activities for an extended period of time, or when unusual circumstances do not permit him to be able to participate for an extended period, the following procedure for a obtaining a “Leave of Absence” will apply.

1. Vacation or Work Conflict Leave of Absence:

When a Chaplain is going to be away for a period of two weeks or more on vacation or business, he shall inform the Liaison Officer.

2. Extended Illness Leave of Absence:

At the first reasonable opportunity, the Chaplain should contact the Liaison Officer, or have someone else do it for him, and advise them of his illness.

a. If the illness and/ or recovery period should extend beyond one activity month, he shall inform the Liaison Officer.

b. In all cases of extended illness or injury leave, the returning Chaplain may be required to submit a medical release before returning to active duty.

F. Duty Assignment

Chaplains shall report to the on-duty Shift Commander for duty assignments when reporting for patrol duty. The Shift Commander shall have the option of assigning a Chaplain to a special duty assignment during a patrol duty tour if the need arises.

V. Requirements

A. Entry and Training Requirements

In order to guarantee that the best qualified candidates for the Chaplains are selected to become a member of the Unit, the following entry process is established. The candidate must:

1. Be a Citizen of the United States.
2. Be at least 21 years of age.
3. Be of good moral character, as determined by a thorough background investigation.

4. Be a High School graduate or have passed the G.E.D. high school equivalency examination.
5. Be found, after examination by a licensed physician, to be free of from any physical, emotional, or mental condition which might adversely affect his exercise of powers of a chaplain.
6. Shall not have been convicted of a felony in this state or any other state, or have been convicted of any offense in any other state which could have been a felony if committed in this state.
7. Be fingerprinted.
8. Be personally interviewed by the Chief of Police or his representative prior to appointment.
9. Successfully complete the oral interview.
10. Successfully complete a departmental training course.

B. Residence

1. Applicants need not be a resident of the City of Jonesboro, but should be a resident of the State of Arkansas at the time that they apply and should live within a reasonable distance of the City of Jonesboro.
2. Due to the fact that the Chaplain is a volunteer, community program, applicants who are residents of the City of Jonesboro and the County of Craighead will be given preference to those who live elsewhere, in order to maintain a reasonable “call-up” readiness time during emergency situations.

VI. Application and Appointment

A. Filing Application

Applicants may indicate their desire to become members of the Chaplain Unit by obtaining and completing an application from the coordinator, the liaison, a division commander or the Chief of Police. Applications will be kept on file in the Administration office and will be processed as the Chaplain Unit’s needs dictate.

B. Interview

Those candidates who have presented completed applications for consideration may be expected to present themselves before an interview board at the time and date set up by the Chief of Police for the purpose of being interviewed regarding their desire to become members of the Unit and their qualifications for the position.

C. Recruitment

The Special Services Division Captain, along with the coordinator will be responsible for maintaining an active recruitment program for the Chaplain's Unit.

D. Appointment

The Chief of Police shall be responsible for appointment of candidates to the Chaplain Unit. Successful candidates will be notified of their appointment by the Special Services Division Captain or the coordinator.

E. Probationary Period

Every newly appointed Chaplain shall complete a designated training period. During this time, he is expected to complete all mandatory training. After successful completion of training the Chaplain shall be on probation for a period of six months.

VII. Uniform and Equipment

- A. All Chaplains will be issued body armor to be worn when performing Chaplain Unit duties that involve riding in a police vehicle or being present at certain types of high risk incidents. The Chaplain may also be issued a Chaplain's badge and uniform wear such as an embroidered shirt, but will not wear a uniform similar in appearance to the uniform of regular duty officer, unless certified as a regular duty or reserve officer.

VIII. Dismissal

- A. The Chaplain Liaison Officer, Department Internal Affairs Investigator, Criminal Investigator or Staff Officer shall be assigned by the Chief of Police, if needed, to investigate any allegation of misconduct or violation by a Chaplain.
- B. Chaplains are assigned at the will of the Chief of Police. The Chief of Police may dismiss any Chaplain as is deemed necessary.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Directive</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>706.00</i>
<i>Topic</i>	:	<i>School Resource Officers</i>
<i>Effective Date</i>	:	<i>November 1, 2006</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 44.2.4

I. Policy

It is the policy of this department to provide School Resource Officers (SRO) for deployment in schools within our jurisdiction. School Resource Officers provided by this department will be fully certified law enforcement officers. School Resource Officers from our agency will perform the duties of an SRO as defined by the National Association of School Resource Officers. Those duties comprise the following three (3) roles:

A. Law Enforcement Officers

1. Augment crime and delinquency prevention by identifying risk factors and sharing information with other law enforcement and security personnel
2. Serve as a positive community policing role model
3. Enforce laws, ordinances, and policies and investigate criminal behavior
4. Provide on-site crisis/emergency response to disasters, safety threats, etc.
5. Provide security at school functions
6. Work closely with school officials to develop school safety and critical incident response plans

B. Teachers / Administrators

1. Develop safety and crime prevention programs and curricula
2. Provide classroom instruction to students

3. Establish partnerships with specific programs such as DARE, SAVE, and GREAT
4. Work closely with other components of the juvenile justice system such as probation officers
5. Coordinate with school staff and seek opportunities to promote educational programs that will expand the students' understanding of law and the role of law enforcement in society.

C. Advisors

1. Communicate openly with students regarding rights, responsibilities, concerns, and unacceptable behavior.
2. Make referrals to community programs, social services, in-school programs, etc.
3. Act as a liaison to parents, school staff, and community leaders.
4. Assist in the development and implementation of school safety and crisis response plans.

II. Procedures

A. Recruitment / Selection

1. Officers assigned to the schools shall have completed at least eighteen months of service with the department.
2. It shall be the policy of this department not to use the position of SRO as a disciplinary assignment, but to seek out those officers most suited for the assignment.
3. An SRO assignment shall not inhibit promotional opportunities.
4. Department staffing needs shall also be considered during the selection of SROs, so as not leave inordinate levels of inexperienced personnel in any one area or division.

B. Training

1. Efforts will be made to provide personnel assigned to the position of SRO to attend pertinent training.

2. All personnel assigned to the position of SRO will be required to attend all department mandatory training including firearms qualifications. Every attempt shall be made to schedule such training to minimize his/her absence from the school.

C. Uniforms and Appearance

SROs will wear the uniform of the day or any other specialty uniform as authorized while in the school setting. In all instances, the SRO shall be armed and appropriately display his/her badge and possess identification.

D. Attendance Requirements

1. If it is necessary for the SRO to be off campus during regular school hours, the SRO shall notify the school principal or his/her designee.
2. SROs shall be required to attend after school events whenever possible, including sporting events, PTA meetings, dances, etc.
3. SROs are required to attend all court proceedings for which they are subpoenaed.

E. Performance

1. SROs shall be subject to all of the policies and procedures of this agency. The agency head or his/her designee must clear any deviation from the policies and procedures in advance.
2. SROs will be evaluated by their supervisor at least annually. The supervisor shall solicit the input of the school principal or his/her designee prior to completing the evaluation.
3. An SRO may be removed from his/her assignment by the agency or at the request of the school principal where the SRO is assigned.

F. Interaction with Students

SROs are prohibited from fraternizing with any student regardless of his/her age. Any contact with a student off campus, other than school sponsored events or happenstance encounters in a public place, is prohibited.

G. Response to Criminal Activity

1. SROs are expected to respond to all criminal activity on the school campus and take the appropriate action, involving other law enforcement officials when necessary.

2. SROs investigating a crime that occurred on campus should follow existing agency policy.
3. When an SRO needs to question a student who is a witness or a suspect, the SRO should conduct the interview with the cooperation of and in the presence of a school official. In an emergency, the SRO may conduct the interview without the presence of a school official.
4. For an SRO to physically search a student, existing rules of criminal procedure apply, i.e. reasonable suspicion or probable cause. In the event a school official initiates a search, the SRO may assist with the search to protect the safety of the school official.
5. When an SRO takes a student into custody, normal agency arrest procedures shall be followed. The SRO shall ensure that parental notification is made for any student arrested who is under the age of 18.
6. SROs shall cooperate in the investigation of crimes that occur off campus involving a student or school staff member.

H. Transportation of Students

SROs are to follow existing policies when transporting a student, but generally shall not transport students in a department vehicle unless:

1. They are under arrest;
2. They are a victim of a crime;
3. They are truant and being returned to school; or
4. An actual emergency exists.

SROs shall not transport a student in their personal vehicle.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>707.00</i>
<i>Topic</i>	:	<i>Honor Guard</i>
<i>Effective</i>	:	<i>July 1, 2007</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

I. Policy

Recognizing the importance of honoring fellow officers and their families in a time of loss and desiring to provide a positive image of the department at during certain memorial and ceremonial events, the Jonesboro Police Department Honor Guard Unit was established.

II. Selection

Positions on the honor guard team are not limited to a certain number, but are limited by the available resources. Service is with the approval of the Chief of Police and may be rescinded by the Chief at will. Letters of intent will be requested when openings are available.

III. Uniforms and Equipment

Officers selected to serve with the honor guard will be issued appropriate Class A type uniform(s) and are responsible for the care of those uniforms. If the officer relinquishes their position with the Honor Guard, the uniforms shall be returned.

IV. Duty

- A. Service with the Honor Guard is considered voluntary and may be required on the officer's 'off' time. Shifts and divisions will attempt to accommodate officers to allow service when at all possible if service is required during duty hours and service is considered to be a part of duty time.
- B. Missing too many practice sessions or events can be cause for dismissal from the unit.

Last Reviewed: 03/15/10

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>708.00</i>
<i>Topic</i>	:	<i>Sex Offender Registration</i>
<i>Effective</i>	:	<i>October 1, 2006</i>
<i>Status</i>	:	<i>New</i>
<i>Approved</i>	:	<i>MY</i>

Reference: CALEA 42.1.5a

I. Policy

It is the policy of the Jonesboro Police Department to provide our community with the information authorized by Act 989 of 1997 in order that appropriate decisions may be made with regard to the safety and welfare of our citizens and their children. This process is established through the registration, assessment and community notification of the presence of sexually violent predators, sex and child offenders. Information is provided to address the concerns of the community regarding the location of convicted sex offenders who may be at risk of committing further offenses.

A.C.A.12-12-901 - 920, known as the Sex and Child Offender Registration Act of 1994, requires convicted sex offenders to register with the law enforcement agency having jurisdiction over the offender's place of residency.

An officer will be designated as the sex offender registration officer and will be responsible for the registration of Sex and Child Offenders residing within the City of Jonesboro. This officer will also have the additional responsibility of processing the information received, coordinating community notifications, and maintaining accurate and accessible records of the offenders by entering offender information into the Department computer system.

II. Definitions

A. Act 989 – Effective August 1, 1997, this act requires the registration of sexually violent predators, sex and child offenders and the disclosure of information for the protection of the community

B. Likely to Encounter

1. The organization or community members are in a location or in close geographic proximity to a location where an offender lives or is employed, or which an offender visits or is likely to visit on a regular basis.
2. The types of interaction, which ordinarily occur at a location and other circumstances, indicate that contact with an offender is reasonably certain.

C. Local Law Enforcement Agency Having Jurisdiction

The Jonesboro Police Department has jurisdiction if an offender resides in or expects to reside in the corporate city limits of Jonesboro.

D. Offender [\[42.1.5a\]](#)

1. Sexually violent predator - a person who has been adjudicated guilty, adjudicated delinquent of and ordered to register by the Juvenile Court Judge, or acquitted on the grounds of mental disease or defect of a sexually violent offense on or after August 1, 1997, and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.
2. Sex or Child Offender - means a person who is adjudicated guilty of, adjudicated delinquent of and ordered to register by the Juvenile Court Judge, or acquitted on the grounds of mental disease or defect of a sex offense on or after August 1, 1997, or an offense against a victim who is a minor.
3. Person(s) convicted prior to August 1, 1997, who were required to register under the Habitual Child Offender Registration Act.
 - a. A habitual child sex offender is defined as a person who, before August 1, 1997, has been convicted of a second or subsequent specified sex offense against a child.
 - b. The Investigative Services Unit will ensure Departmental compliance with Act 989, maintain offender files, interview and assess offenders for risk level assignment, meet with and coordinate information for community notification by Community Policing and act as liaison with Arkansas Crime Information Center (ACIC), other state entities, law

enforcement agencies and others regarding offender registration issues.

III. Procedure

A. Guidelines and Registration Requirements

1. Offenders convicted, confined or under supervision after the effective date of Act 989 (August 1, 1997) are registered by the sentencing court, Department of Corrections, Department of Community Punishment or the Department of Human Services and is required to register with the local law enforcement agency having jurisdiction.
2. An offender moving to or returning to Arkansas from another state shall register with the local law enforcement agency having jurisdiction no later than thirty (30) days after establishing residency in the jurisdiction.
3. A registry of sex and child offenders who live within this jurisdiction will be maintained in the Department software system and is also available to the general public on the website maintained by the Arkansas Crime Information Center (www.acic.org).

B. Initial Registration

If the individual is moving to Jonesboro from another state and has not previously been registered in the state of Arkansas as a registered offender, the following items should be obtained / completed:

1. a State of Arkansas “Sex Offender Registration Form” – upon completion, forward the form to ACIC within three (3) business days and maintain a copy for the offender’s file.
2. a JPD ‘Offender Fact Sheet’
3. a photo
4. and two red print cards - In the space provided on the card for the charge/citation write in “Registered Sex Offender from (Name of State)”, and then write in the offense(s) for which the person was found guilty in the other state.

The officer in charge of registration will be responsible for ensuring that the 'Registration Form', print cards and a photo is forwarded to the Arkansas Crime Information Center within three days.

C. Department Files

A file will be maintained for each offender containing:

1. JPD Info/Fact sheet
2. a copy of the Sexual offender registration form
3. a copy of the Offense/Arrest report
4. Risk assessment from the SOSRA office
5. Current photo (may already be included with the Risk Assessment)
6. Notification plan
7. All Verification of Residency (V.O.R.) sheets and any other information pertinent to the offender.
8. Notification Confirmation Sheet
9. Public and Private Agency Notification Sheet(s)
10. Offender Flier

If the officer in charge of registration or a member of the Criminal Investigation Division is not available to complete these forms, any officer contacting such an individual shall obtain the name, address and sufficient information to contact that individual later and forward that information to the officer in charge of registration or CID and instruct the individual to contact CID during normal business hours.

D. Verification of Residency

1. Offenders registered with the state will receive a "Verification of Residency" Form from ACIC every six months. On or about the same time, the Department will also receive a "Notice of Request for Verification of Residency" from ACIC.

2. The offender is required under law to complete the Residency Verification Form and return it in person within ten (10) days of receipt to the Jonesboro Police Department.
3. When an offender reports to the Department any officer may accept the VOR and will:
 - a. Review the form with the offender to ensure the information is complete.
 - b. Sign and date the form as the receiving officer.
 - c. Fax the form to the number listed on the form for ACIC and attach the fax transmission acknowledgement sheet, if available, to the VOR and forward the form to the officer in charge of registration.
4. The officer in charge of registration will be responsible for ensuring that the VOR has in fact been forwarded to ACIC as required.
5. Offenders found not to be residing within the corporate city limits of Jonesboro will have their Residency Verification Forms returned to ACIC with the notation of proper jurisdiction (if known) or notation that they could not be contacted at their listed address.

IV. Community Notification

- A. Community notification should be enacted when an offender moves into the city from another jurisdiction or when they move to a new location within the city and the new location is far enough away from the previous location to warrant a new release or if other circumstances exist that justify re-notification in the same area. Notification will be carried out in accordance with the offender's risk level. The risk level is determined the state Sex Offender Risk Assessment Committee.
- B. In order to ensure that all proper entities are notified, consultation with the Craighead County Child Abuse Task Force may be completed to provide additional input on offenders. This team consists of many of the individuals recommended by the Sex Offender Assessment Committee, including representatives of the prosecuting attorney' office, treatment providers, law enforcement officers, representatives of the Craighead

County Juvenile Office, the ASP Family Protection Unit, the Ark Department of Children and Family Services, and others.

- C. An Offender Fact Sheet shall be printed on each offender from the RPS computer software. The fact sheet includes:
1. The offender's assigned risk level.
 2. The name, aliases, date of birth, social security number, and physical description of the offender.
 3. A recent photograph of the offender.
 4. A description of the offense for which the offender was convicted or other legal basis for the offender's confinement. The description shall not reveal the identity of any victim(s) or witnesses. The description should be written in a manner so as not to unreasonably arouse the anger of those who review it, or jeopardize the safety of the offender. Offense summaries prepared by other agencies or entities may be used in preparing the description.
 5. The address at which the offender resides or intends to reside.
 6. The offender's place of employment or school.
 7. The date the fact sheet was issued.
 8. The address and phone number of the Jonesboro Police Department.

V. Noncompliance

1. An offender who fails to register, re-verify residency, or report a change of address as required by Act 989, is subject to prosecution for such a violation which is a Class D felony.
2. In order for an offender to be charged with the commission of a violation of the act, an arrest warrant must be issued.
3. It shall be the duty of the officer in charge of registration to complete a report concerning the failure to register and complete the process for obtaining a warrant.
4. Any officer gaining information on an unregistered sex and child offender residing within the City shall forward that information to the officer in charge of sex offender registration within twenty-four (24) hours.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>709.00</i>
<i>Topic</i>	:	<i>Internship</i>
<i>Effective</i>	:	<i>September 1, 2009</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

I. Policy

In a cooperative effort with area colleges and high schools, the Jonesboro Police Department assists students with internship programs. By providing students with first hand experience, the department can help maintain the student's interest in this field after graduation. Although efforts will be made to accommodate the needs of student interns, the efficient operation of the police department will remain the primary concern of department personnel. To minimize the impact on department operations, the number of interns working during a semester may be limited.

II. Program Eligibility and Dismissal

A. Requirements

All persons interested in an internship position with the department shall complete an internship application. Additionally, applicants must be at least 18 years of age, possess a valid identification, complete a drug screen and background check, and have no felony or DWI convictions. Certain misdemeanor offenses, as determined by the Chief of Police, may also preclude them from eligibility.

B. Selection

Based on the information contained in the application, background and interview, the division commander will determine the most qualified applicant to fill the currently available slot(s). Final approval for applications will be given by the Chief of Police.

C. Adherence to Policy

All interns will be given access to a copy of department policy and will be

expected to adhere to any applicable portions. In addition, all will be required to sign an “Internship Agreement” outlining certain minimum standards of conduct to be maintained during the internship period.

D. Dismissal

The Jonesboro Police Department retains the right to remove any applicant or serving intern from the internship program at any time.

III. Procedures

A. Department Access

Due to the confidential nature of some police activities and records, persons participating in the internship program may be restricted from access to certain records, computer programs and areas of the department as determined by the division commander.

Confidentiality of department activities and records must be maintained and interns will be expected to closely adhere to the confidentiality requirements of the ‘Internship Agreement’.

B. Recording Time

The assigned supervisor will be responsible for tracking the intern’s time of service and make that record available to the school. All work is considered voluntary and interns will not receive compensation.

Interns should be considerate of the expectation of their arrival and if the need arises for them to be absent, they should notify their supervisor as soon as possible. Interns are not expected to work during holidays designated by their academic institution or those designated for civilians by the City of Jonesboro.

C. Evaluations

Supervisors assigned to oversee interns will make efforts to maintain a working liaison relationship with the academic supervisor of that intern. Duties of the supervisor may include completing an evaluation of the intern at the conclusion of the internship period. Such reports should be completed in a timely manner so as to afford the student proper credit with the academic institution.

Internship Agreement

1. I will work the required 120 hours during the semester.
2. I will submit to a criminal history and background check and drug screenings as required by the Jonesboro Police Department.
3. I will follow the guidelines set forth by the University, the Jonesboro Police Department and my assigned on-site supervisor.
4. I will be punctual and conscientious in the fulfillment of my duties.
5. I will conduct myself with dignity, courtesy and consideration.
6. I will maintain a journal/log of my activities, excluding names (except those of officers)
7. I will complete and submit a ten page paper dealing with a topic relevant to the internship.
8. I will consider as confidential all information which I may learn, directly or indirectly, concerning any police department business or affairs of any person who may have contact with the Police Department.
9. I will not discuss confidential facts about cases or personal information with people outside of the department.
10. I will not photocopy or remove any program or document belonging to the department without approval.
11. I will not violate any laws while engaged in the internship program.
12. I will endeavor to uphold the standards of the Jonesboro Police Department and interpret them to the community.
13. Failure to adhere to this agreement will result in a grade of F for the internship
14. The Jonesboro Police Department has the right to reject a potential intern or terminate a current intern, without reason, at the discretion of the department.

I _____ (student/intern, their estate and heirs) agree to not hold Arkansas State University; all of its professors and administrator, the Jonesboro Police Department; all of its officers, employees and administrators civilly liable in the event of injury or death which may result during participation in the internship, and agree not to sue any of the aforementioned parties in the event of the participants injury or death during participation in the internship.

Student/Intern _____ Date _____

Student ID # _____ On-Site Supervisor _____

Professor _____ Department Chair _____

CITY OF JONESBORO POLICE DEPARTMENT

Type of Communication : *General Order*
Dissemination : *Department*
Destination : *Directive Manual*
Number : *710.01*
Topic : **Parking Enforcement**
Effective : *March 15, 2010*
Status : *Revised*
Approved By : *MY*

I. Policy

Parking Enforcement officers are now under the supervision of the Chief of Police and his or her designee in order to augment services to the community.

II. Duties

A. The Parking Enforcement Officers duties to act on instructions issued to them to report:

1. The location where any vehicle has occupied a space in violation of the parking regulations of the City of Jonesboro, Arkansas;
2. The state license number on such vehicle;
3. The time of day the officers detected such vehicle parked in violation of the parking regulations;
4. Any other facts or knowledge of which is necessary to a thorough understanding of the circumstances attending such violation; and
5. Name of the parking enforcement officer detecting such violation. Provided further that each parking enforcement officer observing such violation shall also attach to such vehicle a notice to the owner or operator thereof that such vehicle has been parked in violation of the City of Jonesboro, Arkansas.

B. The Parking Enforcement Officers shall not perform any duties, unless they are authorized by the parking regulations or their immediate supervisor.

III. Procedures

- A. The Parking Enforcement Officers shall respond to all complaints involving their duties as described in the Parking regulations
- B. They shall patrol the downtown improvement district of the City of Jonesboro for violations of the above parking regulations.
- C. They shall resolve all complaints and violations to the best of their ability with warnings, citations or other action as required by the parking regulations.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>711.00</i>
<i>Topic</i>	:	<i>Explosive Breaching</i>
<i>Effective</i>	:	<i>July 1, 2008</i>
<i>Status</i>	:	<i>New</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: Related JPD policy 701,405, 515 & 516; CALEA 46.2.2, 46.2.3

I. PURPOSE

The purpose of this policy is to establish guidelines for the utilization of explosive breaching by Jonesboro Police SWAT.

II. Policy

The goal of an explosive breach is the safe and non-violent resolution of crisis situations. Crisis situations include, but are not limited to, emergency missions involving hostage rescues, armed and dangerous suspects, and high risk warrant services where barricades or other significant obstacles impede the successful safe execution of the mission.

Explosive entries produce a shock and stunning effect, and defeat barricades when other methods of entry are less practical.

III. Definitions

- A. Explosive Breach – A technique of employing explosive materials to create an opening through a wall, door, window, or other barrier to allow access by a tactical team.
- B. Explosive Breacher – A certified explosives handler trained in the construction, placement, and initiation of explosive breaching devices.
- C. Explosive Breaching Device – A construction of explosive materials created for the specific purpose of using explosives as an industrial breaching tool.

IV. Procedures

A. Authorization

1. Explosive breaching is a SWAT team tactical option and can be employed when a rapid and dynamic entry is critical to the success of the mission.
2. The option to use an explosive breach shall be at the discretion of the Critical Incident Commander.
3. Placement of the entry team during the explosive breach will be the responsibility of the SWAT team commander and entry team leaders with input from the explosive breacher.
4. Each tactical situation will dictate the best initiations sequence of the explosive breach. This may include a countdown or none at all if the safety of the team/members or victims may be compromised.

B. Considerations

1. Explosive breaching techniques are useful tools; however, breaching may not be appropriate in situations such as the following:
 - a. The construction of doors, walls, windows, building, or other barricades is unknown.
 - b. The location and medical condition of the occupants/victim are unknown.
 - c. The presence of unstable chemicals or other incendiary materials.
 - d. Other means of mechanical breaching techniques are timely, effective, and safe to use.

C. Training and Documentation

1. All explosive breachers will attend an accredited explosive breaching course prior to performing operational breaches.
2. Explosive breach training will be coordinated and conducted at least bi-yearly by the explosive breach Team and Team Commander.
3. All explosive breacher's will maintain an explosive breacher's log book and complete a post breacher's report when explosive breaching devices are used in training or during operational missions.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>712.00</i>
<i>Topic</i>	:	<i>Animal Control</i>
<i>Effective</i>	:	<i>March 15, 2010</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 1.3.6a, 41.1.4a-g

I. Policy

It is the policy of this Department to protect the citizens of Jonesboro from dangerous or nuisance animals by maintaining an animal control unit which shall be responsible for the enforcement of city ordinances, state law, and federal law governing animals, reptiles, and fowl.

II. Definitions

Vicious Animal – an animal that:

- A. Any animal which, when provoked, in an aggressive manner inflicts severe injury on or kills a human being or domestic animal.
- B. Any animal previously determined to be and currently listed as a dangerous animal which, after it’s owner or custodian has been notified of this determination, continues the dangerous behavior (6.08.01).

Dangerous Animal – an animal that:

- A. Attacks or bites a human being or domestic animal without provocation, or
- B. Any animal for which compelling evidence is presented to show the animal manifests the disposition to bite, attack or injure a human being or other domestic animal while off the owner’s premises and without provocation (6.08.01).

High Risk Animals – animals which have a high risk for rabies transmission including skunks, bats, foxes, coyotes, and raccoons.

Low Risk Animals – animals that rarely get rabies including rodents, moles, shrews, opossums, rabbits, and armadillos.

Other Animals – animals not listed as high risk or low risk and not a domestic cat, dog, or domestic ferret.

III. Responsibilities

- A. Animal control officers shall be responsible for immediately responding to emergency situations concerning animals, reptiles, and fowl within the city limits.
- B. Animal control officers shall, when possible, apprehend in a safe, humane manner any animal, reptile, or fowl that has become a nuisance or is a threat or danger to any citizen of the city.

IV. Animal Control Shelter

- A. The City of Jonesboro Animal Shelter shall be the facility used by this Department for impounding animals.
- B. Such documentation as required by the shelter shall be completed by animal control officers or patrol officers taking animals to the shelter.

V. Animal Bites

- A. An overview of the required steps following an animal bite can be found in the Animal Bit reporting procedures. (Ark Law 20-19-307)(A-BR).
- B. Domestic Animal Bites
 - 1. When a domestic dog or cat has bitten a human and the animal has been identified, the animal control officer shall ensure the animal is placed in quarantine for a ten-day observation period beginning on the day of the bite or have the animal destroyed and the head submitted for rabies testing.
 - 2. The offending animal shall be confined for a period of ten (10) days by a veterinarian or owner or public animal control shelter.
 - 3. An owner may relinquish custody of his or her animal to an animal control officer by signing an Animal Custody and Ownership Surrender Form (A-SF). Once the form has been signed, the animal control officer shall remand the animal to a veterinarian for euthanasia and rabies testing.

4. If animal ownership and vaccination status cannot be established, the animal control officer shall assume control of the animal and remand it to a veterinarian for euthanasia and rabies testing, however, in accordance with state law, the victim of a bite will be responsible for the fees associated with quarantine, euthanasia and testing.
5. A detailed written report of the biting incident shall be made by the police officer or animal control officer assigned the call. If the animal is being quarantined by a veterinarian the report will indicate the name and address of the veterinarian as well as the beginning date of quarantine.
6. The animal control officer or patrol officer shall remand a copy of the bite report to the Animal Control Supervisor within one day of the incident.
7. The animal control officer shall maintain copies of bite reports and shall make a follow up on the tenth day following the incident to determine the health of the animal.
 - a) The health of the animal shall be determined by contacting the veterinarian where the animal is quarantined.
 - b) The person bitten and the owner of the animal shall be contacted and informed of the findings.
 - c) The follow up finding shall be documented on the bite report, which shall be made available to the Arkansas Department of Health.
8. The animal shall be released to the owner after quarantine only:
 - a) If the owner has a current rabies vaccination certificate for the animal; or
 - b) The animal is vaccinated against rabies by a licensed veterinarian at the owner's expense.
9. Any exceptions to this Directive shall be granted only by the Animal Control Supervisor or Chief of Police.

C. Non-Domestic Animal Bites

1. Live wild animals are not placed in a quarantine facility due to the fact that the incubation time for rabies in wild animals is longer

than for humans. A human bitten by a rabid wild animal could get rabies and die before the disease manifested itself in the wild animal.

2. All animals involved in biting incidents shall be captured and transported to a city contracted veterinary clinic. The animal should be captured alive if it can be safely done.
 - a) If the biting animal is a high risk animal, it shall be humanely destroyed by the animal control officer or patrol officer and submitted for rabies testing.
 - b) If the biting animal is a low risk animal, neither quarantine nor rabies test will be required unless the animal control officer or patrol officer has cause to believe the biting animal is rabid, in which case it will be humanely destroyed and tested for rabies.
 - c) Other animals that are not domestic dogs, cats, domestic ferrets, high risk, or low risk such as wolf-dog hybrids, horses, cattle, pigs, tigers, bears, and chimpanzees may be quarantined and suitably confined for 30 days rather than being killed or tested.
 3. If it is necessary that an animal be destroyed in order to be handled safely, it shall be accomplished in as humane a manner as possible without chance of damage to the head of the animal. If the animal cannot be destroyed without damage to the head, the destruction is of no benefit as far as rabies diagnosis. However, if the animal is an obvious danger to the public it should be destroyed, even though damage to the head may occur.
 4. Wild animals that are destroyed shall be immediately transported to a city contracted veterinary clinic to be placed in a cooler. The city contracted veterinary clinic will ship the head of the animal to an Arkansas Department of Health certified laboratory for rabies diagnosis.
- D. The animal control officer, as the local rabies control authority, has the final word on what happens to an animal that has bitten a person.

VI. Dangerous or Vicious Dogs

- A. An animal control officer shall review all dog bite reports to determine if an investigation should be initiated to determine if the animal should be classified as a dangerous dog.

VII. Handling Sick or Injured Animals

- A. During regular business hours, sick and injured animals shall be transported to a city contracted veterinary clinic for assessment prior to placement in the City of Jonesboro animal shelter.
- B. After regular business hours, sick and injured animals shall be transported to the City of Jonesboro animal shelter, when the condition of the animal permits this course of action
- C. If, after evaluating the animal, the animal control officer or the patrol officer determines that the animal cannot be transported, the animal shall be humanely destroyed.
- D. If the animal shows signs of ownership, every attempt will be made to locate and contact the owner of the animal and note of those steps shall be made in a report.
- E. When an animal is transported to the shelter, the animal control officer shall evaluate the animal. If the animal shows signs of contagious disease, it should be isolated from other animals. The animal should be transported to a city contracted veterinary clinic on the next business day.
- F. A report shall be completed by the animal control officer following any of the above actions indicating the signs and indications that were noted that led to the action taken.

VIII. Animal Complaints After Normal Working Hours

- A. Animal control officers shall not respond to animal calls after their scheduled work hours except under the following emergency conditions:
 - 1. Livestock on roadway or incidents which constitute an immediate safety hazard to others;
 - 2. Animal bite cases;
 - 3. Sick or injured animals which require immediate medical attention;
 - 4. Animals captured in traps in extreme weather conditions;
 - 5. Loose dangerous or vicious animal.

The police department Shift supervisor shall make the determination of when an Animal Control officer is called out.

- B. Citizens reporting an animal in custody or at large after the scheduled work hours should be advised the animal control officer will pick up the animal the next work day after 8:00 a.m. and the information left for an animal control officer to respond. If the citizen insists on a personal contact from the Department, a patrol officer shall be dispatched to the scene.

IX. Traps

- A. Traps are used in recurring problem areas to capture nuisance animals.
- B. Live traps, which do not normally cause injury to animals, are loaned to city residents, with a deposit, on a first-come, first-serve basis during normal animal control work hours.
- C. Special circumstances involving the need to capture wild animals such as those that have killed livestock or domestic animals would warrant the deployment of a large trap and the Arkansas Game and fish shall be notified.
- D. A record of trap locations and date set shall be maintained by the animal control officers.

X. Weapons and Firearms

- A. Animal control officers who have successfully completed training will be issued pneumatic dart weapons.
- B. Animal control officers who have successfully completed a firearms training course and who maintain specified proficiency, will be allowed to carry an authorized weapon, generally a shotgun or .22 cal rifle, for the destruction of animals when necessary. These weapons will be issued by the Department and shall be secured in the animal control unit at all times when not in use.

XI. Emergency Destruction of Sick or Vicious Animals

- A. Destruction of an animal is permitted in those instances where:
 - 1. The animal is at large and cannot be safely contained; and
 - 2. The animal is considered vicious; and
 - 3. The animal is an immediate threat to a person or another animal.

As in all circumstances involving the discharge of a firearm, the officer must carefully consider the environment and physical surrounding to avoid the possibility of injury to bystanders or nearby property.

NOTE: If the possibility of rabies is suspected, a shot to the head of the animal should be avoided, since the head will be needed for testing.

B. Required Reporting

1. Any officer who discharges a firearm will immediately contact the on-duty supervisor who will initiate an investigation.
 2. The officer will submit a detailed report of the event including:
[1.3.6a]
 - a. The need for the force used;
 - b. The type of force used (shotgun, etc);
 - c. How the force was applied;
 - d. The result of the force used (injuries, property damage, etc)
 - e. Identification of other police personnel involved;
 - f. Identification and contact information of witnesses to the event.
- C. The investigating supervisor will evaluate the incident and submit his findings, in writing, to the Chief of Police.

XII. Animal Control Units

- A. Specialized animal control units are provided by the Department to allow for the safe transportation of animals in accordance with Directive.
[41.1.4a]
- B. The animal control units shall be operated in accordance with the provisions set forth by the City of Jonesboro Personnel Rules and Regulations and the Jonesboro Police Department Policy and Procedures.
[41.1.4b]
- C. The use of the animal control unit is authorized when transportation of an animal is necessary under the provisions of this Directive and the animal control unit will be able to safely transport the animal. **[41.1.4c]**
- D. Personnel who operate the animal control units are required to possess a valid operator's license for motor vehicles through a state licensing agency to indicate that they have completed the training required to operate vehicles. **[41.1.4d]**

- E. Maintenance and care of each animal control unit is the responsibility of the animal control officer assigned to that unit. [\[41.1.4e\]](#)

- F. The following equipment shall be maintained in each animal control unit: [\[41.1.4f\]](#)
 - 1. Transport cage;
 - 2. Leather gloves;
 - 3. Snare;
 - 4. Lasso; and
 - 5. Plastic bags.

- G. The following personnel are authorized to operate the animal control units: [\[41.1.4g\]](#)
 - 1. Animal control officers;
 - 2. Animal Control Supervisor; and
 - 3. Police officers.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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Reference: CALEA 46.1.1, 46.1.2, 46.1.3 a-h, 46.1.4 a-f, 46.1.5 a-c, 46.1.6 a-e, 46.1.7 a-d, 46.1.8, 46.1.9

I. Policy

This directive establishes procedures for the handling of occurrences or situations of an emergency nature, which are of such significant magnitude that they necessitate the recall of personnel and requests for support from other agencies in response to natural disasters, man-made disasters or large scale civil disturbances.

The Craighead County Emergency Management Plan has been based on the National Incident Management System (NIMS) and it is that plan that has been adopted by the City of Jonesboro to help prepare for a response to and recovery from critical incidents and catastrophic events and help mitigate the outcomes that may be associated with such events. Various city departments, including the Police Department, regularly participate in training and information exchange with the Craighead County Office of Emergency Services, in order to ensure greater success of the plan if a catastrophic event were to occur.

During a critical incident, the police department will primarily be concerned with protection of life and property, enforcement of criminal laws, maintaining order, and coordination or assistance in the movement of people and resources in and around the affected area. In addition, such emergencies may require law enforcement to undertake a number of tasks not typically performed on a daily basis, including protection and security of critical facilities, enforcing curfews and controlling access to impacted or damaged areas. Upon implementation of the Emergency Management Plan, the Chief of Police, or his designee, will be charged with directing and coordinating all City law enforcement assets and resources during the course of the emergency situation.

Critical Incidents are typically of such magnitude that they necessitate a heightened emergency response, require additional resources, extended on-scene command, recall/augmentation of personnel, and/or multi-agency response and

support in order to protect life and property, prevent escalation, and restore order. Due to the multitude of catastrophic event possibilities it becomes necessary that this “All-Hazard Plan” be basic, yet flexible, and subject to modification to be effective in our response. [46.1.2]

Tactical Incidents, which typically include criminal incidents involving snipers, barricaded persons, hostage-takers, selected warrant services, or incidents of civil disturbance, and other situations, will be handled with the same command structure, but will involve response limited primarily to law enforcement personnel. In the case of a critical incident being a tactical incident, the Tactical Commander, Chief or Assistant Chief will assume Incident Command.

II. Definitions

- A. Critical Incident – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.
- B. Emergency – Any event that threatens to, or actually does, inflict damage to people or property that can be dealt with using only internal and mutual aid resources.
- C. Incident Command System – ICS is a planned response to a situation where extensive governmental assets and manpower will be utilized to control and manage a planned or emergency event. ICS defines a command structure that delineates responsibility of command.
- D. Resources – Any combination of personnel and equipment used to solve or manage/contain a critical incident, disaster, or emergency event.
- E. Staging and Staging Area – Responding personnel and equipment are grouped at a selected physical location for deployment. The staging area should be strategically located near the incident to be effectively deployed in a timely manner, but not so close, that the resources staged would be in jeopardy, or a hindrance to a command post area of operations. The personnel and equipment are logged and assigned as needed. Staging allows for controlled and planned use of resources.
- F. Command Post – A stationary location or mobile unit that provides a place for the incident management team to lead, direct, and manage the incident on or near the site of the incident. The Command Post may also provide

phone and radio communication services to include on site dispatching of resources.

- G. Tactical Incident – Incidents involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by the Chief of Police.

III. Command Protocol and Coordination of Operations [46.1.1]

- A. In accordance with the Craighead County Emergency Management Plan, the Craighead County Emergency Operations Coordinator (EOC) shall assume incident command of any catastrophic event involving a natural disaster.

In the event of less catastrophic natural disasters or accidental or man-made disasters the EOC for the department (generally the Special Services Captain) may assume command of department personnel providing services. The Chief of Police, or his designee, may also assume incident command of any such event, or serve as the PD commander in a unified command structure. Incidents involving a criminal incident or civil disturbance will be under the command of the Police Department.

- B. The Chief of Police shall exercise full authority over the operations and management of all law enforcement personnel and resources, and may be the liaison with the EOC in the event of activation of the County's Emergency Management Plan.
- C. A Division Commander (or department EOC) will be responsible for planning and coordinating functions and response of assigned personnel and resources to a critical incident. Should the critical incident be a limited tactical incident, the Tactical Commander may assume command.
- D. During the course of a Critical Incident, the police department has primary responsibility for:
 - 1. Establishing an on-scene command post.
 - 2. Law enforcement operations and investigation.
 - 3. Scene security and staging area security.
 - 4. Evacuations and warnings.
 - 5. Communications with other law enforcement agencies.
 - 6. Coordination with the Emergency Operations Center or Command Post.
- E. If additional personnel are needed for a law enforcement response, the Chief of Police or his designee, will contact the Craighead Co S.O., the ASP, neighboring police agencies or federal agencies, as deemed necessary.

- F. Additional resources, such as military support, etc. needed in response to a county wide emergency under coordination of the OES should be requested through coordination with the Craighead County OES and the Craighead County Judge.

IV. Incident Command System

- A. The Incident Command System (ICS) shall be the standard operating procedure for all Critical Incidents involving extended operational response. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration.
- B. Each of the primary elements will have assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the event and directs the efforts of the personnel in charge of each of the functional elements. All Command personnel will access to the current Operations Plan(s).
- C. For some types of critical events (tornado, flooding) where warning is given, a specific incident scene may not exist in the initial response planning phase and the Chief of Police or his designee, may accomplish initial response actions, such as mobilizing personnel and equipment and issuing assignments. As the potential threat becomes clearer, and as a specific site or sites become identified, an Incident Command Post (ICP) may be established and direction and control of the response will be transitioned to an Incident Commander located at the EOC or on-scene.
- D. Should a critical incident occur without warning, the first officer to arrive on scene will implement the rapid response of the necessary number of on duty patrol units to the Critical Incident and serve as incident commander until relieved by a supervisor or more qualified individual. The incident commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to a supervisor and the 911 Dispatch Center, identify response resources needed, and direct on-scene response. The Incident Command System shall be implemented in accordance with the County's Emergency Management Plan.

V. Initiation of the Plan

Once the appropriate level of response has been determined, the on-scene Commander or designee will be responsible for initiating the Emergency Management Plan and assume Incident Command until properly relieved. As additional personnel arrive at the scene, they will be assigned to various functions or phases of the operation as needed, including but not limited to:

- A. Command Function – will be responsible for the following: [\[46.1.3a-h\]](#)
1. Activating the incident command system. This should include identification of the commander to dispatch so that other responding units can be made aware.
 2. Establishing a command post. A command post does not have to be an occupiable structure, but should be located some distance away from the scene, yet close enough to be accessible by the different branches of the command structure.
 3. Initiating the notification and mobilization of additional agency personnel. Actual notification will be completed by a designated person(s) off site.
 4. Obtaining support from other agencies. Available resources from other city, county, state, private and non-profit agencies may be contacted for support.
 5. Establishing a staging area, if deemed necessary, so that all incoming support may be directed to a central meeting area. More than one staging area may be established if necessary.
 6. Providing public information and maintaining media relations. In the case of a large scale event involving more than one agency, every effort should be made to coordinate a common, unified press release.
 7. Maintaining the safety of all affected personnel, since emergency personnel will not be able to assist others if themselves injured.
 8. Preparing a documented after action report utilizing department forms available or utilizing national standardized forms.
- B. Operations Function – will be responsible for the following: [\[46.1.4a-f\]](#)
1. Establishing (and adjusting as needed) inner and outer perimeter.
 2. Delegating personnel to evaluate and conduct evacuations if necessary, as well as coordinating the announcement of advisories of plan to civilians and public safety personnel.
 3. Maintaining command post, staging area and scene security from secondary attack, disaster or other situation.
 4. Coordinate arrest teams, detainee transportation, processing and confinement.
 5. Delegating personnel to direct and control vehicle and pedestrian traffic and personnel to secure and recover property.
 6. Conducting a post incident investigation. If specialized units are needed to assist, assistance will be sought and may even be sought from other agencies if needed.
- C. Planning Function – will be responsible for the following: [\[46.1.5a-c\]](#)

1. Preparing and documenting incident action plan. Plans should remain fluid and address current, as well as alternative response strategies. In the case of a unified command, all elements of command should be consulted.
 2. Gathering and disseminating information and intelligence to all appropriate levels and units concerning the status of resources, and anticipated manpower and equipment needs.
 3. Planning post-incident demobilization.
- D. Logistics Function - will be responsible for the following: [\[46.1.6a-e\]](#)
1. Communications/command post location.
 2. Transportation, vehicle parking and storage.
 3. Medical support, first aid and (if necessary) morgue.
 4. Supplies, food, temporary shelter and rest area.
 5. Specialized team and equipment needs.
- E. Finance/Administration Function - will be responsible for the following: [\[46.1.7a-d\]](#)
1. Recording personnel time
 2. Procuring additional resources
 3. Recording expenses
 4. Documenting injuries and liability issues

VI. Equipment

- A. All equipment designated for use in response to critical incidents shall meet the standard for the U.S. Department of Homeland Security's Science and Technology division standards and shall be maintained in operational readiness status. Documented inspection shall be conducted at least quarterly. [\[46.1.8\]](#)
- B. Equipment available for critical incident response will be brought to the scene as directed by the incident commander and will vary in number and type and includes, but is not limited to:
1. Mobile units that may be utilized as a Command Post.
 2. Tactical Equipment and vehicles.
- C. All first responders assigned to the Tactical Team, as well as other designated responders, such as certified lab response technicians, are issued protective equipment including gas masks and protective gear for use if involved with chemical, biological, radiological, nuclear weapons (CBRN), and hazardous materials. Additionally, all officers will receive training on awareness level guidelines, appropriate actions, and use of protective equipment in response to CBRN events.

VII. Levels of Mobilization

Many natural catastrophic events follow some recognizable build-up period during which planning and actions can be taken to achieve a gradually increasing state of readiness. Readiness Levels will be determined by the Chief of Police and/or the Command Staff.

A. Level 4: Normal Conditions

Emergency incidents occur and local officials are notified. One or more departments or agencies may respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local and mutual aid agreements.

The normal operations of government are not affected.

B. Level 3: Increased Readiness

Increased Readiness refers to a situation that presents a greater potential threat than “Level 4” but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:

1. Tropical Weather Threat: A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
2. Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
3. Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or is expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
4. Wildfire Threat: During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
5. Civil Disturbance: For incidents with a previous history of problems, readiness actions may include reviewing security, traffic control, fire

protection, and first aid planning with organizers and determining additional requirements.

6. Declaration of “Level 3” may require the initiation of the “Increased Readiness” activities to include personnel stand-by alerts.

C. Level 2: High Readiness

High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. Normally requires a full activation of the Police Department’s ICS structure for emergency operations. Twelve hour shifts may be established, along with staging of Mobile Command posts and emergency operations/response resources. This condition will normally require some degree of warning to the public.

Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

1. Tropical Weather Threat: A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques on how to protect homes and businesses and provide information on the evacuation routes.
2. Tornado Warning: Issued when a tornado has actually been sighted in the vicinity and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
3. Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, securing shelters to house evacuees, and continuous situation monitoring.
4. Winter Storm Warning: Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
5. Civil Disturbance: Civil disorder or criminal incident involving relatively large-scale localized violence is imminent. Readiness actions

may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.

D. Level 1: Maximum Readiness

Maximum Readiness refers to situation that hazardous conditions are imminent. Depending on the event, twelve hour shifts will be established. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event.

Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.

1. Tropical Weather Threat: The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include: continuous situation monitoring, full activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
2. Tornado Warning: Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put response units on stand-by.
3. Flash Flood Warning: Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
4. Civil Disturbance: Civil disorder or criminal incident is about to erupt into large-scale and widespread violence. Readiness actions may include having EMS units on stand-by and law enforcement units present for duty.

E. Alert and Mobilization Authorization

Declaration of an alert and mobilization of personnel may be authorized by the Chief of Police or if the Chief is not available, by the Assistant Chief, the Special Services Captain, another Captain, or the Chief or Assistant Chief’s designee. If none of these are available and the situation warrants immediate response, the Shift Supervisor may order mobilization.

VIII. Personnel Deployment

- A. At the time a disaster strikes, the on-duty personnel will be critical in the initial damage assessment, rescue efforts, and maintenance of order. Due to the need for the personnel to remain on-duty, certain officers will be given the responsibility to immediately check on the families of those personnel on-duty who are unable to immediately check on their welfare. They will report their findings, and if a family needs assistance, the officer whose family is in need of assistance will be relieved by oncoming personnel. After the families of officers have been deemed safe, officers shall immediately report for duty as needed.
1. It will be the responsibility of all off-duty personnel to report in person to the Police Department as soon as possible after a disaster with applicable emergency equipment. Employees who are unable to respond, shall notify a supervisor immediately.

Call-outs of this nature require a mandatory response.

2. A needs assessment will be made and the Department may be structured into two (2) twelve hour shifts, and will continue in that mode for as long as necessary.

B. Shift Organization

In the event of a Disaster or Emergency the Chief of Police may make the decision to reorganize the department into two, twelve (12), hour shifts and will appoint commanders to command each shift. The shifts will run from 07:00 A.M. to 07:00 P.M. and from 07:00 P.M. to 07:00 A.M. until conditions allow otherwise. All personnel will make contact, in person, with the Police Department supervisors on duty at the Police Department or secondary location in the event the Police Department is inaccessible.

1. The first shift will be comprised of the following personnel: First Platoon, Second Platoon, School Resource officers, CID officers, Motorcycle patrol officers, Code Enforcement officers and the Training officer(s).
2. The Second Shift will be comprised of the following personnel: Third Platoon, Drug Task Force officers, DARE, Warrants Officers, Traffic Unit officers, PROWL, Unassigned New Hire Officers, PT-2 Officers, and Animal Control Officers.
3. The Service Division Officer will provide equipment support and will monitor the vehicle fleet.

4. The Administration Officers: Chief, Asst. Chief, and Captains will command the incident response. The Chief of Police will coordinate with Craighead County officials as needed.
 5. All other civilian personnel will contact the shift supervisor on duty for assignment.
 6. The training officer will be assigned to the first shift and coordinate the activities of all reserve officers who volunteer their services.
 7. Any other person not otherwise listed will report to the commanding officer or supervisor of the first shift for assignment.
- C. It will be the initial responsibility of those officers on duty, assigned to the different areas of the city, to proceed to the location of known hazards and assess their status as to damage, safety, need for security, disaster control assistance, etc.

Officers shall observe all areas in their route of travel, noting roadway conditions and other emergencies. In addition, officers will give a quick assessment of schools in their area. It will be the responsibility of the shift commander to coordinate these activities until properly relieved. Upon being relieved by proper authority, he will continue to assist in the assessment of major hazards and road conditions unless assigned other duties.

IX. Establishing Command Post, Resources and Other Needs

- A. Command Post Selection and Activation
1. A field command post is established for all unusual occurrences that require a major commitment of Departmental resources for an extended period of time. A field command post may be established by the supervisor at the scene for any event or occurrence regardless of the size of the operation.
 2. The creation of a field command post helps the Incident Commander on the scene with tasks of commanding the operation while maintaining a system of communications, acquiring additional personnel and equipment, accumulating, utilizing and disseminating information and coordinating efforts with other agencies.
 3. The location for a field command post should be:
 - a. In the vicinity and strategic to the occurrence

- b. A site readily located and accessible to responding personnel
 - c. Of sufficient space to accommodate personnel and vehicles
 - d. Connected to public services (telephone, electrical, etc.)
 - e. Secure and defensible as much as possible
4. Situation maps should be made available as soon as possible, detailing building(s), structure(s), streets, routes, barricade areas, etc. for use to determine perimeters, evacuation, staging, etc.

B. Staging Areas

1. Law Enforcement and other Emergency Services personnel – In the event the Police Department is inaccessible, inoperable, or destroyed, officers shall report to the south parking lot of the Jonesboro High School located at Main Street and Highland Drive or to a primary staging area identified in the alert notification. The staging area(s) should be located and established as soon as possible away from the Command Post in order to not disrupt command operations.
2. Other Volunteers
In the event of a major disaster, volunteers will play an important role and should be utilized by officers whenever practical. However, officers should not order or direct volunteers to engage in dangerous or hazardous activities. A separate staging area should be established for non emergency services volunteers.
3. Media

A media staging area should also be established as soon as possible. This area also needs to be far enough away as not to interfere with command operations, but close enough to maintain proper communication. It should be staffed with a liaison and used to communicate accurate and timely information regarding situation updates and public alerts, such as barricaded areas, volunteer information, etc.

C. Triage and First Aid

When necessary, an area should also be established in a safe, yet accessible area for medical personnel to conduct triage and first aid operations. Consideration for this area should especially include planning for transportation of casualties out.

D. Traffic Control

Traffic control will be implemented with consideration of public safety, as well as keeping the operational area free of non-operational traffic. The use of barricades, vehicles and personnel may be utilized.

E. Arrest Procedures

In instances that may result in the physical arrest of a large numbers of persons, an arrest detail may be organized to work in conjunction with Mobile Field Force personnel.

In the event of a mass arrest, assistance and coordination should be sought with the local prosecutors and courts.

F. Security patrols

In many disasters, communities have been faced with the additional problem of dealing with looting. While our primary function in a disaster will be the protection of life, we also have the responsibility of maintenance of order and protection of property. While every attempt should be made to stop looting and arrest those involved, the existing deadly force policy shall remain in effect.

Security patrols of the various public facilities and other business areas affected by the disaster are necessary to discourage looting and to offer a measure of protection. Division Commanders shall work together to ensure sufficient manpower is available in order to maintain a police presence within the affected area, while maintaining an adequate staffing level to provide police services for the remaining, unaffected areas of the city.

X. De-Escalation and Post Incident

A. De-Escalation

The command post should remain in operation until the situation has stabilized, order is restored and the threat to the public ceases. The Incident Commander shall begin de-escalation beginning at the outer areas and working inward, first relieving personnel who have been on duty the longest. De-escalation is complete when the area has been returned to normal although a police presence may be necessary a certain time longer in order to complete processing, clean-up, etc.

B. Post Occurrence Duties

Post occurrence duties may include maintaining a police presence a certain time longer in order to complete processing, clean-up, etc.

Incident Commanders should also insure that all officers that participated in the incident are debriefed, write the appropriate reports and receive counseling, if necessary.

C. After Action Report

The incident commander will be responsible for preparing an After Action Report and forwarding a copy of the report to the Chief of Police as soon as possible after the conclusion of the event. The report should also include summaries from any applicable functions (Planning, Logistics, and Finance) established during the incident. Also, the Special Services Captain will be responsible for documenting an analysis of any incident.

XI. Training

- A. All affected Police Department personnel shall be required to complete appropriate NIMS training for their rank and/or position, with newly hired personnel receiving training during their initial classroom training. The training division shall conduct or coordinate training on the Incident Command System as it pertains to department operations. Documentation of annual training on the department 'All-Hazard Plan' shall be maintained. [\[46.1.9\]](#)
- B. Other training shall include participation in field or table top exercises with multiple agency involvement, as part of the department's role in the Craighead County OES county wide plan and as a participant in the Craighead County Interagency Task Force.
- C. The Special Services Captain will be responsible for reviewing the police department's critical incident plan and updating the plan as needed, maintaining it in a manner that is compatible to the Craighead County OES plan and review the effectiveness of all training every three years.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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Reference: CALEA 46.1.8, 46.2.1a, 46.3.1, 46.3.2, 46.3.3, 46.3.4

I. Policy

Given the threats of domestic and international terrorism to this nation, the state and this community, the employees of this department must be prepared do their part in the war on terror. Police officers must be vigilant for signs of terrorist activities and be prepared to address them directly or to report them to the appropriate authority for an interagency response.

It shall be the policy of this department to establish procedures for reporting and relaying terrorism-related intelligence or information and provide all employees with awareness level guidelines for events involving chemical, biological, radiological, and nuclear weapons.

II. Definitions

- A. First Responder – (as outlined in Homeland Security Presidential Directive/HSPD-8) Those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.
- B. Information – Facts, observations or claims which are raw, unevaluated and uncorroborated, which are not yet analyzed against other information or put into context.

- C. Intelligence – Information that has been processed through an intelligence cycle, has been validated, analyzed and given meaning.
- D. Homeland Security – A concerted national effort to prevent terrorist attacks within the United States, to reduce America’s vulnerability to terrorism, and to minimize the damage and recover from attacks that do occur.
- E. W.M.D. – Weapons of Mass Destruction.

III. Reporting and Relaying Terrorism Information

- A. A designated officer will be assigned as the liaison between the Police Department and the Craighead County Office of Emergency Services and will provide information and education relating to terrorism. [\[46.3.1\]](#)
- B. Incidents occurring in Jonesboro that might prove of interest to the local Federal Bureau of Investigation are normally communicated to this agency through or by a designated person. Agency personnel who become aware of information that might be related to terrorist activities or acts of terrorism will immediately report such information to his/her supervisor who shall insure that the proper agency is notified. [\[46.3.2\]](#)
- C. The Craighead County Office of Emergency Services maintains regular liaison with local media for the distribution of terrorism awareness information. Thus, any general information, such as a change in national terrorism alert levels, will be handled by that office. Any incidents, events or circumstances of particular interest to the residents of the City of Jonesboro or matters concerning public education will be addressed by the department liaison. The liaison will also be responsible for providing terrorism awareness information to interested individuals and community organizations. [\[46.3.3\]](#)

IV. Hazardous Materials Awareness and Response [\[46.3.4\]](#)

- A. Generally

A responder must resist the urge to “rush in” to the scene and risk becoming a casualty. Others cannot be helped until the situation has been fully assessed. Do not walk into or touch the spilled material. Avoid inhaling fumes, smoke or vapors.

A hazardous materials response may require a multidisciplinary response involving police, fire and other government agencies and/or private entities. Police responders shall coordinate their efforts with other responding entities to support the response effort. Once the threat has been determined, the fire official will generally be the incident commander.

B. Police Response [46.2.1a]

1. It is best to assess the scene from an upwind direction.
2. Before approaching the scene of a hazardous materials incident, responders must stop and assess the situation from a distance. Try to identify the material by:
 - a) Having persons involved with the material approach the responder; and
 - b) Reading placards on vehicles using binoculars.
3. Report the situation and the material to the Fire Department.
4. Hazards and risks of hazardous materials, and the appropriate response and precautions, may be determined through the use of the Hazardous Materials Emergency Response Guide booklet or software.
5. Consider the following:
 - Is there a fire, leak or spill?
 - What is the wind speed and direction?
 - What are the weather conditions?
 - What is the terrain?
 - Are there risks to people, property, and environment?
 - What can be done immediately?
6. Set up an appropriate perimeter, isolate the area, and ensure the safety of persons in the hazard area. Such actions may include:
 - a) Shelter in place; or
 - b) Evacuate.
7. Address pedestrian and vehicular traffic.
8. Provide support for those personnel trained for and tasked with addressing the hazardous material.

V. Chemical Weapons Awareness Level Guidelines [46.3.4]

A. Generally

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect

(a few seconds to a few minutes) or a delayed effect (two to forty-eight hours).

While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

B. Decontamination Guidelines

1. Decontamination is needed within minutes of exposure to minimize health consequences. A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.

2. Use extreme caution when helping others who have been exposed to chemical agents. When possible:

- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth.
- Put contaminated clothing and items into a plastic bag, and seal it.
- Decontaminate hands using soap and water.
- Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse and dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water, and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.

- Proceed to a medical facility as directed or transported for screening and professional treatment, not without being screened for further decontamination. The presence of a contaminated person in the medical facility may cause the facility to have to cease operation for decontamination!

VI. Biological Weapons Awareness Guidelines [46.3.4]

A. Generally

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are:

- 1) Bacteria;
- 2) Viruses; and
- 3) Toxins.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water.

Delivery methods include:

- 1) Aerosols: biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- 2) Animals: some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- 3) Food and water contamination: some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer boiling. Follow official instructions.
- 4) Person-to-person: spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, bubonic plague, and the Lassa viruses.

B. RESPONSE: If you become aware of an unusual and suspicious substance nearby:

- a. Move away quickly;
- b. Contact dispatch and report the incident;
- c. When possible, wash with soap and water; and
- d. Seek medical attention if you become sick.

C. EXPOSURE: If you are exposed to a biological agent:

- a. When possible, remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- b. When possible: Wash yourself with soap and water and put on clean clothes.
- c. Seek medical assistance.
 - 1) You may be advised to stay away from others or even quarantined.
 - 2) If you believe you have recently been exposed to a biological weapons agent, ***DO NOT ENTER A MEDICAL FACILITY*** without being screened for further decontamination. The presence of a contaminated person in the medical facility may cause the facility to have to cease operation for decontamination!

VII. Radiological Weapons Awareness [46.3.4]

A. Generally

Terrorist use of a Radiological Dispersion Device (RDD) (often called "dirty nuke" or "dirty bomb") is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device, such as a bomb, with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. RDDs require limited technical knowledge to build and deploy, compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry, and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.

The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions, primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

B. Reaction

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. It would be safer to assume radiological contamination has occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions.

As with any radiation, avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and visible dust or other contaminants are in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

VIII. Nuclear Weapons Awareness Level Guidelines [46.3.4]

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable nuclear device transported by an individual. All nuclear devices cause deadly effects when exploded, including blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction.

A. Hazards of Nuclear Devices

The extent, nature and arrival time of these hazards are difficult to predict. The geographical dispersion of hazard effects will be defined by the following:

1. Size of the device: a more powerful bomb will produce more distant effects.
2. Height above the ground the device was detonated: this will determine the extent of blast effects.
3. Nature of the surface beneath the explosion: some materials are more likely to become radioactive and airborne than others. Flat areas are more susceptible to blast effects.
4. Existing meteorological conditions: wind speed and direction will affect arrival time of fallout; precipitation may wash fallout from the atmosphere.

B. Radioactive Fallout

Even if individuals are not close enough to the nuclear blast to be affected by the direct impact, they may be affected by radioactive fallout. Any nuclear blast results in some fallout. Blasts that occur near the earth's surface create much greater amounts of fallout than blasts that occur at higher altitudes. This is because the tremendous heat produced from a nuclear blast causes an up-draft of air that forms the familiar mushroom cloud.

When a blast occurs near the earth's surface, millions of vaporized dirt particles are also drawn into the cloud. As the heat diminishes, radioactive materials that have vaporized condense on the particles and fall back to Earth. The phenomenon is called radioactive fallout. This fallout material decays over a long period of time, and it is the main source of residual nuclear radiation.

Fallout from a nuclear explosion may be carried by wind currents for hundreds of miles if the right conditions exist. Effects from even a small portable device exploded at ground level can be potentially deadly. Nuclear radiation cannot be seen, smelled, or otherwise detected by normal senses. Radiation can only be detected by radiation monitoring devices. This makes radiological emergencies different from other types of emergencies, such as floods or hurricanes.

Monitoring can project the fallout arrival times, which will be announced through official warning channels. However, any increase in surface build-up of gritty dust and dirt should be a warning for taking protective measures.

C. Electromagnetic Pulse

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. An EMP acts like a stroke of lightning but is stronger, faster, and shorter. An EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components. Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery-powered radios with short antennas generally would not be affected. Although an EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

D. Reaction

The three factors for protecting oneself from radiation and fallout are distance, shielding, and time.

Distance: the more distance between you and the fallout particles, the better.

An underground area such as a home or office building basement offers more protection than the first floor of a building. A floor near the middle of a high rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles, so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.

Shielding: the heavier and denser the materials, such as thick walls, concrete, bricks, books and earth, between you and the fallout particles, the better.

Time: fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about one percent of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance, and time you can take advantage of, the better.

- Take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise. Distance and shielding are defenses against a nuclear blast.
- Listen for official information and follow instructions.
- Do not look at the flash or fireball; it can blind you.
- Take cover behind anything that might offer protection.
- Lie flat on the ground and cover your head. If the explosion is some distance away, it could take thirty (30) seconds or more for the blast wave to hit.
- Take shelter as soon as you can, even if you are many miles from ground zero where the attack occurred.
- Cover your mouth and nose with a damp cloth. The danger from fallout is greatest from contaminated particles you may breathe into your lungs. Radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: distance, shielding, and time.
- Decay rates of the radioactive fallout are the same for any size nuclear device. However, the amount of fallout will vary based on the size of the device and its proximity to the ground. Therefore, it might be necessary for those in the areas with highest radiation levels to shelter for up to a month.
- The heaviest fallout would be limited to the area at or downwind from the explosion, and eighty (80) percent of the fallout would occur during the first twenty-four hours.
- People in most of the areas that would be affected could be allowed to come out of shelter within a few days and, if necessary, evacuate to unaffected areas.

E. Risks

The danger of a massive strategic nuclear attack on the United States is predicted by experts to be less likely today. However, terrorism, by nature, is unpredictable. If there were the threat of an attack, people living near potential targets could be advised to evacuate, or they could decide on their own to evacuate to an area not

considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area or in the middle of a large building.

In general, potential targets include:

- 1) Strategic missile sites and military bases;
- 2) Centers of government;
- 3) Important transportation and communication centers;
- 4) Manufacturing, industrial, technology, and financial centers;
- 5) Petroleum refineries, electrical power plants, and chemical plants; and
- 6) Major ports and airfields.

IX. Equipment

- A. All equipment designated for use in response to critical incidents shall meet the standard for the U.S. Department of Homeland Security's Science and Technology division standards and shall be maintained in operational readiness status. Documented inspection shall be conducted at least quarterly. [\[46.1.8\]](#)
- B. Equipment available for critical incident response will vary in number and type and includes, but is not limited to:
 1. Mobile units that may be utilized as a Command Post.
 2. Tactical Equipment and vehicles.
- C. All first responders assigned to the Tactical Team, as well as other designated responders, such as certified lab response technicians, are issued protective equipment including gas masks and protective gear for use if involved with chemical, biological, radiological, nuclear weapons (CBRN), and hazardous materials. Additionally, first responders, as well as all other officers will receive training on awareness level guidelines, appropriate actions, and use of protective equipment in response to CBRN events.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
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<i>Approved By</i>	:	<i>MY</i>

Reference: CALEA 46.2.6

I. Policy

It is the policy of the Jonesboro Police Department to provide security and assistance to visitors and VIPs when requested. In affording this security, the Department will cooperate and coordinate with other agencies when necessary in an effort to promote and protect the exercise of lawful free speech and assembly while assuring the safety and security of all citizens.

II. Requests for Dignitary Protection

- A. Upon receipt of a request for VIP/Dignitary protection, the Special Services Captain or his designee will be assigned to act as a single point of contact for representatives of the visiting dignitary and other agencies that may be involved in the overall security of the event.
- B. The Special Services Captain or his designee should make inquiries to these representatives regarding:
 - 1. Date and time of visit
 - 2. Locations and where security is needed
 - 3. Specific travel routes of any processions through the city.

III. Event Coordination

- A. The assigned Supervisor is responsible for:
 - 1. Contacting other agencies involved and coordinating security operations within the Department.
 - 2. Gather intelligence information necessary for the successful completion of the event. This should include, but not be limited to:

- a. Contacting members of potential protest groups before the dates and times of the schedule event to prevent face-to-face confrontation on the actual day(s) of the visit.
 - b. The assigned Supervisor should keep in mind when contacting these groups that the purpose of the meeting is to evaluate safety and security issues, not to discuss the protest group's objectives and views.
3. Plan travel routes with special attention to alternate routes in the event of road blockages, emergencies or other problems, which could hamper the smooth flow of travel through the City by the visiting dignitaries.
 4. Drive the route to observe potential hazards.
 - a. Consider observation of the route by air (helicopter).
 - b. Create situational and/or route maps for distribution.
 - c. Utilize road or intersection closure if necessary to facilitate travel.
 5. Coordinate, organize and manage advanced inspections of sites to be visited.
 6. Identify and notify the appropriate emergency, ambulance and medical facilities that may be needed during the visit and ensure that police personnel assigned to the security detail are in possession of, or have access to, emergency first aid.
 7. Coordinate with the E911 dispatch center and other surrounding agencies, any special requirements need during the visit.
 8. Identify the need for any special equipment which may include, but is not limited to:
 - a. Any vehicles needed for the security detail.
 - b. Ballistic vests for VIPs and security detail officers.
 - c. Lethal and non-lethal weapons deemed necessary for use by security detail officers.
- B. Cooperation/Coordination with U. S. Secret Service

Some visits may involve the U.S. Secret Service. Specific arrangement regarding planning and coordination of VIP/Dignitary security should be made through that agency. Contact with the U/S/ Secret Service should be made by the assigned Supervisor as soon as practical to ensure adequate time to prepare for the VIP visit.

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
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Reference: CALEA 46.2.7

I. Policy

The purpose of this policy is to establish guidelines for the handling of special events that may occur within the City of Jonesboro. This policy shall apply to all members of the Jonesboro Police Department. Frequently, special events, such as parades, conventions, sporting or entertainment events, etc. occur in the City requiring varying degrees of police involvement. It shall be the policy of the Jonesboro Police Department to develop specific plans for handling these types of events, addressing the problems and special circumstances involved with each of these events.

II. Procedure

- A. All requests for assistance of on duty Department personnel for any type of special event should be directed to the Special Services Captain, or in his absence, the Patrol Division Commander. The Captain will review the request and notify the appropriate units for deployment strategy and staffing assignments for the event.
- B. The Captain shall notify the SWAT Team Commander or Reserve Unit if he feels their services may be necessary for the event. If the SWAT Team is to be utilized for the event, the SWAT Team Commander shall be responsible for the deployment and the supervision of the team.
- C. The Captain may designate responsibility for supervision of the event to another department supervisor, of a rank dependent on the size and scope of the event.
- D. The Captain, his designee, or event supervisor will contact the event

organizers to discuss the specifics of the event. Prior to the special event, the event supervisor shall complete a written Special Event report that includes a description of the event, to include estimates of the following:

1. An estimate of anticipated traffic and crowd control requirements;
 2. An estimate of the crime problems expected for the event based on past experience or the experience of other agencies with similar events;
 3. An estimate of Police Department personnel requirements; and
 4. Specific assignments for Police Department personnel.
- E. In addition to the estimates of coverage and problems associated with the event, the plan shall include a contingency plan for traffic direction and control at the special event, including temporary traffic control devices needed, alternate traffic routes and parking.
- F. The plan should be submitted to the Special Services Captain for review and recommendations prior to any planned event.
- G. The event supervisor shall be responsible for ensuring that the logistical requirements of the event are met, to include defining the operational schedule for the event, establishing operational command relating to the event, identifying the location of assignments, identifying names of personnel utilized, radio call identifiers and equipment utilized. If the event is a parade, a map of the parade route shall be distributed to involved personnel and to dispatch.
- H. Coordination between the Jonesboro Police Department, the event organizers, and other agencies involved during the event shall be the responsibility of the assigned supervisor.
- I. To provide a means of review, at the conclusion of the event, the assigned supervisor shall complete a written summary as part of the completed Special Event report and submit it through the chain of command to Administration.



Legislation Details (With Text)

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Type: Resolution **Status:** Recommended to Council
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On agenda: **Final action:**
Title: A RESOLUTION TO ADOPT A REVISED EMPLOYEE HANDBOOK FOR ALL EMPLOYEES OF THE CITY OF JONESBORO.
Sponsors: Human Resources, Mayor's Office
Indexes:
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Attachments: [Revised Handbook May 2010](#)
[Revised Handbook - PDF version](#)
[Handbook changes](#)

Date	Ver.	Action By	Action	Result
4/27/2010	2	Finance & Administration Council Committee		

title
A RESOLUTION TO ADOPT A REVISED EMPLOYEE HANDBOOK FOR ALL EMPLOYEES OF THE CITY OF JONESBORO.

body
WHEREAS, there is a need for a revised employee handbook as a guide for all employees of the City of Jonesboro,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, THAT;

1. The City of Jonesboro Employee Handbook is hereby adopted by reference, as though set out herein word by word, as a guide for all employees of the City of Jonesboro.
2. The City of Jonesboro Employee Handbook will be effective for all employees.
3. All previous editions of any employee handbook for the City of Jonesboro are hereby repealed in their entirety.
4. A copy of the City of Jonesboro Employee Handbook will be kept on file in the Human Resource Department.

CITY OF JONESBORO

EMPLOYEE HANDBOOK



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INTRODUCTION

This handbook is designed to acquaint you with the City and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. One of our objectives is to provide an opportunity for employees to fully develop their potential and find job satisfaction which will benefit the community greatly since it results in better service and higher productivity.

This book is not a contract or a statement of rights and does not change your "At-Will" employment status. No supervisor has the authority to make changes to the handbook. All changes must be approved by the City Council of the City of Jonesboro.

DISTRIBUTION

A copy of this manual and all subsequent revisions or amendments shall be distributed to all employees and elected City officials.

DEPARTMENTAL POLICIES AND PROCEDURES

Department Heads are authorized to adopt lawful written policies governing the day-to-day operations of their department. Departmental policies, if in conflict with the policies and procedures contained in this Handbook, shall be governed by the provisions contained herein.

SEVERABILITY

Should any of the provisions of policies and procedures contained in this Handbook be determined to be contrary to federal, state, or local law, the remaining provisions of those policies and procedures shall remain in full force and effect.

To the extent that any state law provides additional or different benefits or rights to employees, the provisions of the policies and procedures contained in the Handbook shall be deemed to include those statements of law.

SECTION I

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT EMPLOYER

The City of Jonesboro is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap, physical challenge, veteran status, or family status as required by all Federal and State Laws. Furthermore, we do not discriminate on the basis of disability.

Our commitment applies to all employment, including job opportunities, promotions, pay and benefits.

AT WILL EMPLOYER

The City of Jonesboro is an "At-Will-Employer". This means that the City or any City employee may end the job relationship at any time, for any reason, with the understanding that neither has an obligation to base that decision on anything but the intent to end the job relationship. No policies, comments, or writings made during the employment process shall be construed in any way to waive this provision.

All City employees should understand that this Handbook is not intended to create any contractual or other legal rights. It does not alter the City's at-will employment policy nor does it create an employment contract for any period.

VACANCIES, PROMOTIONS, JOB POSTINGS, and ADVERTISEMENT

Applications for city employment will not be accepted from anyone under 18-years old except for certain youth program positions.

Individuals seeking employment with the City may pick up an application at the Human Resources Department or apply on-line on the website, www.jonesboro.org. Applications will only be accepted when the City is currently seeking to fill a vacancy or when a job opening is posted.

Applicants shall be disqualified from consideration for employment for any of the following reasons:

1. Falsification or misrepresentation of information on the application form or any employment related forms or documents,
2. Failure to submit by the closing date for applications any required application documents as described in the job announcement
3. Improper influence; an attempt by the application himself or through others, with his knowledge, to influence a member of the hiring process.
4. Conviction of or pleading Nolo contendere of a felony or misdemeanor offence which is related to the position sought by the applicant.

It is the policy of the City of Jonesboro to hire and promote the most qualified applicant for all positions. Job openings will be announced and posted on the City's website, www.jonesboro.org, in City Hall and at other City Facilities at least 10-days before the deadline for applications. Copies of the job announcement will be sent to City Departments and as needed, to public and private employment agencies, local news media and other sources.

Department Heads may fill any vacancy by promoting an existing worker without advertising the position. At the Department Head request, job openings may be restricted to current City employees only. Then

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the announcement will be post for 5 days. The final decision regarding filling positions will be made by the Department Head upon recommendation by the Supervisor. In emergency situations, where vital city services are at stake, any part of the normal hiring process may be waived.

IMMIGRATION AND NATURALIZATION SERVICE (INS) REQUIREMENTS

All persons hired by the City must complete the INS I-9 Form prior to beginning employment and must present documentation of identity and employment eligibility in accordance with the federal guidelines. The Human Resources Department will be responsible for compliance with the employer requirements, including, the verification of the identity and employment eligibility documents, the I-9 completion process and maintenance of the required documents.

PERSONNEL FILES

The City maintains an official personnel file on each employee in the Human Resources Department located at City Hall. The file includes information that is needed by the City in conducting its business or as required by federal, state, or local law. Personnel files are the property of the City and access is limited. You have the right to view your own personnel file during normal business hours. The supervisor should also keep any working files related to personnel in a secure fashion.

Personnel files include information such as: the employee's job application, resume, records of training, documentation of performance appraisals, records of salary changes, records of all disciplinary action, records of commendations, home address, home telephone number, emergency contact information, driving record or status of driver's license, and professional licenses.

To keep personnel files up to date, employees are responsible to notify Human Resources in writing of any changes in name, address, telephone number, and marital status, number of dependents, beneficiary designations, W-4 changes and emergency contact. Family status changes affecting insurance coverage must be made within 31 calendar days of a change.

NEPOTISM

It is against City policy to hire persons in a department who are immediate family members of direct supervisory personnel in that department. As defined in this section, immediate family means your parents, spouse, children, brother, sister, and in-laws. This will include "step" or "foster" family members.

If you get married to another employee in your department, and one of you is in a direct supervisory position, the following actions must be taken.

1. You must notify your Department Head and the Human Resource Director as soon as possible before the marriage.
2. One of you will be required to resign or transfer to another department within 30-calendar days after the marriage.
3. You may mutually agree on which one of you will transfer or resign.
4. If you cannot agree, the employee with the lower classification will be required to transfer or resign.

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If you are an immediate family member of a direct supervisor in your department on the date this handbook takes effect, you will not be required to resign. At the earliest possible time, you will be assigned duties that ensure your family member is not in your chain of command.

HIPAA POLICY

The City is required by law to maintain the privacy and confidentiality of your protected health information. The Human Resources Director shall be designated as the privacy and security officer for the City and will be responsible for the development, monitoring and compliance of the privacy policies and procedures. The privacy officer of the facility will be the responsible party to receive and process all complaints from employees as described within the law.

The City of Jonesboro will provide education and awareness to all of its employees to protect the privacy, confidentiality and technical security of any employee's medical information. Upon hire, every new employee shall be informed of the City of Jonesboro procedure on protecting employee health information.

DRUG-FREE WORK PLACE

The City of Jonesboro has a vital interest in providing for the safety and well-being of all employees and the public and maintaining efficiency and productivity in all of its operations. In fulfillment of its responsibilities, the City is committed to the maintenance of a drug and alcohol free workplace.

The City and certain employees who drive commercial motor vehicles are subject to the requirements of federal statutes and implementing regulations issued by the Federal Highway Administration of the U.S. Department of Transportation. They are governed by a separate policy enacted pursuant to that legislation. However, the foregoing provisions do not cover certain city employees who perform safety and security-sensitive functions. In addition, the City has an interest in maintaining the efficiency, productivity and well-being of employees who do not perform safety or security-sensitive functions. In order to further provide a safe environment for city employees and the public, the City has adopted the following Drug-Free Workplace Policy for those employees who are not covered by federal law.

All employees must be free from the effects of illegal drugs and alcohol during scheduled working hours as a condition of employment. Drinking alcoholic beverages or using drugs while on duty, on City property, in City vehicles, during breaks or at lunch, or working or reporting for work when impaired by or under the influence of alcohol, or when drugs and/or drug metabolites are present in the employee's system, is strictly prohibited and grounds for immediate discharge. In addition, employees are subject to immediate discharge for the unlawful manufacture, distribution, dispensation, possession, concealment or sale of alcohol or drugs while on duty, on City property, in City vehicles, during breaks or at lunch.

The City reserves the right to require employees to submit to urine drug testing and Breathalyzer alcohol testing to determine usage of drugs and/or alcohol as provided below. Employees must submit to all required tests. Any employee who refuses to submit to any required test without a valid medical explanation will be subject to immediate discharge. Refusal to execute any required consent forms, failure to show up within the required time frame or refusal to cooperate regarding the collection of samples, or submission or attempted submission of an adulterated or substituted urine sample shall be deemed refusal to submit to a required test.

DRUG-FREE AWARENESS PROGRAM

The City will establish a Drug-Free Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The City will use this program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace.

The City's Drug-Free Awareness Program will inform employees about: (1) the dangers of drug and alcohol abuse in the workplace; (2) the City's policy of maintaining a drug and alcohol free workplace; (3) the availability of drug and alcohol treatment, counseling and rehabilitation programs; and (4) the penalties that may be imposed upon employees for drug and alcohol abuse violations.

Prohibited Substances/Legal Drugs/Unauthorized Items

Prohibited Substances Alcoholic beverages and drugs are considered to be prohibited substances in the workplace. For purposes of this policy, the term "drugs" includes controlled substances (as identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and the regulations promulgated there under, and defined in the Uniform Controlled Substances Act, Ark. Code Ann. 5-64-201-216,) including synthetic narcotics, designer drugs, and prescription drugs, excepting: prescription drugs approved by and used in accordance with the directions of the employee's physician.

Legal Drugs The appropriate use of prescription drugs and over-the-counter medications is not prohibited. Any employee using a prescription drug should consult with his/her physician and pharmacist regarding the effects of the drug. Employees should read all labels carefully.

Unauthorized Items employees may not have any unauthorized items in their possession or in any area used by them or under their control. Unauthorized items may include, but are not limited to, alcoholic beverage containers and drug paraphernalia.

Use of alcohol and drugs/Prohibited conduct

All employees covered under this policy are subject to the following prohibitions regarding the use of alcohol and drugs (controlled substances):

- Employees shall not report for duty or remain on duty while impaired by the consumption of alcohol. An employee will be deemed to be impaired by alcohol if that employee has a blood alcohol concentration of 0.04 or greater.
- Employees shall not consume alcohol while on duty.
- Employees required to undergo post-accident testing shall not use alcohol for 8 hours following the accident, or until they undergo a post-accident alcohol test.
- Employees shall submit to all authorized drug or alcohol tests.
- Employees shall not report for duty or remain on duty while under the influence of any controlled substance, except when the use thereof is pursuant to the instructions of a licensed physician who has advised the employee that the effect of the substance on the employee does not pose a significant risk of substantial harm to the employee or others in light of his/her normal job duties.

The foregoing rules shall apply to all employees and shall apply while on duty, during periods when they are on breaks or a lunch, or not performing safety or security sensitive functions.

When drug and alcohol testing may be required of employees

Employees (and applicants) covered by this policy shall be required to submit to urine testing for use of prohibited drugs and/or Breathalyzer alcohol testing in the following circumstances.

- When the City has reasonable suspicion that an employee has violated any of the above prohibitions regarding use of alcohol or drugs. For purposes of this rule, reasonable suspicion shall be based on specific, contemporaneous, particular observations concerning the appearance, behavior, speech or body odors of the employee. The required observations must be made by a supervisor or city official or employee who is trained in detecting the signs and symptoms of misuse of alcohol and drug use.
- As part of a pre-employment examination after a conditional job offer has been made.
- When the City management has a reasonable suspicion based on observations or credible information submitted to the City, that the employee is currently using, impaired by or under the influence of drugs or alcohol.
- When an employee suffers an on-the-job injury following a serious or potential serious accident or incident in which safety precautions were violated, equipment or property was damaged, an employee or other person was injured, or careless acts were performed by the employee. Such testing will be required of non-safety sensitive employees only when such factors, when taken alone or in combination with other factors, give rise to reasonable suspicion that the employee may be under the influence of drugs or alcohol.
- When any prohibited drug or alcoholic beverage is found in an employee's possession.
- When the laboratory values in any authorized drug test indicated the need for additional testing, as determined by the Medical Review Officer (MRO), or where any authorized drug test must be canceled due to a collection, chain of custody or other procedural problem.

Random Drug Screens

Random drug and alcohol testing will be performed on an unannounced basis and will be spread reasonably throughout the calendar year. The mechanism for determining individual employees to be randomly tested will be by a computerized program conducted by the contracted provider of testing programs. Lists of selected names will be sent to the assigned department contact for test scheduling. When notified of selection for random testing, the employee shall proceed immediately to the designated collection site and shall follow all instructions of, and cooperate with, collection site personnel. Employees subject to random testing are as follows:

A safety-sensitive position is one in which a momentary lapse of attention may result in grave and immediate danger to the public. The following positions are considered safety sensitive:

- Any certified employee of the Jonesboro Police Department

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- Motor vehicle operators who carry passengers, including but not limited to drivers who transport other city employees
- Any position that requires a CDL license

- Fire department employees who directly participate in fire-fighting activities
- Mechanics and welders who work on vehicles designed to carry passengers such as buses, police cruisers, vans and the like

A security-sensitive position includes:

- Any employee in the Information Systems department as they have access to all the IS equipment and systems that control the functioning of the city
- Any employee in the Finance Department as they have access to the finances and systems of the City
- Any police dispatcher and other department employees who have access to information concerning ongoing criminal investigations and criminal cases, which information could, if revealed compromise hinder or prejudice the investigation or prosecution of the case.

Commercial Driver's License and the Federal Transit Administration Testing

It is the City of Jonesboro's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991, the Drug Free Workplace Policy for Conformance with the Requirements of the U. S. Department of Transportation, The Federal Motor Carrier Safety Administration 49 CFR, Part 40 and the Federal Transit Administration 49 CFR Part 655 as amended. City employees required to have a Commercial Driver's License (CDL) must comply with all these regulations. These Acts requires alcohol and drug testing for all city employees whose jobs require a CDL or are classified as a safety or security sensitive position. These tests include pre-employment, post-accident, random, and reasonable suspicion. The City of Jonesboro will not permit an employee who refuses to submit to requisite testing to perform or continue to perform any activity that requires a CDL or is in a safety or security sensitive position. All CDL drivers and safety and security sensitive positions must obtain the City's written Drug Free Workplace policy. They are required to read this material and sign a statement acknowledging they have received a copy of the city's Employee Handbook.

USE OF TOBACCO

Smoking is not allowed in any building or vehicle owned or leased by the City. Any designated areas of smoking must be in compliance with state and federal laws.

The City reserves the right to change the policies regarding narcotics, tobacco, or alcohol at any time.

REFUSAL TO WORK

We are committed to public service. If you take part in any work stoppage, slowdown, strike or other intentional work interruption you may be terminated.

FAMILY AND MEDICAL LEAVE POLICY (FMLA)

It is the policy of this City to grant up to 12 weeks (26 workweeks of military caregiver leave) of Family and Medical Leave during a 12 month period 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 this policy.

Eligibility:

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the City at least 12 months. The 12 months need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1250 hours during the 12 month period immediately before the date when the leave would begin.
3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

Type of Leave Covered:

In order to qualify as FMLA under this policy, the employee must be taking the leave for one of the qualifying events listed below.

- Birth of a son or daughter and care of a newborn child
- Adoption or foster care placement of a child
- Care for the employee's spouse, son, daughter, or parent, with a serious health condition
- The employee's own serious health condition
- A qualify military exigency arising from the employee's spouse, son, daughter, or parents' active military duty or impending call or order to active duty
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, a parent, or next of kin

Generally a serious health condition is defined as:

- Inpatient care (an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care, or
- Continuing treatment by a health care provider (HCP)

Conditions for which treatments are administered, routine dental, orthodontia or periodontal problems or illnesses such as cold, the flu, upset stomach, etc. are not ordinarily considered a serious health condition.

Employees with questions about the illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Human Resource Department.

The City may require an employee to provide a Certification of Health Care Provider; the certification process is outlined under "Certification of Health Care Provider."

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

All medical information gathered as a result of the serious health condition is considered confidential.

Employee Status & Benefits during Leave:

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as of the employee had continued work.

Under current city policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Finance Department by the 5th day of each month. If the payment is late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments the City may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

Employee Status after Leave:

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority. The City may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar positions.

Use of Paid and Unpaid Leave:

If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the 12 weeks as unpaid leave.

An employee who is taking leave because of the employee's own serious health condition or the serious condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recover following child birth. The employee may then use all paid vacation, personal or family leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule:

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed

a total of 12 weeks over a 12 month period.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The City may require certification of the medical necessity.

Certification of Health Care Provider:

The Certification of Health Care Provider is required in all instances of FMLA. Forms are available from Human Resources or the city's website www.jonesboro.org and should be completed by the attending physician. These completed forms will be maintained by Human Resources in a confidential medical file.

COMPUTER USE POLICY

Electronic Communications Equipment Resources and Systems

1. Technology as a Privilege

The City of Jonesboro provides employees with access to and use of a variety of electronic resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and to have access to information and equipment that is necessary for them to carry out their responsibilities as an employee. Employees are expected and required to use these resources in a manner consistent with their position and work responsibilities.

2 . Privacy of Information

All electronic media communications systems and all communications and information transmitted, received by or stored in these systems are the property of the City of Jonesboro. Employees should be advised that management reserves the right to monitor electronic equipment or systems usage at any time. Additionally, employees are reminded that communication records are subject to the Arkansas Freedom of Information (FOI) Act.

3. Resources and Systems

Electronic Communications Equipment Resources and Systems include, but are not limited to:

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computer (including e-mail), electronic (including paging), and telephone communications (including voice mail and radio) systems; televisions, computers, facsimile machines and copying machines; and any other equipment or systems used for the transmission, reception or storing of information. This policy applies whether an employee accesses the City's equipment or systems in the workplace or from outside the workplace regardless of the time of day used.

4. Acceptable Uses

Limited, occasional or incidental use of electronic media for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Employees are required to use "hands free" equipment if using a personal or City-owned cell phone while operating City equipment. Departments will be responsible for issuing their own policies regarding employee personal cell phone usage while working. Only an approved group of employees will have the authority to send emails to the Announcements distribution group. Employees needing to broadcast an email to the Announcements distribution group, must forward the email to their Department Director or their designee who will determine if the e-mail is appropriate for Announcements and should not exceed 15 megabytes. If determined appropriate, the Director or designee will forward the email to the Announcements group. The message must be related to City business or provide pertinent information to employees. Departments will have the ability to add employees who need direct access to the Announcements group (without going through their Director) as part of their job duties. Should employees need immediate access to Announcements and unable to contact their Department Director or their designee, employees can forward the email to the Operations Director or the Information Systems Director. Employees must receive approval from their department director before accessing in classes conducted via the Internet during work hours. Employees should exercise proper email maintenance and storage to avoid exceeding the mailbox storage maximum, 40 megabytes. This will ensure that employees continue to receive email notifications and limit the space utilized on the City's email server. Employees should exercise proper attention in the opening/sending/forwarding of attachments and executable files to limit exposure to computer viruses.

5. Equipment and resources shall **not** be used for any of the following purposes:

- a. knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, including, but not limited to, sexually explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability or religion;
 - b. distribution of communications of a defamatory or threatening nature or containing profanity
 - c. conducting business involving outside employment or any activity for personal gain, such as buying or selling of commodities or services with a profit motive;
 - d. electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system e.g., viewing/playing games, radio, music, sound files, clips, movies, or videos over the internet;
 - e. any form of gambling;
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- f. transmitting material, information, software, or installing software, in violation of any local, state or federal law, including but not limited to copyright laws;
 - g. conducting any non-city related fund raising or public relations activities or participating in political activities;

- h. sending or forwarding chain letters, virus hoaxes, etc.
- i. visiting or participating in chat rooms;
- j. spending unwarranted amounts of time, on the web surfing, or on personal phone calls;
- k. any other purpose which is illegal, against City policy or contrary to the City's interest, including but not limited to phishing or hacking;
- l. connecting non-approved computers, PDAs, cell phones, wireless devices or peripherals and installing unapproved software, to any of the city's systems, including but not limited to the city's network. Once the device is approved by Information Systems strict protocol must be followed in the connection of the device since failure to do so could expose the system to viruses.
- m. loading of City owned software on personal computer equipment;
- n. Sending mass emails to multiple users or Departments that are not related to City business or pertinent to City operations.

6. Enforcement and Penalties

The sharing of passwords, using a password that is not assigned to the employee using it or accessing a resource or system which the employee is not authorized to use, are expressly prohibited. Any employee found to have violated this policy or to be abusing the privilege of City-facilitated access to electronic equipment, resources, or services, will be subject to disciplinary action up to and including termination. Additionally, the City may remove email and/or internet access at any time.

TRAVEL POLICY

This guideline establishes the rule governing the eligibility for payment of expenses incurred by City employees, elected and appointed officials during travel directly related to official business. These rules provide for the payment of travel funds and for the reimbursement of out-of-pocket expenses.

Responsibility

The authority for promulgation of rules defining the rates of allowable mileage, food and lodging and similar travel expenses rest with the City Council based on the recommendation of the Finance Committee.

The Finance Department ensures conformity to the procedures in this guideline. Normal audit rules will be applied to establish conformance among city departments

The Department Directors are responsible for the dissemination of these procedures to all employees; and for verification and submission of all Requisitions, Request for travel Forms, Travel Expense Forms, and receipts and/or requests for reimbursement to Finance.

The individual employee traveling on official business is responsible for making sure he/she understands

this policy and complies with it. Any unusual circumstances or exceptions must be clarified in advance and any deviations must be approved in writing in advance by the Finance Director.

NOTE* Reimburse or reimbursement as it appears anywhere in this procedure, references the fact that detailed documentation must be provided with the Final Travel Expense Report.

In order to afford employees, elected and appointed, maximum flexibility in the accomplishment of their assigned tasks, the City of Jonesboro will pay travel expenses directly related to official business in accordance with amounts authorized herein. Travel expenses for official business may include the cost of out-of-town conferences involving professional associations, intensive training of the "short course" nature and meetings with state and federal authorities on program-related topics. All travel expenses for employees shall be approved by their Department Director **within their approved travel budget**. Travel expenses for Department Directors shall be approved by the Mayor. Travel by elected or appointed officials shall not require approval subject to prior budget approval.

PROCEDURE

Transportation

An employee may choose to extend travel beyond the time required to conduct the business purpose of the travel. Time and expense incurred in excess of the business purpose are the responsibility of the traveler. These arrangements must be approved in advance, in writing, by the traveler's Department Director.

Airline ticket payment will be made for actual coach costs. The traveler has the option of using their own resources (cash, credit card, etc.) to purchase reimbursable tickets, or the following procedure may be utilized for the City to purchase tickets. A Purchasing Requisition payable to the credit card company, Airline Itinerary, and Confirmation Locator Number (supplied by the airline for tickets placed on 24-hour hold) must be submitted to Finance Department as soon as possible after reservations are made. Transferring tickets is not allowed. FAA regulations state that tickets must be issued in the traveling employee's name.

Mileage reimbursement for use of a private vehicle is allowable in the event a City-owned vehicle is not available. Mileage shall be based on the current IRS per mile rate. Trip distances shall be computed (and printed) using Map Quest or similar software. However, personal vehicle mileage reimbursement shall not exceed the lowest coach airfare available at the time of the travel request (documentation must be provided); nor shall food and lodging expense be for more than one additional day of travel time to and/or from the destination city. Any exceptions to this must have prior approval in writing from the Finance Director. Reimbursement for use of personal vehicles to travel to and from the airport will be one round trip if utilizing airport parking, or two round trips if not utilizing airport parking. Mileage is paid from City Hall or the travelers normal work location to the airport and back. If travel is mandated by the Department Director's written directive on a non-regularly scheduled workday, round trip mileage from the traveler's home of record is authorized.

Taxi fare and similar public transportation is reimbursable, for all necessary City business related trips.

Rental vehicles for official City travel require prior written approval from the appropriate Department Director. Written justification for renting vehicles as well as cost estimates for the rental of the vehicle and collision insurance, if you plan to purchase insurance, must accompany all requests for travel. Actual costs of mid-sized or smaller vehicles rented from recognized car rental agencies (Avis, Hertz, National Budget, Dollar etc.) are reimbursable. When more than four (4) employees are traveling to the same

destination, reimbursement for actual costs of renting vans shall be allowed.

Fuel for City-owned vehicles is reimbursable. Use of City-owned vehicles outside City limits requires written justification from the traveler's Department Director.

Food

Meal receipts are not required for "full day travel". Full day travel shall be defined as an initial departure time prior to 8:00 A.M. and return of at least 6:00 P.M. The allowance for the entire day shall be \$40.00 for all meals with tips included.

Meals for "partial day travel" shall be paid on a per diem rate depending on departure and arrival time. Partial day travel shall be defined as an initial departure time later than 8:00 A.M. and/or return time of earlier than 6:00 P.M. The maximum allowable reimbursement shall be for two meals. The per meal allowance, including tip, shall be: Breakfast-\$8.00; Lunch-\$12.00; Dinner-\$20.00. In cases where a meal is provided by the attended function, unless the Department Director provides prior written approval, the allowance will not be paid for the meal.

Reimbursement of meals for other purposes for official city business (i.e., meeting for COPPS, Drug Task Force) must state the name of the guest(s), nature of business, and be approved by the Finance Director based on prior budget approval.

The City shall not reimburse the costs of alcoholic beverages.

Lodging

The City will reimburse charges for room rate, taxes, and phone calls made on behalf of the City, where it is reasonably expected that a prudent traveler could not return to their residence.

Tips

Non-food tips are allowed, up to a maximum of \$10.00 per-trip.

Parking

Expenses incurred for parking are reimbursable. Any airport parking shall be reimbursed at the long-term parking rate.

Submission of Actual Expenses shall be as Follows:

The traveler must submit a completed copy of the Travel Expense Report (with receipts and/or request for reimbursements) to the Accounts Payable section of the Finance Department within 10-workdays of return. Forms are on the shared drive.

After 10-days, all follow up will be addressed through the appropriate Department Director to the traveler.

NOTE* Reimbursement as it appears anywhere in this procedure, references the fact that detailed documentation must be the expenses and explain the business purposes (who, what, when, where, and why) for the expense. Lodging expenses must be itemized by day, and show all misc. expenses. Expenses will not be reimbursed without detailed, supporting receipts.

OVERTIME PAY

You will be paid overtime when you work more than 40-hours in your work week, unless you are a shift working Firefighter. If you are a shift working Firefighter, you will be paid overtime when you work more than 53-hours in your work week. The rate of pay for overtime work is 1.5 times your normal hourly rate.

The City Council may direct that compensation for overtime be made in the form of compensatory time. If compensatory leave is used, it will follow the rules of the Fair Labor Standards Act (FLSA). Department records will determine the number of compensatory leave days you have earned. Compensatory leave must be taken within one year after you earn it. It is scheduled the same way as vacation. You may request to be paid for compensatory time that you have not taken within one year after you earned it.

COMPENSATORY (Comp) TIME

The City may provide compensatory time (comp time) off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. No employee shall be allowed to accumulate more than a total of 40 hours of compensatory time unless you are a public safety officer. After reaching a total of 40 hours compensatory time, all overtime shall be paid in monetary compensation until the total hours of compensatory time drops below a total of 40. The procedure for scheduling compensatory time off is the same as scheduling vacation.

If you are a public safety officer you will be allowed to accumulate no more that a *total* of 100 hours of compensatory time, all overtime shall be paid in monetary compensation until the total hours of compensatory time drops below a *total* of 100 hours. The procedure for scheduling public safety officer's compensatory time off is the same as scheduling vacation.

In addition, due to the specific nature of the requirements of public safety officers assigned to positions as School Resource Officers, they will be allowed to accumulate the maximum amount of compensatory time allowed by federal and state law, currently 480 hours. Officers removed from such assignments will be required to expend any time accumulated over 100 hours before utilizing any other type of leave. Department Directors shall be charged with maintaining accurate records of compensatory time in their department and providing the Finance Department records of compensatory time as it's earned and taken.

Upon termination of employment, an employee will be paid for unused compensatory time figured at: 1) the average regular rate received by such employee during the last three years of employment; or 2) the final regular rate received by such employee, whichever is higher.

In the event a non-exempt employee moves into an exempt position, any accumulated compensatory time owed to them shall be taken within 3 months of becoming exempt and if not taken during the 3 month time frame it shall be paid to them at the end of three months at their current rate of pay.

RESIGNATION, TERMINATION, and RETIREMENT

Employees who wish to terminate their employment with the City of Jonesboro are urged to notify the City at least 2-weeks in advance. Notice should be given in writing to your Department Head or Supervisor (resignation notice form available on shared drive.) Proper notice should allow the City time to calculate all money you are due in your final paycheck. Without adequate notice, you may have to wait

until the next pay period to receive those payments.

Employees who plan to retire are urged to give the City a minimum of 2-months notice. This should allow time for processing appropriate forms to help ensure that your retirement benefits start on time.

All employment relationships with the City of Jonesboro are on an at-will basis. Although the City of Jonesboro hopes that the relationship with employees are rewarding, the City reserves the right to terminate the employment relationship at any time.

Employees who are absent for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

Any employee who is terminated for disciplinary reasons will not be eligible for rehire with the city.

SECTION II

EMPLOYEE BENEFITS

VACATION

Police Department: Full time Sworn Employees of the Police Department accrue vacation time at the rate of 10-hours per-month. After you have continuously worked 15 years for the City as a full time employee, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status. You may accumulate more than 240 hours of vacation in any given year,

but you will forfeit any amounts greater than 240 hours on the first pay day after your anniversary date. You may be paid for up to 240 hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has been accumulated.

Fire Department: Full time Civil Service employees of the Fire Department who work 24 hour shifts accrue vacation time at the rate of 14 hours per month. After you have continuously worked 15 years for the City as a full time employee, you will accrue vacation at the rate of 18.66 hours per month. This is based on an 11.2 hour work day as recommended by the Arkansas Attorney General's Office. You will not accrue vacation unless you are in a pay status. You may accumulate more than 336 hours of vacation in any given year, but you will forfeit any amount greater than 336 hours on the first pay day after your anniversary date. You may be paid for up to 336 hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has been accumulated.

Full time Civil Service employees of the Fire Department who work a 40 hour week accrue vacation time at the rate of 10-hours per-month. After you have continuously worked 15 years for the City as a full time employee, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status. You may accumulate more than 240 hours of vacation in any given year, but will forfeit any amounts greater than 240 hours on the first pay day after your anniversary date. You may be paid for up to 240 hours of accumulated vacation when your employment is terminated for any reason. You may not take vacation time before it has accumulated.

If you change from a 24-hour shift position to a 40 hour per week position, your vacation time will be converted by multiplying the total accumulation by 0.714. If you change from a 40 hour per week position to a 24 hour shift position, your vacation time will be converted by multiplying the total accumulation by 1.4.

Non-Civil service or non-sworn employees: Full time employees will accrue 80 hours of vacation at the rate of 6.67 hours per month until you reach your fifth anniversary date as a full time employee. After you have continuously worked 5 years for the City as a full time employee, you will accrue vacation at the rate of 10.0 hours per month. After you have continuously worked 15 years for the City as a full time employee, you will accrue vacation at the rate of 13.33 hours per month. You will not accrue vacation unless you are in a pay status.

You may accumulate more than 240 hours of vacation in any given year, but you will forfeit any amounts greater than 240 hours on the first pay day after your anniversary date as a full time employee. You may be paid for up to 240 hours of accumulated vacation when your employment is terminated for any reason, you may not take vacation time before it has been accumulated.

All Employees: The number of employees off at any time will be decided by the Department Head based on department work loads. You should notify your Department Head at least 1-week before you plan to take vacation. Vacation requests will be granted on a first-come, first-served basis. Conflicts will be decided by seniority within the department. Vacation time will be charged by the hour. An hour of vacation time will be charged for each hour that you are away from work. You will not be charged vacation for time that you would not normally work.

HOLIDAYS AND HOLIDAY PAY

Civil Service and sworn full time employees of the City of Jonesboro are paid for the 11-Holidays listed below. A day of Holiday Pay is equal to the monthly salary you will receive in December, divided by 21.67. Total annual Holiday Pay is divided equally and included with the basic pay for each pay period.

New Year's Day	January 1 st
Dr. Martin Luther King Birthday	3 rd Monday in January
George Washington Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

Non-Civil service and non sworn full time employees are eligible for 11 holidays per year. If work schedule permit, full time employees may take the following 7 days off with pay.

New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	4 th of July
Labor Day	1 st Monday in September
Thanksgiving Day and day after	4 th Thursday & Friday in November
Christmas Day	December 25 th

If you have to work on any of the above days, you will get another day off, or you will be paid holiday pay in addition to your regular pay for that day. When a holiday falls on a Saturday, we will take it on the preceding Friday. When a holiday falls on a Sunday, we will take it on the following Monday.

The following 4-days will normally be work days, but full-time employees who are not Civil Service will be paid holiday pay for each of them.

Dr. Martin Luther Kind and Robert E. Lee's Birthday	3 rd Monday in January
George Washington's Birthday	3 rd Monday in February
Vetern's Day	November 11 th
Christmas Eve	December 24 th

If you work in the 911-Emergency Dispatch Center you do not normally get time off for holidays. You will be paid holiday pay during the month of December for all holidays. Your holiday pay will be calculated in the same manner as other non sworn employees.

Before you can be paid Holiday Pay, you must be a full-time employee and you must be in a pay status on your last scheduled work day before and your next scheduled work day after the Holiday. A day of holiday pay is equal to your monthly salary at the time of payment, divided by 21.67. Holiday pay will be paid in December of each year.

SICK LEAVE

Police Department: Full time sworn employees of the Police Department accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for the time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 480 hours. You will be paid your rate of pay in effect at the time of payment.

Fire Department: Full time Civil Service employees of the Fire Department who work 24 hour shifts accrue sick leave at the rate of 20.00 hours per-month. This is based on a 12.00 hour work day. If unused, sick leave may be accumulated to a maximum of 1440 hours stated in Arkansas Code 14-53-108. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 720 hours. You will be paid your rate of pay in effect at the time of payment.

Full time Civil Service Employees of the Fire Department who work a 40-hour week accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to maximum of 1440 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 720 hours. You will be paid your rate of pay in effect at the time of payment.

If you change from a 24-hour shift position to a 40 hour per week position, your sick leave will converted by multiplying the total accumulation by 0.714. If you change from a 40-hour per-week position to a 24 hour shift position, your sick leave will be converted by multiplying the total accumulation by 1.4.

Non Civil Service and non sworn full time employees shall accrue sick leave at the rate of 8 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours. Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work. After you have reached your 10th anniversary as a full time employee, you will be paid for up to 360 hours of unused sick leave when your employment is terminated for any reason, including death. After you have reached your 15th anniversary as a full time employee, you will be paid for up to 480 hours of unused sick leave when your employment is terminated for any reason, including death.

All Employees: Sick leave may be used for the following reasons:

Personal illness or physical incapacity, medical, dental and optical visits, you are quarantined by a physician or health officer, illness in your immediate family which required you to take care of your family member(s).

For sick leave purposes, immediate family includes your spouse, child, step-child, foster child, parents, or any family member who lives in your household.

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If you cannot come to work due to a reason listed in this section you must notify your supervisor or someone acting for your supervisor, within two (2) hours of your work time. If you do not you may not be paid sick leave.

If you miss more than five (5) days in a row, you will be required to obtain a doctor's excuse. If you run out of sick leave you will be charged vacation time and any comp time accrued for missing work due to

sick leave reasons. After you have used all your sick leave, vacation time, and comp time you will not be paid for days that you miss.

You may not donate sick time to another employee. In case of extreme hardship when you have used all of your sick leave, vacation, and comp time and are a member of the Catastrophic Sick Leave Bank you may request leave as outlined by the Catastrophic Sick Leave Bank Policy.

FUNERAL OR BEREAVEMENT LEAVE

You may miss up to 24-hours of work for paid funeral leave in cases of death in your immediate family. Immediate family for funeral leave purposes may include your parents, brother, sister, children, grandparents, grandchildren, in-laws, or any relative who lives in your house, including "step" and "foster" relatives.

Funeral leave will not be charged as sick leave or vacation pay. Funeral leave is not cumulative and may not be carried over from one year to another.

In cases where 24 hours of work time is not enough, you may be granted additional time by your Department Head. Additional time will be charged to sick leave, vacation time, or unpaid leave.

CATASTROPHIC SICK BANK LEAVE

The City of Jonesboro's Catastrophic Sick Bank allows employees who have exhausted all available balances, and experience a personal catastrophic illness or injury, to receive additional sick leave benefits for extended absences upon submission of properly documented application.

Regular full-time employees of the City with a minimum of one (1) year of service are eligible to participate. New employees will become eligible to join the Bank on the date of their one (1) year anniversary.

Non-uniform and Police shall donate sixteen (16) hours for initial membership in the Bank. Firefighters who work 24 hour shifts shall donate forty-eight (48) hours for initial membership. Employees will have six (6) months to make the initial donation for membership for the start-up of the Bank. Following start-up of the bank initial membership fees must be paid within two months of an employee's eligible date. If an employee does not join within the two month period they will not be eligible to join again until open enrollment.

Following the initial donation, eight (8) hours per non-uniform and police employees and twenty-four (24) hours per firefighter who works a twenty-hour (24) shift, shall be required yearly to maintain membership. Hours must be paid to the Bank by March 1, each year to maintain membership in the Bank. No employee shall be advanced hours from the bank until the appropriate initial donation has been met. An employee may not donate hours for another employee for their initial membership donation nor for the required yearly donation of hours. Hours contributed to the Catastrophic Sick Bank may not be restored to the contributing employee under any circumstances.

2-4

Open enrollment will be held in November and December of each year. The effective date of those signing up during open enrollment shall be January 1, of the following year. The required hours for joining, sixteen (16) for non-uniform employees and forty-eight (48) for firefighters who work a twenty-four (24) hour shift, shall be due by March 1st. No employee shall be awarded hours from the Bank until the appropriate initial donation has been made.

Catastrophic leave, for the purpose of this Bank, shall be defined as sick leave required for treatment or recovery of a non-job injury or illness to the participating employee, which exceeds two (2) weeks in duration as documented by an attending physician.

To request hours from the Bank a member employee must make written request and include medical documentation which backs up the request, to the Human Resources Director. No catastrophic leave shall be approved until all leave (inclusive of sick leave, vacation, and comp time) has been exhausted. The Human Resource Department working in conjunction with payroll will be responsible for the administration and record keeping of the bank.

Leave from the Bank shall be limited to eight (8) weeks per member, per calendar year. The Human Resources Director shall have the authority to grant leaves from the Bank for a period of up to eight (8) weeks providing forms are completed and all medical documentation is in order. Up to an additional eight (8) weeks time may be granted by the decision of the Board. In cases of extreme hardship an additional eight (8) weeks may be granted by the Board. This Board shall consist of the Human Resources Director and Operations Director. Any appeal of a decision denying sick leave from the Bank should be appealed to the Mayor within 7 calendar days of the leave being denied. The decision of the Board shall be final on all matters referred to them.

All leave from the Catastrophic Sick Bank shall run concurrently with Family Medical Leave and shall be taken in 8, 10, or 24-hour increments depending on the shift of the employee unless approval for an intermittent leave has been granted. Intermittent leave may be granted in cases where a regimen of continuing treatment must be submitted with the request for intermittent catastrophic leave.

A reoccurrence of the medical problem for which a leave was granted, beyond thirty (30) calendar days of return to active status, will be treated as a new case and will require submission of a new request form with medical documentation.

Employees on a catastrophic leave will be considered to be in a pay status and shall continue to accrue sick leave and vacation while receiving hours from the Bank. Any leave granted but not used shall be returned to the Bank.

In the event that the number of hours in the Bank is depleted in any given year, those members participating may be assessed one additional sick day.

Definition of Terms:

Board - is comprised of the Human Resource Director and Operations Director.

Catastrophic Illness - a medical condition of an employee, which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation, holiday, and compensatory leave time.

Catastrophic Sick Leave - paid leave which is transferred to a leave recipient from the City of Jonesboro catastrophic leave bank. Catastrophic leave may be granted in 8, 10 or 24-hour increments.

2-5

While a leave recipient is on catastrophic leave, he or she will receive normal benefits such as city contributions to insurance and retirement.

Catastrophic Sick Leave Bank - a pool of accrued sick leave donated by employees that has been approved for use by other employees.

Catastrophic Sick Leave Bank Donor - an employee whose voluntary written request to donate

accrued sick leave to the city's catastrophic leave bank has been approved. No employee shall be allowed to be a leave donor if such donation will reduce that employee's accrued sick to less than zero hours.

Catastrophic Sick Leave Bank Program - a program approved by the City and operated by the Department of Human Resources in concert with the Bank Board to provide for the orderly authorization and administration of catastrophic leave.

Catastrophic Sick Leave Bank Recipient - a current employee who's application to receive catastrophic sick leave has been approved.

Employee - a person who is a uniform or non-uniform employee who is compensated on a full-time basis and been employed at least one (1) year. Part-time, seasonal or temporary employees are excluded from this definition and are not eligible to participate as a donor or recipient in the Catastrophic Sick Leave Bank Program.

Medical Condition - a personal emergency limited to catastrophic and debilitating medical situations, severely complication disabilities and severe accident cases which cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee's absence from duty as documented by a physician. Routine disabilities or disabilities resulting from elective surgery do not qualify for catastrophic leave.

Medical Documentation - documentation by a physician certifying that the employee is incapacitated and the period of incapacitation. FMLA Certification of health Care Provider can be

Prolonged Period of Time - a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. A prolonged period of time is interpreted to be a minimum of two (2) weeks.

Substantial Loss of Income - a continuous period of time when the employee will not have otherwise been compensated by the city due to a medical condition and the exhaustion of all earned sick, vacation, and compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.

MILITARY LEAVE

If you are a member of the armed Forces Reserve or the National Guard you are eligible for paid military leave of 15 days for annual training each year with pay, plus necessary travel time. Military leave will be in addition to any required vacation time.

If you are called to duty in emergency situations by the Governor or by the President you will be granted leave with pay not to exceed 30 working days, after which leave without pay will be granted. This leave will be granted in addition to all other leave you are entitled to.

2-6

To receive military leave of either type, you must submit a copy of your orders. You may also be required to show proof of attendance after you return from military leave.

COURT DUTY LEAVE

You will be granted leave with pay for witness or jury duty. You may also keep your allowance from the court for that service. To qualify for court duty leave, you must give your Department Head a copy of the summons or other court related paperwork as soon as possible after you get it. Also, proof of service must be given to your supervisor when your period of jury or witness duty is over.

EMPLOYEE HEALTH AND DENTAL BENEFITS

Medical and Dental Plans: The City of Jonesboro provides a group health plan and a group dental plan for full-time employees. You were offered detailed information on the policies coverage when you were hired. You may get additional information from the Human Resource Department.

Continuation of Group Health and Dental Coverage

Federal Law (Public Law 99-272, Title X) requires that most employers who sponsor group health and dental plans offer employees and their families the opportunity for a temporary extension of health or dental coverage (called "Continuation Coverage") at group rates in certain instances where coverage would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law.

If you are an employee of the City of Jonesboro, covered by its Group Health Plan or Dental Plan, you have a right to choose this continuation coverage if you lose your coverage because of a reduction of your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part.)

Under the law, the employee or a family member is responsible for informing the City of Jonesboro of a divorce, legal separation, or a child losing dependent status under the plan. This notification must be made within 60-days of the date of the qualifying event which would cause a loss of coverage.

WORKER'S COMPENSATION/Occupational Injuries and Illnesses

All employees of the City are covered under the Arkansas State Worker's Compensation Law. If you have an "on-the-job" injury you should immediately notify your supervisor, who will arrange for any needed medical treatment and help you start the paperwork. Rules and regulations concerning Workers' Compensation have been posted on department bulletin boards.

You are ***not*** to use emergency treatment facilities for on-the-job injuries unless the injury is a ***true emergency***, or unless you are injured outside of normal city office hours. For medical treatment of all non-emergency workplace injuries, you or your supervisor should contact the Human Resource Department for a doctor's appointment. You ***must*** report to the Human Resource Department as soon as possible after any workplace injury to start necessary reports. (No more than 3-working days after you are injured, unless you are not medically able).

2-7

If you are injured on the job and are unable to work, you may continue to draw regular salary using your accrued sick leave and/or vacation time. If you choose this option you ***must*** report to Human Resources any temporary disability checks you get from our Workers' Compensation Insurer. Payroll will then reduce your next pay checks(s) by the amount of pay you received from the carrier and restore the equivalent amount of the sick and vacation time used.

If you don't want to use your sick leave or vacation time or if you don't have enough leave time to continue your salary, then you ***will not*** receive a paycheck from the city and you will keep any temporary disability checks you get from our Workers' Compensation Insurer.

EMPLOYEE PENSION PLANS

All full-time employees must join one of the City's pension plans. If you are a sworn Police Officer or a Firefighter, you are covered either by the Local Pension Plan or by the Arkansas Local Police and Fire Retirement System (LOPFI), depending on your date of hire. Other City employees may join the non-uniformed Employee Retirement Plan. For information on any of the plans, you should contact either the Human Resource Department or the Finance Department.

SECTION III

MATTERS AFFECTING EMPLOYEE STATUS

EMPLOYMENT CLASSIFICATIONS

All positions in the City of Jonesboro will fall into one of the following categories:

1. Full-Time – Those who work full-time in an established city position. Full-time employees may take part in all benefits offered by the City of Jonesboro, subject to the rules and regulations

of each benefit program

2. Part-Time – Those who works less than full-time or 40 hours per week. Part-time employees are covered for workplace injuries under the Worker’s Compensation Laws of Arkansas. Part-time employees are eligible for some City benefit programs as defined in the benefit plan summaries.
3. Temporary/Seasonal – Those who work in a position that is meant to be for a limited time. Temporary/Seasonal work may be for a specific project or for seasonal jobs. Temporary employees are covered for workplace injuries under the Worker’s Compensation Laws of the State of Arkansas. Temporary employees are not eligible for other City benefit programs.
4. Civil Service – Some positions in the Fire Department are also governed by Arkansas Civil Service Laws and the rules and regulations of the Jonesboro Civil Service Commission. Civil Service Policies will take precedence over this handbook.

PROBATION

Employees hired shall be considered in probationary status for the duration of six (6) months. Employees promoted or transferred shall be considered in probationary status for a six (6) month period for performance only. The probationary status shall not affect their leave accrual or usage.

ATTENDANCE

Regular attendance is essential to the effective business operations, and the City of Jonesboro expects all of its employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive and place an unnecessary burden on fellow employees, supervisors, City government as a whole and the taxpayers who receive City services. Should an employee be unable to report to work on time because of an illness or personal emergency, he/she should give proper notice to his or her supervisor.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns, (i.e., regularly reporting late on Monday mornings or call in absent on Fridays), or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action.

“Proper notice” is defined by the City as notice in advance of the time an employee should report for work or no later than one (1) hour thereafter if advance notice is impossible.

An absence of an employee from duty, including any absence of (1) day or part there of, (other than an absence authorized by this personnel handbook or law) that is not authorized in advance by the Department Head or the employee’s supervisor will be deemed absence without leave. Such absence shall be without pay.

3-1

WORK HOURS

If you are a non-shift working Firefighter your work week will be 40 hours. If you are a shift working Firefighter your work week will be 56 hours. The day and time for the beginning of your work week will be decided by your Department Head. Department Heads have the right to change your hours of work, days of work, or your work schedule to carry out their duties to the public. Changes in work schedules

will be announced as far in advance as possible.

Whenever possible, your work schedule will provide a 15 minute break in every 4 hours of work. Reasonable time for a meal will be provided. Work schedules and meal times will be set by your Department Head and approved by the Mayor.

PERFORMANCE EVALUATIONS

The City of Jonesboro wants you to do your job to the best of your ability. It is important that you are recognized for good work and that you are given suggestions for improvement when necessary.

Your performance will be evaluated by your supervisor on an on-going basis. Formal written evaluations will be conducted at least once each year.

All written performance evaluations will be based on your overall performance of your job duties and will take into account your conduct, behavior and record of attendance. In addition to regular performance evaluations, special written performance evaluations may be conducted by your supervisor at any time. You should remember that a performance evaluation does not necessarily mean a salary adjustment.

NAME BADGES

Each department has an approved name badge that should be worn at all times while working. If your department doesn't make their own name badges then you should check with Human Resources to have one made. The first name badge will be provided at no cost to the employee.

TRAINING

The City of Jonesboro is committed to continuing and on-going training for all employees. If you think you need additional training, you should notify your Department Head. Reasonable expenses of on-the-job training should be assumed by the City, if prior approval is obtained from the Department Head.

JOB SAFETY

Safety is largely the use of good judgment and the practice of good work habits. You must use good judgment to know the safe way and good work habits to continue the safe way. If you are not sure which way to do a job is the safest, you should ask your Supervisor or Department Head.

Unsafe conduct is misconduct. You should always follow the following safety rules:

1. Follow all department safety rules
2. Use all safeguards for equipment, including seat belts in any City-owned vehicle or equipment
3. Immediately stop using faulty equipment and tell your Supervisor or Department Head
4. Immediately tell your Supervisor if you see any unsafe working condition or equipment
5. If corrections are not made, notify the Human Resource Department
6. Immediately report every accident to your Supervisor or Department Head

SECTION IV

Standards of Conduct

HARASSMENT POLICY

The City of Jonesboro is committed to providing an environment free from harassment and discrimination and will not tolerate any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged harassment.

It is the policy of the City of Jonesboro to provide a work environment that is free from discrimination and harassment where employees at all levels are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, has no place in the work environment. Accordingly, the City does not authorize and will not tolerate any form of harassment of or by an employee based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability or other factors protected by law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the persons job performance.

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964. Those who engage in such behavior may be subject to legal consequences, including civil and criminal penalties and monetary damages. All complaints of Sexual harassment will be investigated by the Human Resources Director and depending on the nature and severity of the misconduct discipline could range from oral counseling up to and including termination.

Racial, Religious, or National Origin Harassment deserves special mention as well and is expressly prohibited. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable employee uncomfortable in the work environment or which would interfere with the employee's ability to perform the job. Examples of race, religious, or national origin harassment include jokes which reference to race, religion, or national origin display or use objects or pictures which adversely reflect on a person's race, religion, or national origin; or use of language which is offensive due to a person's race, religion, or national origin.

Procedure for filing a complaint: If you believe you are being harassed, tell the harasser that you find such behavior offensive, that such behavior is against city policy and ask the harasser to immediately stop the behavior. It is important that you let co-workers know when you consider their behavior offensive as people are hired from a wide variety of backgrounds, and that person may not realize that their behavior could be offensive to others.

You should report harassment or suspected harassment (verbally or in writing) to your Supervisor, Department Head or the Human Resource Director. All complaints of harassment will be investigated by the Human Resource Director and appropriate discipline will be administered on a case-by-case basis.

CONDUCT TOWARDS THE PUBLIC

You should always be civil, orderly and courteous in your conduct and behavior. You must be aware that every time you contact the public your appearance, actions and status are taken for those of the City.

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When dealing with the public, you should try to make your conduct create respect for both you and the City. This will help promote the cooperation and approval of the public.

Not everyone you meet in the course of your duties will be courteous. Even so, you should treat the public as you would like to be treated... with courtesy, patience, respect and understanding. This

approach to public service is very important.

When you are not sure of the correct answer to a question from the public, refer the question to the person or the department that can give the best answer. It is better to admit not knowing than to give the wrong information.

TELEPHONE COURTESY

Your job is to give service to the citizens of Jonesboro. They expect you to perform efficiently and courteously. The way you answer the telephone can affect public relations. While you are on the telephone, you are an important source of good will for the city government. No matter where you work – at a desk, at a counter or somewhere else – when you answer the telephone, your voice reflects your personality. You are expected to:

Answer the telephone promptly, on the first ring if possible; identify yourself and/or department; keep writing materials nearby to take notes; speak directly into the mouthpiece in a pleasant voice; have the correct number when placing a call; be courteous at all times; and arrange to have someone answer calls when you are away from your phone.

Telephones provided by the City are for use in conducting City business. You should not use City telephones during business hours for personal calls, either outgoing or incoming, except in emergencies. You are not allowed to charge any long-distance or other toll calls of a personal nature to the City of Jonesboro.

UNIFORMS AND PERSONAL APPEARANCE

Uniforms and/or a uniform allowance are provided to personnel of certain departments as authorized by the City Council. If you are provided uniforms or a uniform allowance, you should wear the proper uniform at all times while on duty. You are expected to keep your uniforms as neat and clean as working conditions permit.

If you are not required to wear uniforms you should dress neatly, in clothing that is suited for your job. If you are not sure what appropriate dress is, you should ask your Supervisor or Department Head.

WORKPLACE VIOLENCE

The City of Jonesboro observes a zero tolerance policy regarding workplace violence. Fighting or other activities which may endanger the well being of employees may result in immediate termination of employment. Actions that create an environment that is threatening, violent, intimidating, hostile, abusive or offensive will not be tolerated and must be immediately reported to a supervisor.

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GUIDELINES FOR APPROPRIATE CONDUCT

As a City employee you should accept certain responsibilities, follow acceptable standards of personal conduct and display a high degree of personal integrity at all times. This requires a sincere respect for the rights and feelings of others. It also demands that while at work in your personal life, you avoid behavior

that might be harmful to yourself, your co-workers, the citizens and/or the City.

Whether you are on duty or off duty, your conduct reflects on the City. You should observe the highest standards of professionalism at all times.

Types of behavior and conduct that the City considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other City records
2. Violating any City nondiscrimination and/or harassment policy
3. Soliciting or accepting gratuities from citizens
4. Excessive absenteeism or tardiness
5. Unnecessary or unauthorized use of City property
6. Reporting to work intoxicated, under the influence, or with a detectable presence of illegal drugs and manufacture, possession, use, sale, distribution or transportation of illegal drugs.
7. Abuse or unauthorized use of prescriptions or abuse over the counter medications
8. Buying or using alcoholic beverages while in or on City property or using alcoholic beverages while engaged in City business or on City premises
9. Fighting or obscene, abusive or threatening language, gestures, or actions
10. Theft of property from co-workers, citizens of the City
11. Unauthorized possession of firearms on City premises or while on City business
12. Disregarding safety or security regulations
13. Insubordination
14. Neglect or carelessness resulting in damage to City property or equipment
15. Intentional abuse of an employee's position of authority over the citizenry
16. Knowingly or intentionally selectively enforcing the city codes

If your performance, work habits, or actions become unsatisfactory or violate any of the above items or any other City policies, rules or regulations, you may be subject to disciplinary action, up to and including dismissal.

CARE OF CITY PROPERTY

As a City employee, your job requires you to use supplies and usually some type of equipment, all of which are public property. You must be careful about using materials wisely and keeping the equipment in good condition. Carelessness can result in disciplinary action. Discipline records will become a part of your personnel file. You can help keep costs down by treating City property as you would your own.

USE OF CITY VEHICLES

If you are assigned the use of a City automobile or equipment, you should operate them with due care, and follow all laws and rules of the road.

You should keep vehicles and equipment in a clean and sanitary condition at all times. If you are driving outside the Jonesboro area, you must get permission from your Supervisor before starting the trip. Any problems with your vehicle must be reported to your Supervisor or Department Head for immediate corrective action. The City stresses preventive maintenance, and every operator of City vehicles or equipment is expected to report problems at once.

If you are assigned or use a City vehicle the following rules will apply unless specifically altered or exempted by your Department Head and the Mayor.

1. No City vehicle will be allowed to travel outside the city limits of Jonesboro on other than official City business.
2. No City vehicle will be allowed to be used on week-ends or any other time, either during or after work, for the purpose of traveling to and from church services or any other personal errands.
3. No employee who lives outside the city limits of Jonesboro will be allowed to take a City vehicle home without permission from the mayor.
4. No City vehicle will be used to transport anyone to or from a secondary job, nor will any City vehicle be used in the performance of a secondary job by any employee without advance written notice from the Department Head.
5. The Jonesboro Police Department (JPD) implemented a vehicle take home policy effective June 1, 2006. The JPD will operate its vehicle fleet in accordance with Policy #322 in JPD Directive Manual.

If you are authorized to operate a City vehicle and you are away from work due to any leave of absence or illness, you should park the vehicle at the appropriate City facility, unless it will be used by your replacement. Violations of any of the above rules may lead to disciplinary action.

POLITICAL ACTIVITY

You are encouraged to exercise your legal right to vote. If necessary, reasonable time will be granted for that purpose.

You may not circulate or solicit signatures for any initiative or referendum petition in any City office, during usual City office hours, or while on duty for the City, or while in a City uniform.

You may not use any office or other room furnished at public expense for any political headquarters, or to send out or distribute any letters, pamphlets, or other campaign literature for the election of any public office.

You may not place any campaign banners, cards, or campaign literature on any car, truck, or tractor belonging to the City.

You may not devote any time or labor during the time you are on duty, or while you are in a City uniform, to the campaign of any person for any public office.

INCLEMENT WEATHER

When conditions are hazardous you should contact your supervisor for instructions. If your department is open for business, you are expected to come to work. If you are unable to get to work due to weather you must give your Supervisor "proper notice". "Proper Notice" means calling either before or no later

that 1-hour after the time you are due at work. If you give proper notice, time off will be charged to available vacation time.

The mayor will determine when city offices are open or closed, or open late for inclement weather. If the mayor closes city offices or declares inclement weather, employees will not have to use time for absence from work for that time.

OUTSIDE EMPLOYMENT

You are not encouraged to hold a second job while you are working full-time for the City. Emergencies can happen at any time, and every employee is subject to call. You should get written permission from your Department Head before taking a second job. Remember, your first obligation is to the City, and any other employment should not interfere.

If you have a second job, it must not interfere with the proper and effective performance of your job with the City. Your outside employment must not adversely affect the image of the City. It must not cause embarrassment or legitimate and reasonable criticism. If you have a second job it must not be one that may be seen by the public as an official act of the City. You may not wear City uniforms or use City equipment on a second job unless approved in writing, in advance, by your Department Head.

OUTSIDE COMPENSATION

You may not accept any reward, gift, or other form of payment in addition to regular compensation, from any source, for the performance of your duties as a City employee. If a reward, gift or other form of payment is made available to you, it should be credited to a designation employee fund with your Department Head's approval.

DISCIPLINARY ACTION

If your performance, work habits, or actions become unsatisfactory, you may be subject to disciplinary action up to and including dismissal.

Disciplinary action may be any of the several forms listed below:

1. **Warning or Reprimand:** A reprimand is action used to alert you that your performance is not satisfactory or to call attention to your violation of employment rules or regulations. You may be officially reprimanded orally or in writing. A record of any reprimand will be entered in your personnel file.
2. **Suspension:** Suspension involves your removal from your job. You may be suspended with or without pay. A suspension must be in writing. The reason for such action, the period of time for the suspension and the date the suspension is to begin and end must be noted also. Suspension with pay is normally used only while your involvement in a serious incident is under investigation.

3. **Demotion:** If you have committed an appropriate offense, or if your work record justifies it, you may be demoted. You will be given written notice of such action. A demotion is an action that places you in a position of less responsibility and less pay.
4. **Termination:** This type of disciplinary action is your removal from City employment. If you have committed a serious offense or if your work record establishes grounds for termination, you may be given written reasons that can be supported at a pre-termination hearing.

While most situations involving disciplinary action will be dealt with in a progressive fashion, which should allow you to correct your performance; there are some offenses that may result in your immediate termination.

You have the right to appeal all types of disciplinary action outlined in the **Procedure for Review of Disciplinary Decisions** (See below outline).

Procedures for Review of disciplinary Decisions: If you request a review of any disciplinary action, it will be conducted as follows:

1. You will submit a written grievance to your immediate supervisor within 5-working days after the disputed disciplinary action. If possible, the grievance will be resolved at this level.
2. If you are not satisfied with the first step, you will submit the grievance ***in writing*** to your Department Head. The Department Head will investigate the problem and respond to you in writing within 5-working days.
3. If you are not satisfied with the second step, a written appeal may be made to the Human Resource Director or the Mayor. The mayor will make the final management decision within 10-working days and respond to all concerned parties in writing.

PROCEDURE FOR REVIEW OF DISCIPLINARY DECISIONS: Any Department Head desiring to have a disciplinary action reviewed in writing within 5-working days of the action, a review by the Mayor will make the final management decision within ten working days and respond to all concerned parties in writing.

In the event the Department Head claims that an employee's liberty interest in future employment has been damaged as a result of any "***stigmatizing charges***" publicly committed by the city he/she must request in writing within 3-business days of said action, weekends and holidays excluded, a name clearing hearing. Said written request shall be forwarded to the Human Resource Director or in his/her absence to the chair of the Personnel Committee. In the event, the name clearing hearing is requested by the Human Resources Director, all communications shall be made to the chair of the Personnel Committee.

As soon as is practical said committee shall respond in writing to the person who is requesting said name clearing hearing with the time and place of said hearing. The committee decision as to the determination

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of the name clearing hearing shall be the final step for administrative process available. The hearing afforded said Department Head shall be in public, with a court reporter in attendance. Said hearing, in the absence of any employee manual procedures set out in the City of Jonesboro shall be conducted pursuant to the Arkansas Rules of Civil Procedure.

HANDBOOK CHANGES

1. Page i - Added section on distribution: all employees and elected officials will receive a copy of manual and all subsequent revisions.
2. Page i - Added section on Departmental Policies and procedures: this hand book governs all policies and procedures.
3. Page i - Added section on Severability- regarding conflict with state or federal laws
4. Page 1-1 - Added: applications may be completed on-line and will only be accepted when City is seeking to fill vacancy or when job opening is posted.
5. Page 1-1 – Added INS – Federal requirements for I-9 Immigration status
6. Page 1-2 – Added word “direct” to definition of immediate family member in Nepotism section.
7. Page 1-3 – Added section on HIPAA – Federal regulations
8. Page 1-4 – 1-6 Added Drug Free Awareness to include DOT and non-DOT drug testing policy to handbook.
9. Page 1-9 – 1-11- Added computer use policy
10. Page 2-1 – correct civil service employees as Fire Dept only and definition of Police Officers to “sworn employees of the Police Department.”
11. Page 2-4 – Changed Funeral or Bereavement leave definition to “24 hours for paid funeral leave for immediate family” and clarified definition of immediate family member.
12. Page 2-5 – Changed Sick Band Board member Finance Director to Operations Director.

13. Page 2-7 – Changed Workers Compensation procedure to comply with audit findings. Employees have an option of cashing a worker's compensation check and having their salary reduced by the same amount and having leave time restored or choosing to not use paid leave and receive only workers comp check.

14. Page 3-1 – Employment Classifications – correct definition of Civil Service only applying to Fire Department.

15. Page 3-1 – Added section on Probation

16. Page 3-1 – Attendance – added last three paragraphs to this section.

17. Page 3-2 – Added Name Badges section

18. Page 4-5 - Inclement Weather – add last paragraph regarding mayor closing city offices.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:020 **Version:** 2 **Name:**
Type: Ordinance **Status:** First Reading
File created: 3/20/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF CEMETERY REVENUES
Sponsors: Finance, Parks & Recreation
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
4/27/2010	2	Finance & Administration Council Committee		

Title

AN ORDINANCE TO ESTABLISH POLICIES FOR THE ADMINISTRATION OF CEMETERY REVENUES

Body

WHEREAS, the City of Jonesboro maintains Oaklawn Cemetery located at 2349 West Matthews Drive, City Cemetery located at 504 E. Matthews, Nettleton Cemetery located at 311 Airport Road, and Knights of Pythias Cemetery located at 1301 Strawfloor Ave, said facilities hereinafter referred to as cemeteries; and,

WHEREAS, a fund has been established for payment of ongoing expenses incurred in the operation and maintenance of these cemeteries, however, specific instructions as to how the funds are to be received and expended have not been established by previous ordinances; and,

WHEREAS, the State Cemetery Board has determined current Jonesboro cemetery policies and procedures do not limit Jonesboro to the perpetual care cemetery regulations established by the Arkansas Cemetery Board; and,

WHEREAS, guidelines are needed for the collection, accounting and expenditure of funds to ensure the cemeteries are well maintained;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Perpetual Care Fund name shall be changed and shall now be known as the Cemetery Fund.

SECTION 2: Fifty percent (50%) of cemetery lot sales and fifty percent (50%) of all fees charged by City for grave openings and closings in cemeteries shall be deposited in the General Fund to cover operation and maintenance of the cemeteries. The remainder of the revenues from lot sales and grave openings and closings shall be deposited into the Cemetery Fund.

SECTION 3: Interest from the Cemetery Fund shall be transferred to the General Fund and used for expenses associated with the operation and maintenance of the cemeteries.

SECTION 4: The principal of the Cemetery Fund shall be used for expenses associated with the planning and construction of city owned cemeteries, cemetery infrastructure and cemetery support facilities, including (but not limited to): acquisition of existing unused grave spaces in cemeteries, other lands needed for future expansion of existing cemeteries, and lands determined as needed for future cemetery sites .

SECTION 5: The Mayor shall be authorized to purchase, on behalf of City, unused grave spaces in cemeteries for the purpose of resale. The purchase price of the grave spaces shall be \$100 for a single grave space and \$200 per space, for multiple (more than one) contiguous grave spaces. Funds to purchase the spaces shall come from the Cemetery Fund.

SECTION 6: The City of Jonesboro shall establish a separate cemetery budget in order to track revenues and expenses related to the cemetery division of the Parks, Recreation and Cemetery Department, and all adjustments to the 2010 Budget as passed by Council on December 15, 2009 as necessary shall be executed.

SECTION 7: All ordinances and parts of ordinances previously adopted that are in conflict with this ordinance are hereby repealed to the extent of said conflict.

SECTION 8: It being necessary that the finances of the City of Jonesboro, Arkansas be efficiently administered and accounted for, and whereas this ordinance is necessary for the proper execution of contractual obligations,

an emergency is declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:027 **Version:** 2 **Name:**
Type: Ordinance **Status:** First Reading
File created: 4/20/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2010 BUDGET TO PROVIDE FOR TRANSFER OF MONIES PAID TO THE FEDERAL TRANSIT ADMINISTRATION BY JONESBORO ECONOMICAL TRANSIT SYSTEM
Sponsors: Finance
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
4/27/2010	2	Finance & Administration Council Committee		

title
AN ORDINANCE TO AMEND THE 2010 BUDGET TO PROVIDE FOR TRANSFER OF MONIES PAID TO THE FEDERAL TRANSIT ADMINISTRATION BY JONESBORO ECONOMICAL TRANSIT SYSTEM

body
WHEREAS, Ordinance 09:110 provided monies in the amount of \$164,656.00 for repayment of FY2008 unqualified expenditure reimbursements received from the Federal Transit Administration of the U.S. Department of Transportation; and,

WHEREAS, the funds were transferred from the General Fund to the JETS Fund and paid to the Federal Transit Administration on February 12, 2010; and,

WHEREAS, the appropriation increase permitted by Ordinance 09:110 lapsed at the end of FY2009; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The 2010 Budget is hereby amended to increase appropriations, and revise disbursements as necessary, to reflect the payment to the Federal Transit Administration in the amount of \$155,480.00.

SECTION 2: In order to maintain the continuity of the finances of the City of Jonesboro, an emergency is declared to exist. This ordinance shall take effect immediately upon its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:036 **Version:** 1 **Name:**

Type: Ordinance **Status:** First Reading

File created: 4/28/2010 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

Title: AN ORDINANCE PROVIDING FOR THE LEVY OF A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; ALL PROCEEDS DERIVED FROM THE SALES AND USE TAX WILL BE FOR PROVIDING POLICE AND FIRE SERVICES.

Sponsors: Mayor's Office

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/27/2010	1	Finance & Administration Council Committee		

Title

AN ORDINANCE PROVIDING FOR THE LEVY OF A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; ALL PROCEEDS DERIVED FROM THE SALES AND USE TAX WILL BE FOR PROVIDING POLICE AND FIRE SERVICES.

Body

WHEREAS, the City Council of the City of Jonesboro, Arkansas (the City) has determined that there is a continuing great need for providing police and fire services for a source of revenue to finance such services; and

WHEREAS, Title 26, Chapter 75, Subchapter 2 of the Arkansas Code of 1987 Annotated (the Authorizing Legislation) provides for the levy of a one-half percent (.5%) citywide sales and use tax for the benefit of the City of Jonesboro.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Jonesboro, Arkansas:

SECTION 1: Under the authority of the Authorizing Legislation, there is hereby levied a one-half percent (.5%) tax on the gross receipts from the sale at retail within the City of all items which are subject to the Arkansas Gross Receipts Act of 1941, as amended (A.C.A. 26-52-101 et seq.), and the imposition of an excise (or use) tax on the storage, use, distribution or other consumption within the City of tangible personal property subject to the Arkansas Compensating Tax Act of 1949, as amended (A.C.A. 26-53-101 et seq.), at a rate of one-half percent (.5%) of the sale price of the property or, in the case of leases or rentals, of the lease or rental price (collectively, the Sales and Use Tax). The Sales and Use Tax shall be levied and collected only on the first \$2,500 for each single transaction.

SECTION 2: That all proceeds derived from the Sales and Use Tax will be for providing police and fire services.

SECTION 3: That all ordinances and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: That this Ordinance shall not take effect until an election is held on the question of levying the Sales and Use Tax at which a majority of the electors voting on the question shall have approved the levy of the Sales and Use Tax, upon such approval, the tax shall commence January 1, 2011 and end December 31, 2014.

PASSED AND ADOPTED this 1st day of June, 2010.



Legislation Details (With Text)

File #: ORD-10:037 **Version:** 1 **Name:**
Type: Ordinance **Status:** First Reading
File created: 4/28/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE CALLING A SPECIAL ELECTION IN THE CITY OF JONESBORO, ARKANSAS, ON THE QUESTION OF LEVYING A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; DEFINING THE TERM SINGLE TRANSACTION; PRESCRIBING OTHER MATTERS PERTAINING THERETO; AND DECLARING AN EMERGENCY
Sponsors: Mayor's Office
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
4/27/2010	1	Finance & Administration Council Committee		

title

AN ORDINANCE CALLING A SPECIAL ELECTION IN THE CITY OF JONESBORO, ARKANSAS, ON THE QUESTION OF LEVYING A ONE-HALF PERCENT SALES AND USE TAX WITHIN THE CITY OF JONESBORO, ARKANSAS; DEFINING THE TERM SINGLE TRANSACTION; PRESCRIBING OTHER MATTERS PERTAINING THERETO; AND DECLARING AN EMERGENCY

body

WHEREAS, the City Council of the City of Jonesboro, Arkansas (the City) has passed on June 1, 2010, an Ordinance providing for the levy of a one-half percent (.5%) sales and use tax within the City (the Sales and Use Tax); and

WHEREAS, the Sales and Use Tax shall be levied and collected only on the first \$2,500 for each single transaction; and

WHEREAS, the purpose of this Ordinance is to call a special election on the question of the levy of the Sales and Use Tax, and to define the term single transaction.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Jonesboro, Arkansas:

SECTION 1: That there be, and there is hereby called, a special election to be held on August 10, 2010, at which election there shall be submitted to the electors of the City the question of the levy of the Sales and Use Tax.

SECTION 2: That the question of levying the Sales and Use Tax shall be placed on the ballot for the election in substantially the following form:

Vote on measure by placing an X in the square opposite the measure either for or against:

FOR adoption of a one-half percent (.5%) local sales and use tax within the City of Jonesboro, Arkansas, with proceeds derived from the sales and use tax used for providing police and fire services to commence on January 1, 2011 and end on December 31, 2014 []

AGAINST adoption of a one-half percent (.5%) local sales and use tax within the City of Jonesboro, Arkansas, with proceeds derived from the sales and use tax used for providing police and fire services to commence on January 1, 2011 and end on December 31, 2014 []

SECTION 3: That the election shall be held and conducted and the vote canvassed and the results declared under the law and in the manner now provided for municipal elections unless otherwise provided in Title 26, Chapter 75, Subchapter 2 of the Arkansas Code of 1987 Annotated (the authorizing Legislation) and only qualified voters of the City shall have the right to vote at the election.

SECTION 4: That the results of the election shall be proclaimed by the Mayor, and his Proclamation shall be published one time in a newspaper published in the City and having a general circulation therein, which Proclamation shall advise that the results as proclaimed shall be conclusive unless attacked in the courts within thirty days after the date of publication.

SECTION 5: That a copy of this Ordinance shall be given to the Craighead County Board of Election Commissioners so that the necessary election officials and supplies may be provided. A certified copy of this Ordinance shall also be provided to the Commissioner of Revenues of the State of Arkansas as soon as practical.

SECTION 6: That the Mayor and City Clerk, for and on behalf of the City, be, and they are hereby authorized

and directed to do any and all things necessary to call and hold the special election as herein provided and, if the levy of the Sales and Use Tax is approved by the electors, to cause the Sales and Use Tax to be collected in accordance with the Authorizing Legislation, and to perform all acts of whatever nature necessary to carry out the authority conferred by this Ordinance.

SECTION 7: Single transaction is defined according to the nature of the goods or services purchased as follows:

(A) When two or more devices in which, upon which, or by which any person or property is, or may be transported or drawn, including but not limited to, on-road vehicles, whether required to be licensed or not, offroad vehicles, farm vehicles, airplanes, water vessels, motor vehicles, or non-motorized vehicles, and mobile homes, are sold to a person by a seller, each individual unit, whether part of a fleet sale or not, shall be treated as single transaction for the purposes of the sales and use tax.

(B) The charges for utility services, which are subjects to the sales and use tax and which are furnished on a continuous service basis, whether such services are paid daily, weekly, monthly or annually, for the purposes of the sales and use tax shall be computed daily increments, and each such daily charge increment shall be considered to be a single transaction for the purposes of the sales and use tax.

(C) For sales of building materials and supplies to contractors, builders or other persons, a single transaction, for the purpose of the sales and use tax, shall be deemed to be any single sale which is reflected on a single invoice, receipt or statement on which an aggregate sales (or use) tax figure has been reported and remitted to the State of Arkansas.

(D) When two or more items of major household appliances, commercial appliances, major equipment and machinery are sold, each individual unit shall be treated as single transaction for the purposes of the sales and use tax.

(E) For groceries, drug items, dry goods and other tangible personal property and/or services not otherwise expressly covered in this Section, a single transaction shall be deemed to be any single sale which is reflected on a single invoice, receipt or statement, on which an aggregate sales tax figure has been reported and remitted to the State of Arkansas.

SECTION 8: That all ordinances and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9: It is hereby ascertained and declared that there is a great need to establish a stable source of revenue to provide public safety services in order to promote and protect the health, safety and welfare of the City and its inhabitants. It is, therefore, declared that an emergency exists and this Ordinance being necessary for the immediate preservation of public peace, health and safety shall be in force and take effect immediately from and after its passage.

PASSED AND ADOPTED this 1st day of June, 2010.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:038 **Version:** 1 **Name:**

Type: Ordinance **Status:** First Reading

File created: 4/29/2010 **In control:** City Council

On agenda: **Final action:**

Title: ORDINANCE TO AMEND SECTION 117-32 OF CHAPTER 117 KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO CODE OF ORDINANCES PROVIDING FOR A CHANGE IN ZONING BOUNDARIES FROM CR-1 (L.U.O.) PROFESSIONAL OFFICE TO C-3 PROFESSIONAL OFFICE/SERVICE RETAIL FOR PROPERTY LOCATED AT 2300 STADIUM BLVD AS REQUESTED BY BEN FORD

Sponsors:

Indexes:

Code sections:

Attachments: [Plat](#)
[Emergency Request Letter](#)
[MAPC Report](#)

Date	Ver.	Action By	Action	Result
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title
ORDINANCE TO AMEND SECTION 117-32 OF CHAPTER 117 KNOWN AS THE ZONING
ORDINANCE OF THE CITY OF JONESBORO CODE OF ORDINANCES PROVIDING FOR A CHANGE
IN ZONING BOUNDARIES FROM CR-1 (L.U.O.) PROFESSIONAL OFFICE TO C-3 PROFESSIONAL
OFFICE/SERVICE RETAIL FOR PROPERTY LOCATED AT 2300 STADIUM BLVD

body
BE IT ORDAINED by the City Council of the City of Jonesboro, Arkansas:

SECTION ONE: That Section 117-32 of Chapter 117 of the Jonesboro Municipal Code known as the Zoning Ordinance of the City of Jonesboro, Arkansas, be amended by the change in zone district boundaries as follows:

From CR-1 (L.U.O.) Professional Office to C-3 Professional Office/Service Retail on land described as follows:

LOT "A" AND "B" OF THE REPLAT OF LOT 1 IN BLOCK "B" OF SWAN SUBDIVISION OF THE WEST PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 14 NORTH, RANGE 4 EAST, CRAIGHEAD COUNTY, ARKANSAS, AS SHOWN BY PLAT IN DEED RECORD 123 AT PAGE 157, JONESBORO, ARKANSAS, LESS AND EXCEPT A 20 FOOT STRIP OF EQUAL AND UNIFORM WIDTH OF THE ENTIRE WEST SIDE OF THE NORTH 100 FEET OF LOT 1, BLOCK "D" OF SWAN'S SUBDIVISION OF THE CITY OF JONESBORO, ARKANSAS, CRAIGHEAD COUNTY, ARKANSAS, AND CONTAINING AND LESS AND EXCEPT A 20 FOOT STRIP OF EQUAL AND UNIFORM WIDTH OF THE ENTIRE WEST SIDE OF THE SOUTH 50 FEET OF LOT 1, BLOCK "B" OF SWAN'S SUBDIVISION OF THE CITY OF JONESBORO, CRAIGHEAD, ARKANSAS, AND CONTAINING 15,065.85 SQUARE FEET MORE OR LESS AND BEING SUBJECT TO ALL PUBLIC AND PRIVATE ROADS AND EASEMENTS

SUBJECT TO THE FOLLOWING STIPULATIONS:

1) That any future redevelopment submittals are to be reviewed and approved by the Planning Commission prior to the building permits in an orderly fashion, to protect abutting residences for approval.

SECTION TWO: This ordinance shall repeal and replace ORD-07:3168 adopted on December 18, 2007.

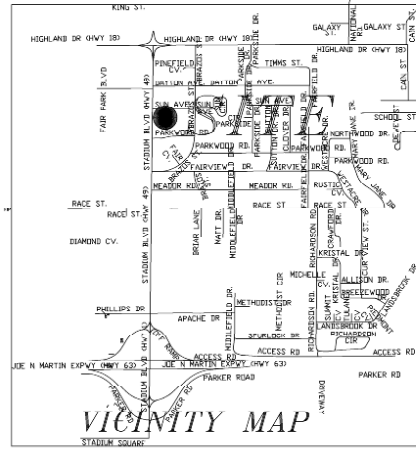
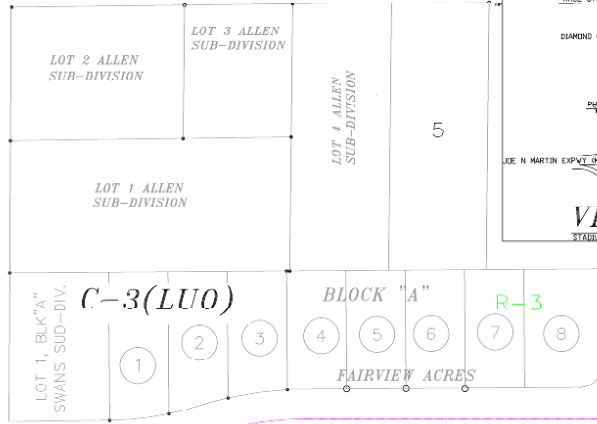
SECTION THREE: This ordinance, being necessary for the preservation of the public peace, health and safety, is hereby declared to be an emergency and this ordinance shall take effect and be in full force from and after its passage and approval.

FAIRGROUNDS C-3

STADIUM BLVD (ARKANSAS HWY No. 1)

R-3

SUN AVENUE

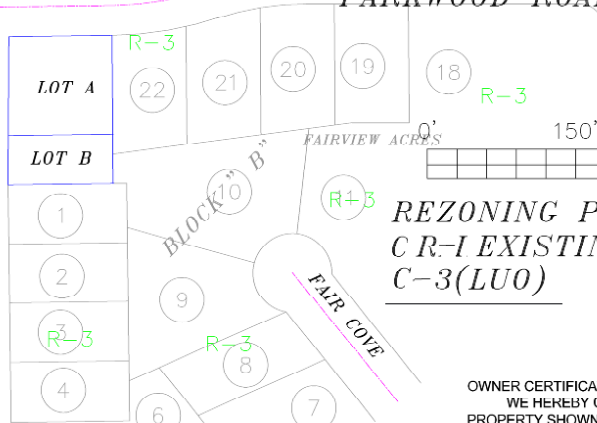


VICINITY MAP

BRAZOS STREET

R-3

PARKWOOD ROAD



BEARINGS ARE SFC GRID AS PER CITY OF JONESBORO DATUM

REZONING PLAT
C R-1 EXISTING
C-3(LUO)

OWNER CERTIFICATION:

WE HEREBY CERTIFY THAT WE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE ADOPT THE PLAN OF THE SUBDIVISION AND DEDICATED PERPETUAL USE OF ALL STREETS AND EASEMENTS AS NOTED AND WE FURTHER CERTIFY THAT WE HAVE READ AND ACKNOWLEDGED THE FOLLOWING STATEMENT.

KATHRYN BRENTS(2300 STADIUM BLVD.)

BEN FORD

SURVEYOR'S CERTIFICATION:

THIS IS TO CERTIFY I HAVE ON THIS DATE SURVEYED THE ABOVE DESCRIBED PROPERTY IN ACCORDANCE WITH MONUMENTS FOUND AND THIS PLAT CONFORMS TO THAT SURVEYED.

H&S HIME PROFESSIONAL SURVEYING SERVICES

PMB #283, 2704 SO. CULBERHOUSE STE "L"
 JONESBORO, ARKANSAS

DESCRIPTION:

LOT "A" AND "B" OF THE REPLAT OF LOT 1 IN BLOCK "B" OF SWAN SUBDIVISION OF THE WEST PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 14 NORTH, RANGE 4 EAST, CRAIGHEAD COUNTY, ARKANSAS AS SHOWN BY PLAT IN DEED RECORD 123 AT PAGE 157, JONESBORO, ARKANSAS LESS AND EXCEPT A 20 FOOT STRIP OF EQUAL AND UNIFORM WIDTH OF THE ENTIRE WEST SIDE OF THE NORTH 100 FEET OF LOT 1, BLOCK "D" OF SWAN'S SUBDIVISION OF THE CITY OF JONESBORO, ARKANSAS, CRAIGHEAD COUNTY, ARKANSAS AND CONTAINING AND LESS AND EXCEPT A 20 FOOT STRIP OF EQUAL AND UNIFORM WIDTH OF THE ENTIRE WEST SIDE OF THE SOUTH 50 FEET OF LOT 1, BLOCK "B" OF SWAN'S SUBDIVISION OF THE CITY OF JONESBORO, CRAIGHEAD, ARKANSAS AND CONTAINING 15,065.85 SQUARE FEET MORE OR LESS AND BEING SUBJECT TO ALL PUBLIC AND PRIVATE ROADS AND EASEMENTS.



H&S Hime Professional Surveying Services
 PMB #283
 2704 SO. CULBERHOUSE STE "L"
 JONESBORO, ARKANSAS 72401

PHONE: 870 972 1288
 FAX: 870 972 1011
 E-MAIL: hshime_butch@yahoo.com

REZONING PLAT

drawn by: HH	LOT A & B OF A REPLAT OF LOT 1, BLOCK "B" SWAN SUBDIVISION, JONESBORO, ARKANSAS
date: 8-14-2007	C-3(LUO) REQUEST
scale: 1"=150'	client: GLEN TALLEY

City Council
City of Jonesboro
515 West Washington
Jonesboro, AR 72401

Re: Letter of request for Emergency Clause by Council

Dear Aldermen:

I have petitioned to rezone my property located at 2300 Stadium Blvd. As you can see from the Planning Department's Staff report, I have completed my entire redevelopment and it has promoted a very positive & professional image for the surrounding neighborhood.

Because my former petition for rezoning was approved as CR-1 Professional Office, it has not proven to be the ideal classification for this area. Over the last one to two years I have marketed my vacant tenant space unsuccessfully due to the limitations of the current zoning; therefore this minor change in district is necessary.

To date, I have a signed long term lease agreement with a tenant who desires to occupy my vacant tenant space effective May 15, 2010. I ask for your consideration and respectfully request that you approve and adopt this ordinance at your earliest available meeting date, so that I may avoid losing an excellent tenant.

There has been no opposition from the surrounding community, and I have worked closely with my neighbors to make sure the property is professional, aesthetically pleasing, and well maintained. This area has also recently developed commercially, and several new & existing small retail businesses are located in close proximity to my property (*donut shop, computer retail, etc*).

If you have any questions or would like additional information, please feel free to contact me anytime at (870) 897-0095.

Thank you for your consideration.

Sincerely,

Ben Ford

2300 Stadium Blvd
Jonesboro, AR 72401



City of Jonesboro City Council
Staff Report – RZ : 10-06: Ben Ford_Parkwood II
Huntington Building - 900 W. Monroe
For Consideration by Council on May 4, 2010

REQUEST: To re-consider rezoning a parcel of property containing approximately .35 acres more or less.

PURPOSE: A recommendation for approval by the Metropolitan Area Planning Commission for rezoning from CR-1 L.U.O. Professional Office to C-3 (L.U.O.) Professional Office/ Service Retail.

APPLICANT/ OWNER: Ben Ford, 2300 Stadium Blvd., 3005 Parkwood Rd., Jonesboro, AR

LOCATION: 2300 Stadium Blvd.

SITE DESCRIPTION:

Tract Size:	Approx. approximately .35 +/- acres (15,065.83 s.f.),
Frontage:	Approx. 150 ft. on Stadium; 120 ft. on Parkwood Rd.
Topography:	Predominantly Flat
Existing Dvlpmnt:	Professional Office Building

SURROUNDING CONDITIONS:	<u>ZONE</u>	<u>LAND USE</u>
North:	R-3 Multi-Family	Residential (pending rezoning)
South:	R-3 Multi-Family	Rental units/Townhouse
East:	R-3 Multi-Family	Residential
West:	C-3	Fairgrounds

HISTORY: Property is developed as low density office space (CR-1) under a November, 2007 Rezoning Case. Applicant desires to rent vacant space as a retail service use.

ZONING ANALYSIS: City Planning Staff has reviewed the proposed Zone Change and offers the following findings.

COMPREHENSIVE PLAN/ FUTURE LANDUSE MAP

The Future Land Use Map adopted on January 5, 2010 shows this area to be within the Southeast Sector and to be recommended as Planned Mixed Use Employment Area. Neighborhood retail and neighborhood office is consistent with the proposed Land Use Map.

Pertinent Zoning Ordinance sections include Section 117-34 (2), ‘change in District Boundary’.

Approval Criteria- Section 117-34- (e.1-7) Amendments:

The criteria for approval of a rezoning are set out below. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:

- (a) Consistency of the proposal with the Comprehensive Plan
- (b) Consistency of the proposal with the purpose of this chapter.
- (c) Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- (d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- (e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- (f) Length of time the subject property has remained vacant as zoned, as well as its zoning at the time of purchase by the applicant; and
- (g) Impact of the proposed development on community facilities and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services.

Findings:

With the new mall development, this area abuts a changing commercial corridor which includes other new retail development just north of the subject property. The consolidated request for rezoning allows



for a more planned opportunity as opposed to the typical piece-meal developments brought before the commission and council in the past. With proper buffering a quality commercial development can be incorporated into this planning area. This area will prove conducive for commercial uses along Stadium Drive north and south of the mall given the traffic volume. Billboards should be discouraged for this piece of property as well as any high volume retail.

MAPC Record of Proceedings: Hearing Held on April 28, 2010, Case RZ-10-06

Chairman Halsey Summarize the item/request on the agenda.

Applicant: Ben Ford, 2300 Stadium Blvd. presented the request to the Commission, requesting C-3 L.U.O.

Mr. Spriggs gave a brief statement referring to the staff report. This is an existing structure; the screening has been implemented on site as requested by the Commission and Staff is requesting that the Commission recommends approval of this case to City Council. The only stipulation is that any future redevelopment submittals deviating from the above proposed uses be reviewed and approved by the Planning Commission prior to the issuance of building permits in an orderly fashion, to protect abutting residences

Opponents: None

Commission Action: Motion was by Mr. White with the recommendations of the Planner; 2nd by Mr. Tomlinson.

Roll Call Vote: Mr. Roberts- aye; Mr. Tomlinson- aye; Mr. Kelton- aye; Mr. White- aye; Ms. Norris- aye; Mr. Collins- aye; Mr. Dover- aye. Recommended to City Council with a 7 to 0 vote.

Conclusion:

In the April 13, 2010 meeting, the applicant requested MAPC's direction on how to allow for a small service retail user in one of the on-site vacant tenant spaces in the recently constructed development. Unfortunately, the recently rezoned CR-1 District does not allow for the service retail that the applicant has a pending offer to occupy the space. This rezoning is fully supported by Staff and the Planning Commission, and this rezoning request which has been processed through the required procedures with no neighborhood opposition.

The MAPC and the Planning Department staff find that the requested Zone Change submitted by Ben Ford should be approved based on the observations above and current development patterns of this area.

Case RZ-10-06, a request to rezone property from CR-1 L.U.O. Professional Office to C-3 L.U.O. Professional Office/Retail Service use is hereby recommended to the Jonesboro City Council with the stipulation that any future redevelopment submittals deviating from the above proposed uses be reviewed and approved by the Planning Commission prior to the issuance of building permits in an orderly fashion, to protect abutting residences.

Respectfully Submitted for Council Consideration,

Otis T. Spriggs, AICP
Planning & Zoning Director

SITE PHOTOGRAPHS



View looking North Along Stadium Dr.



View looking west across Stadium Dr.



View looking Existing Site from Stadium Dr./Parkwood



View looking north toward subject property



View looking to the south along Stadium Dr.



View looking to the Northeast along Stadium Dr.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:025 **Version:** 1 **Name:**
Type: Ordinance **Status:** Third Reading
File created: 4/14/2010 **In control:** City Council
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND TITLE 14, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR A PLANNED UNIT DEVELOPMENT OVERLAY LOCATED AT THE LINKS AT JONESBORO, 3700 S. CARAWAY RD./ LINKS DRIVE AT HARRISBURG RD. REQUESTED BY KIM FUGITT
Sponsors:
Indexes:
Code sections:
Attachments: [MAPC Report](#)
[Plat 1](#)
[Plat 2](#)

Date	Ver.	Action By	Action	Result
4/20/2010	1	City Council		

title
AN ORDINANCE TO AMEND TITLE 14, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR A PLANNED UNIT DEVELOPMENT OVERLAY LOCATED AT THE LINKS AT JONESBORO, 3700 S. CARAWAY RD./ LINKS DRIVE AT HARRISBURG RD.

body
BE IT ORDAINED by the City Council of Jonesboro, Arkansas:

Section 1: Title 14 known as the Zoning Ordinance of the City of Jonesboro, Arkansas, be amended as recommended by the Metropolitan Area Planning Commission by the changes in zoning classification as follows:

From (R-3) Multi-Family zoned parcel of land containing 15 Acres more or less to a Planned District (PD-RM) Multi-family Development containing 264 additional units, the following described property:

Legal Description:

PART OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4, SECTION 32, TOWNSHIP 14 NORTH, RANGE 4 EAST, CRAIGHEAD COUNTY, ARKANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTH 1/2 OF THE SOUTHEAST 1/4; THENCE NORTH 00°32'46" EAST 1309.72 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTH 1/2 OF THE SOUTHEAST 1/4; THENCE ALONG SAID NORTH LINE, NORTH 89°40'39" EAST 489.11 FEET; THENCE SOUTH 00°18'11" EAST 1310.69 FEET TO A POINT ON THE SOUTH LINE OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4; THENCE ALONG SAID SOUTH LINE, SOUTH 89°48'14" WEST 508.52 FEET TO THE POINT OF BEGINNING, CONTAINING 15.003 ACRES, MORE OR LESS.

Section II: Rezoning shall be contingent upon approval of the attached conceptual plans along with compliance with the following conditions:

1. That the Planned District Development shall be limited to 264 apartment units.
2. That 6 ft. perimeter privacy fencing shall be installed along the southwestern portion of the development where it abutts single family residential properties to remain as such.
3. That a continuous 50 ft. solid screen buffer area shall be maintained along the south/western portion of the site as shown on the development plan.
4. That a tree clearing limits plan be submitted as part of the Final Development Plan Review process to delineate the limits existing tree removal.
5. That a final landscape plan including a completed plant/species schedule of added buffers in all areas shall be submitted as part of the Final Development Plan Review process
6. That a lighting photometrics plan be submitted as part of the Final Development Plan Review process
7. That all proposed signage be submitted as part of the Final Development Plan Review process.
8. That the developer agrees to donate 20 ft. additional right of way distance measured from the center line of Harrisburg Rd. to allow for 60 ft. right of way preservation for future improvements to Harrisburg Road. This shall be demonstrated on a replat of the property.

9. That the common greenspace/openspace area shall remain 6.7 acres (46%).
10. That building setbacks shall remain to the minimums set forth on the Preliminary Plan.
11. That the proposed development shall satisfy all requirements of the City Engineer, satisfying all requirements of the current Storm water Drainage Design Manual. Storm water detention is required to control peak flow at the outlet of a site such that post-development peak flows are equal to or less than predevelopment peak flows for the 2-year through 100-year design storms.
13. Minimum turning radius, development circulation, and emergency access management shall satisfy all requirements of the Jonesboro Fire Marshal.
14. No work shall commence prior to Final Development Plan review and approval by the MAPC.
15. That the final development plan shall be reviewed and approved by the MAPC prior to any permit issuance. Such submittal shall include architectural and engineering drawings.
16. That prior to the final permit approval, all plans and construction documents shall satisfy all city, state and local agency approvals regarding infrastructure.
17. That prior to any issuance of Certificate of Occupancy of new units, all requirements stipulated by all city, state and local agencies shall be satisfied.
18. That plan details showing school bus drop-off/pickup and circulation shall be depicted on the Final Development Plan as reviewed and agreed upon by the Nettleton Public Schools' administration.
19. A project phasing plan shall be submitted to the MAPC prior to Final Development Plan approval outlining project phasing schedule and completion deadlines.

Section III: the city clerk is hereby directed to amend the official zoning district boundary map of the city of Jonesboro, Arkansas, insofar as it relates to the lands described hereinabove so that the zoning classification of said lands shall be in accordance with the provisions of this ordinance.

City of Jonesboro City Council
RZ: 10-04 Staff Report-The Links
Huntington Building - 900 W. Monroe
For Consideration by the City Council on April 20, 2010

REQUEST: To consider a rezoning an “R-3” Multi-Family Zoned parcel of land containing 15 Acres more or less, and provide to a Planned District (PD-RM) Multi-family Development having 264 additional units.

PURPOSE: A recommendation of approval by MAPC to rezone and build 264 additional multi-family units.

APPLICANT Kim Fugitt, 1200 E. Joyce Blvd. Fayetteville AR 72703

OWNER: Links at Jonesboro, LLP 1200 E. Joyce Blvd. Fayetteville AR 72703

LOCATION: 3700 S. Caraway Rd. Jonesboro, AR

SITE DESCRIPTION: Tract Size 15 Acres (Approx. 653,400 +/- sq. ft.)

Frontage: NA/ Links Dr. is a private drive

Topography: Gently Sloping

Existing Devlpmt: Wooded Lot

SURROUNDING CONDITIONS:	<u>ZONE</u>	<u>LAND USE</u>
North:	R-1	Cemetery
South:	R-1	Single Family Residential
East:	R-3	Existing Links Apartments
West:	R-1	Single Family Residential

HISTORY: Ordinance 95:621 adopted on July, 1995 rezoning 78.49 acres to R-3 Multi-family residential. This request includes 15.0 acres of that total land previously rezoned.



Existing Aerial & Zoning Map

MAPC Record of Proceedings: Public Hearing Held on April 13, 2010

Applicant Jerry Kelso stated that basically the site plan was approved; it is identical to that plan and the only reason we are rezoning is because CWL requires it be under a PUD for separate water meters. Phase one was built with individual meters. Other than that, everything else is identical to what you approved before.

City Planner Mr. Spriggs stated that MAPC approved the site plan in the last meeting. This is a technicality as you can see for utility purposes. We have carried forth the original conditions from the previous case. Staff is in support of the request for a change to PD-RM. The only thing that has changed is the fact that they can meter each individual unit.

Commission Action:

Motion was made by Mr. Lonnie Roberts to approve as a recommendation to City Council as PD-RM, subject to the conditions (see 19 conditions below).

Roll Call Vote: Mr. Kelton- Aye; Mr. White- Aye; Mr. Hoelscher- Aye; Mr. Roberts- Aye; Chair Halsey- Aye.

Findings:

The subject property is currently zoned R-3 High Density Multiple Residence. The applicant proposes to develop 264 additional units, equaling 17.6 units/acre; 6.7 acres or 45% will remain open/greenspace.

The Links at Jonesboro currently is situated on land zoned R-3 including a vacant tract that is 15.0 acres that has the potential to have an additional 18 units per acres constructed 'as of right' without going through any rezoning process. The MAPC approved a site plan illustrating the proposed 264 units under the Site Plan Approval process outlined in the Zoning Code. The applicant is proposing the "PD" Planned District Overlay on the property to implement the utility desires of the management because of easement constraints required by City Water Light utility company.

The MAPC/Planning Commission approval of the rezoning/preliminary plan is based on the following stipulations:

1. That the Planned District Development shall be limited to 264 apartment units.
2. That 6 ft.- perimeter privacy fencing shall be installed along the southwestern portion of the development where it abuts single family residential properties to remain as such.
3. That a continuous 50 ft. solid screen buffer area shall be maintained along the south/western portion of the site as shown on the development plan.
4. That a tree clearing limits plan be submitted as part of the Final Development Plan Review process to delineate the limits existing tree removal.
5. That a final landscape plan including a completed plant/species schedule of added buffers in all areas shall be submitted as part of the Final Development Plan Review process
6. That a lighting photometrics plan be submitted as part of the Final Development Plan Review process
7. That all proposed signage be submitted as part of the Final Development Plan Review process.

8. That the developer agrees to donate 20 ft. additional right of way distance measured from the center line of Harrisburg Rd. to allow for 60 ft. right of way preservation for future improvements to Harrisburg Road. This shall be demonstrated on a replat of the property.
9. That the common greenspace/openspace area shall remain 6.7 acres (46%).
10. That building setbacks shall remain to the minimums set forth on the Preliminary Plan.
11. That the proposed development shall satisfy all requirements of the City Engineer, satisfying all requirements of the current Stormwater Drainage Design Manual. Stormwater detention is required to control peak flow at the outlet of a site such that post-development peak flows are equal to or less than pre-development peak flows for the 2-year through 100-year design storms.
13. Minimum turning radius, development circulation, and emergency access management shall satisfy all requirements of the Jonesboro Fire Marshal.
14. No work shall commence prior to Final Development Plan review and approval by the MAPC.
15. That the final development plan shall be reviewed and approved by the MAPC prior to any permit issuance. Such submittal shall include architectural and engineering drawings.
16. That prior to the final permit approval, all plans and construction documents shall satisfy all city, state and local agency approvals regarding infrastructure.
17. That prior to any issuance of Certificate of Occupancy of new units, all requirements stipulated by all city, state and local agencies shall be satisfied.
18. That plan details showing school bus drop-off/pickup and circulation shall be depicted on the Final Development Plan as reviewed and agreed upon by the Nettleton Public Schools' administration.
19. A project phasing plan shall be submitted to the MAPC prior to Final Development Plan approval outlining project phasing schedule and completion deadlines.

The MAPC and Planning Staff have no issues with the proposal, and feel that this PD-RM request would be consistent with the zoning currently allowed, and allows an additional layer of control by the City of a site plan that would otherwise be permitted. This request only allows the applicant to provide for separate meters to the individual units as opposed to the overall site plan previously approved which would have only allowed one private easement for a single water meter. The proposed rezoning should be hereby recommended to City Council from R-3 High Density Multi-family to PD-RM Planned Multi-family District with the conditions listed above.

Respectfully Submitted for Council Consideration,

Otis T. Spriggs, AICP
Planning & Zoning Director

Site Photographs



View looking west towards Site



View Looking Northwest Towards Site



View looking West towards the site



View looking South on Harrisburg



View Looking North



View Looking South towards Site



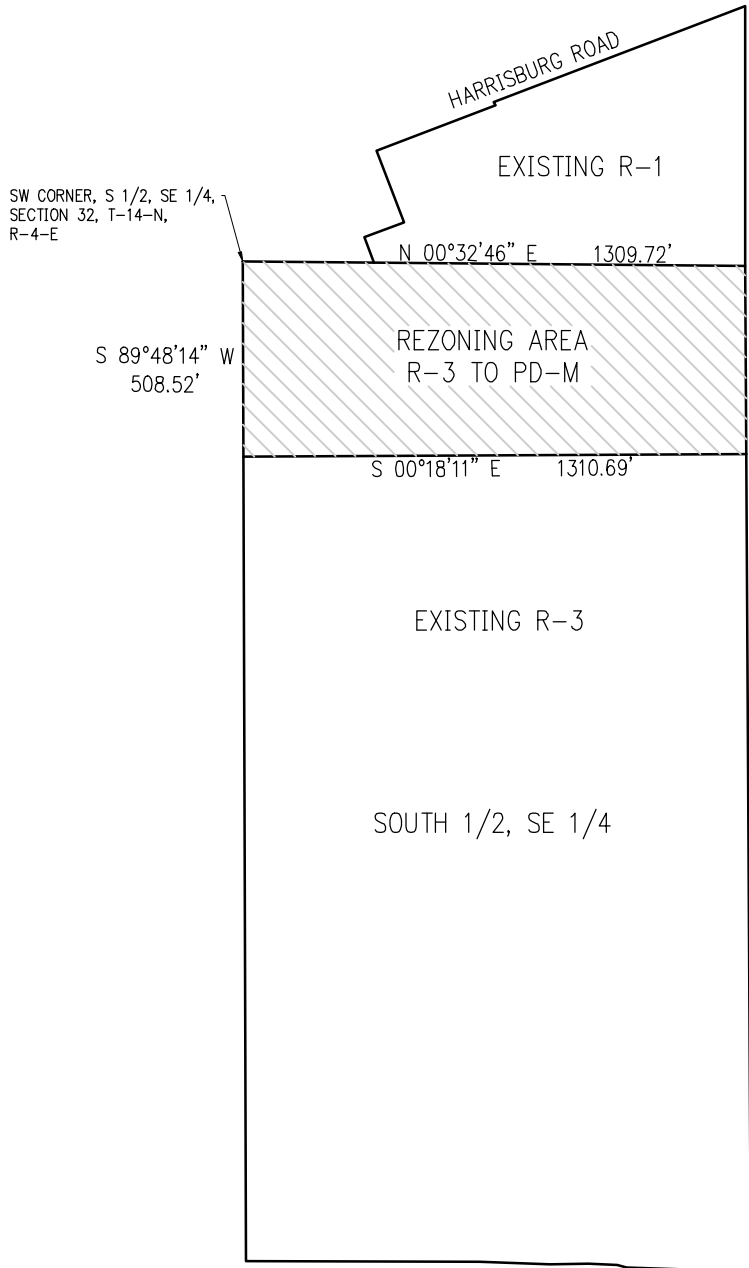
View looking North



View Looking West



View Looking South



N 89°40'39" E
489.11'

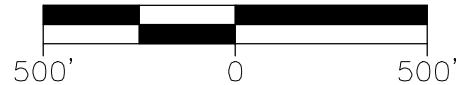
REZONING PROPERTY DESCRIPTION

Part of the South 1/2 of the Southeast 1/4, Section 32, Township 14 North, Range 4 East, Craighead County, Arkansas, more particularly described as follows:

BEGINNING at the Southwest corner of said South 1/2 of the Southeast 1/4; thence North 00°32'46" East 1309.72 feet to a point on the North line of said South 1/2 of the Southeast 1/4; thence along said North line, North 89°40'39" East 489.11 feet; thence South 00°18'11" East 1310.69 feet to a point on the South line of the South 1/2 of the Southeast 1/4; thence along said South line, South 89°48'14" West 508.52 feet to the POINT OF BEGINNING, containing 15.003 acres, more or less.



GRAPHIC SCALE IN FEET



REZONING EXHIBIT DRAWING

THE LINKS AT JOPNESBORO PHASE II
JONESBORO, ARKANSAS

Project No: 098055-00
Issue Date: 03/16/10
Contact: G. SULLIVAN
Checked by: _____

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Conway, Arkansas 72032

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www.craftontullsparks.com

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1 of 1