

OLDHAM COUNTY POLICE



STANDARD OPERATING PROCEDURES

APPROVED 05.04.2023.

Revised 05.04.2023.

OLDHAM COUNTY POLICE MISSION, VALUES, & VISION

MISSION STATEMENT

The mission of the Oldham County Police Department is to provide professional law enforcement services to the residents and visitors of Oldham County. The mission is based on the premise of developing respectful partnerships with our community to enhance a safe and peaceful community.

VALUES STATEMENT

Service: We value the opportunity to provide service in a manner that is fair, courteous, responsive, and efficient. An attitude of respect for and the protection of, the worth, dignity, and rights of all we serve is the foundation of our law enforcement.

Integrity: We value the uprightness of character and soundness of moral principles which include qualities of truthfulness and honesty. We are committed to upholding our positions of trust by maintaining the highest ethical standards as set forth in the Code of Ethics and Canon of Ethics.

Courage: We value the strength to master fear, to adhere to a higher standard of personal conduct, to lead by example, and to take necessary actions under stress and pressure.

VISION STATEMENT

The Oldham County Police Department strives to be a leader in the field of law enforcement and create an environment that ensures all our residents and visitors can enjoy a safe and thriving community.

CODE OF ETHICS

As a Peace 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; 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 in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature, or that is confided in 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 to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust, to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

All employees of OCPD will sign the KLEC Code of Ethics, Form L, & the document will be maintained in the employee's training file.

**** The Code of Ethics as established by the Kentucky Law Enforcement Council Peace Officer Professional Standards is hereby adopted for OCPD (KACP 1.1).***

Oldham County Police Department

Organizational Chart

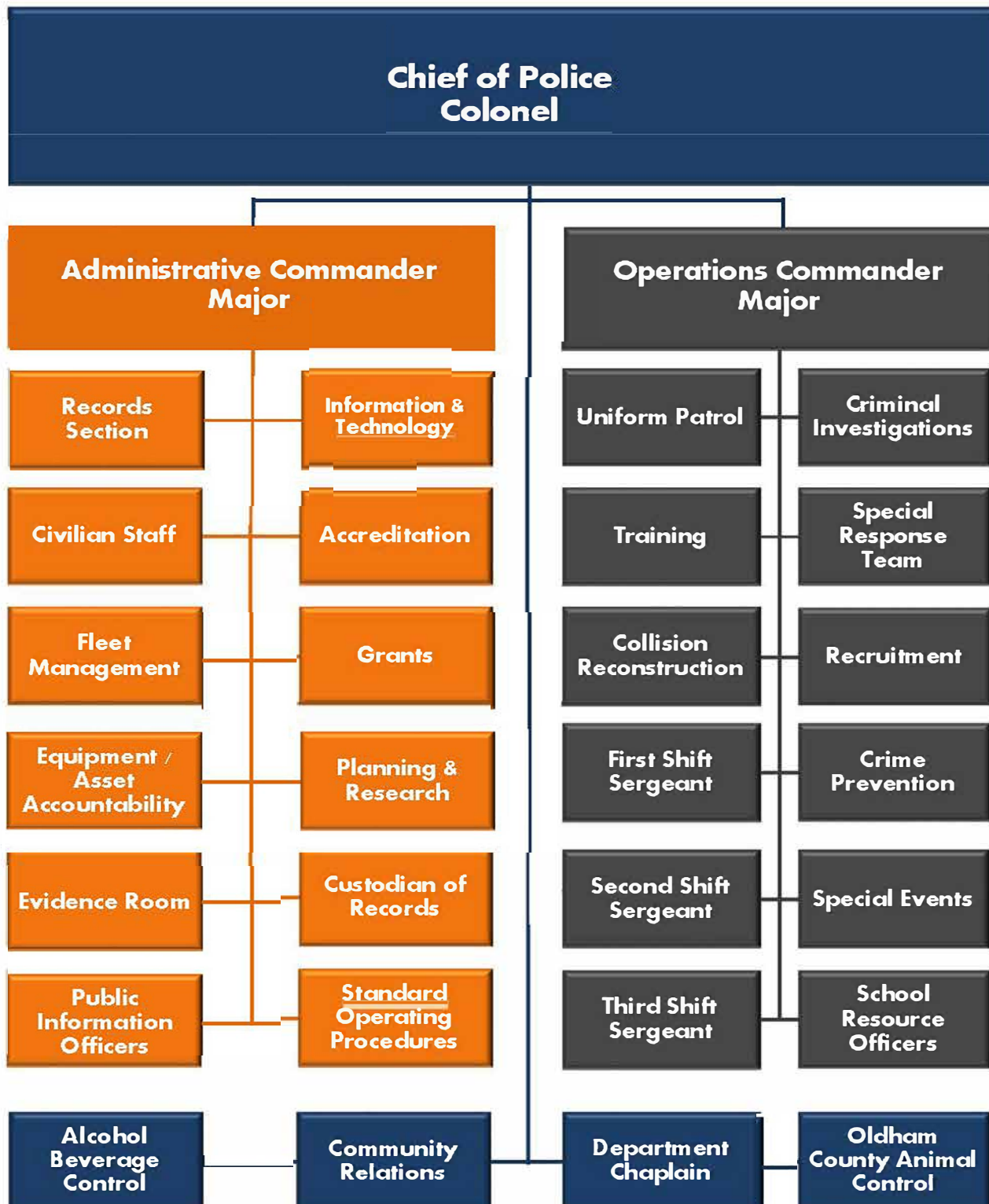


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CHAPTER 1: EMPLOYEE POSITIONS & REQUIREMENTS

The Oldham County Police Department employs and maintains many different types of positions to serve the citizens of Oldham County and perform its mission. Employee positions & requirements for each are detailed below.

1) **Recruit Police Officer**

Job Title: Recruit Police Officer
Rank: Recruit
Reports To: Shift Supervisor/Sergeant
FLSA Status: Non-Exempt

- a) Summary: The Recruit Police Officer strives to gain the knowledge and skills to become a police officer through training, observation, and attendance at the Department of Criminal Justice Law Enforcement Basic Training Course. The course, designed for the recruit level officer, includes instruction in topics such as Collision Investigation, Law, Patrol, Vehicle Operations, Firearms, Criminal Investigations, Defensive Tactics, Physical Fitness, First Aid/CPR/AED, DUI Enforcement, Mobile Data Computer, Practical Exercises, Homeland Security, Family Issues, and Spanish.
- b) Essential Duties and Responsibilities:
 - i. Ability to work independently.
 - ii. Good interpersonal relations skills
 - iii. Ability to be objective, professional, respectful, and exercise discretion when appropriate.
 - iv. Act calmly and quickly under stressful conditions
 - v. Depending on the needs of the department, employees may be required to work flexible schedules and hours, to be on call, and to accept different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: May be assigned as a supervisor / team leader in training only.
- d) Qualifications:
 - i. Must be a minimum of 21 years of age.
 - ii. Must be a U.S. Citizen
 - iii. If applicable, received an honorable discharge or general discharge under honorable conditions for serving in any branch of the armed forces of the United States
 - iv. Must not be prohibited by federal or state law from possessing a firearm.
 - v. Must pass a pre-employment written general aptitude test.
 - vi. Must pass a pre-employment physical agility test.
 - vii. Must submit to a pre-employment oral interview(s)
 - viii. Must submit to a thorough pre-employment background investigation.
 - ix. Must submit to a pre-employment polygraph examination.
 - x. Must pass a pre-employment medical examination.
 - xi. Must take a pre-employment psychological evaluation.

- xii. Must pass a pre-employment drug screen.
- e) Education and/or Experience: Must be a graduate from an accredited high school or possess a G.E.D. Certificate.
- f) Language Skills: Proficient in reading and writing, ability to listen/comprehend, read/comprehend instructions, correspondence, memos, write detailed reports, memos, and correspondence.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability
 - i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Ability to sift through seemingly disconnected facts and make judgements.
 - iv. Ability to deal with problems under high stress situations.
- i) Computer Skills: To perform this job successfully, an individual should have a basic knowledge of Microsoft Operating Systems, and Microsoft Office computer programs.
- j) Certificates, Licenses, Registrations: Must possess and maintain a valid motor vehicle operator's license.
- k) Physical Demands: The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the listed physical demands.

Police Officer Recruits are required to perform a variety of essential physically demanding tasks during Law Enforcement Officer Basic Training:

- i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.
- l) Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

- i. May be exposed to outside weather conditions.
- ii. May occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- iii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- iv. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- v. Required to travel outside County boundaries for training.
- vi. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal, civil, or ordinance offenses, DOCJT & KLEC staff, and guest presenters/instructors.
- vii. A normal work week shall be considered forty hours per week or officers assigned to twelve-hour shifts, working 84 hours in a two week period.

2) Police / Patrol Officer

Job Title: Police Officer
Rank: Police Officer
Reports To: Shift Supervisor / Sergeant
FLSA Status: Non-Exempt

- a) Summary: The Police Officer serves the needs of the community through the protection of life and property, prevention of crimes, apprehension of criminals, and enforcement of laws by patrolling an assigned district, responding to calls for assistance, conducting criminal investigations, and performing special assignments at the discretion of the supervisor.
- b) Essential Duties and Responsibilities
 - i. Knowledgeable about Federal, state, and local laws, ordinances, court decisions, case law, and policy and procedures
 - ii. Ability to work independently.
 - iii. Able to provide credible testimony in criminal and civil cases.
 - iv. Good interpersonal relations skills
 - v. Ability to be objective, professional, respectful, and exercise discretion when appropriate.
 - vi. Act calmly and quickly under stressful conditions
 - vii. Knowledgeable in the use of force and appropriate options
 - viii. Proficient with approved lethal and less lethal weapons
 - ix. Proficient in vehicle operations and emergency response driving
 - x. Respond to calls for service.
 - xi. Patrol on foot and operate a police vehicle while on patrol.
 - xii. Observe and address violations of criminal and traffic laws through the issuance of warnings, citations, or by making a physical arrest.
 - xiii. Conduct criminal and collision investigations.
 - xiv. Interview victims, witnesses, and perpetrators or suspects

- xv. Photograph, collect, document and store evidence according to proper procedure.
 - xvi. Document investigations and complete accurate and thorough reports in a timely manner
 - xvii. Provide conflict resolution, dispute mediation, and make referrals to other agencies or organizations for additional assistance when appropriate.
 - xviii. Assist victims to obtain emergency protective orders or warrants.
 - xix. Gain control of situations and/or persons and if necessary, use reasonable force to subdue individuals, make arrests, and transport prisoners.
 - xx. Participate in court proceedings.
 - xxi. Attend and complete In-Service, departmental, and ongoing career development training as directed.
 - xxii. Depending on the needs of the department, employees may be required to work flexible schedules and hours, to be on call, and to accept different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: Officer may act as officer in charge in the absence of ranking supervisor.
- d) Qualifications:
- i. Must be a minimum of 21 years of age.
 - ii. Must be a U.S. Citizen
 - iii. If applicable, received an honorable discharge or general discharge under honorable conditions for serving in any branch of the armed forces of the United States
 - iv. No felony conviction or any criminal action pending.
 - v. Have not had certification as a peace officer permanently revoked in Kentucky or another state.
 - vi. Not prohibited by federal or state law from possessing a firearm.
 - vii. Must pass pre-employment physical agility test.
 - viii. Must submit to a pre-employment oral interview(s).
 - ix. Must submit to a thorough pre-employment background investigation.
 - x. Must submit to a pre-employment polygraph examination.
 - xi. Must pass a pre-employment medical examination.
 - xii. Must take a pre-employment psychological evaluation.
 - xiii. Must pass pre-employment, random, and directed drug screens.
- e) Education and/or Experience: Must be a graduate from an accredited high school or possess a G.E.D. Certificate.
- f) Language Skills
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, public, law

enforcement officers and other employees of the organization.

- g) **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- h) **Reasoning Ability**
 - i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order / arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.

- i) **Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK) and National Crime Information Center programs (NCIC).

- j) **Certificates, Licenses, Registrations Required:**
 - i. Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.

- k) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the listed physical demands. Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
 - i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.

- l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

- i. Respond to emergency, natural, or man-made disaster(s)
- ii. Routine peace keeping environments with travel from location to location.
- iii. Regularly exposed to outside weather conditions
- iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
- v. Extensive public contact
- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings weekends and holidays.
- ix. May be required to travel outside County boundaries for training, investigations and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
- xii. A normal work week shall be considered forty hours per week; however, patrol officers will be assigned to work 12-hour shifts totaling 84 hours in a two-week period.

3) School Resource Officer

Job Title: School Resource Officer (SRO)
Rank: Police Officer
Reports To: Chief, Operations Commander
FLSA Status: Non-Exempt

Summary: The School Resource Officer (SRO) is a patrol officer assigned to the school system during the school year. Their primary responsibilities include patrolling schools, school property and school events, responding to calls for assistance, conducting criminal investigations, and performing special assignments.

- a) Essential Duties and Responsibilities: Essential Duties and Responsibilities of School Resource Officers (SRO's) are the same as Patrol Officers and include but are not limited to the following:
- i. Ability to multi-task, work a varied schedule and be on-call.
 - ii. Knowledgeable in the areas of Safe School Manual / Plans and usage
 - iii. Develops positive relationships with school staff and students.
 - iv. Responds to calls for service on school grounds.
 - v. Delivers presentations on law-related education.
 - vi. Drug and alcohol prevention and life skills programs
 - vii. Encourages individual and small group discussions with students, based upon the

- material presented in class to further establish rapport with students.
- viii. Deters trespassers from entering or remaining in school buildings without proper authorization.
 - ix. Participates in or attends school functions.
 - x. Collaborates with School Officials on the development and implementation of the Safe School Plan
 - xi. Monitors student activities in the hallways.
 - xii. Patrols cafeterias and all areas of the school grounds
 - xiii. Reports persons exhibiting undesirable behavior to appropriate school officials.
 - xiv. Makes himself / herself available for conference with students, parents, and staff in order to assist them with problems of law enforcement or substance abuse.
 - xv. When requested by the principal, attends parent/staff/council/administrative meetings to solicit support and understanding of the SRO program.
 - xvi. During summer recess, performs duties as prescribed by the Chief or his/her designee.
 - xvii. Depending on the needs of the department, employees may be required to work flexible schedules / hours, to be on call, and to take on different assignments per the Chief of Police or his/her designee.
 - xviii. Attend an approved SRO training course.
 - xix. Duties specified by contractual agreement with the Oldham County Board of Education.
- b) Supervisory Responsibilities: Officer may act as officer in charge in the absence of ranking supervisor.
- c) Qualifications: A School Resource Officer will possess all the qualifications, skills, abilities, education, certificates, and licenses of a patrol officer; and meet the physical demands, the work environment requirements, and any other specific requirements of a patrol officer; and possess the duties and responsibilities of an SRO.
- d) Education and/or Experience: Must be a graduate from an accredited high school or possess a G.E.D. Certificate.
- e) Language Skills
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information one-on-one and in group situations to prosecutors, courts, witnesses, victims, perpetrators, public, law enforcement officers and other employees of the organization.
- f) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- g) Reasoning Ability

- i. Ability to sense and solve problems.
 - ii. Ability to apply rules to specific situations, form conclusions, and understand the order / arrangement of events and their importance.
 - iii. Ability to make sense of evidence by drawing conclusions about its relevance and meaning.
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.
- h) **Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK) and National Crime Information Center programs (NCIC).
- i) **Certificates, Licenses, Registrations Required:**
 - i. Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.
- j) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace Officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
 - i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.
- k) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. Respond to emergency, natural, or man-made disaster(s)
 - ii. Routine peace keeping environments with travel from location to location.
 - iii. Regularly exposed to outside weather conditions
 - iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
 - v. Extensive public contact

- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- ix. May be required to travel outside County boundaries for training, investigations and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal / civil / ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive / combative and possibly homicidal or suicidal.
- xii.** A normal work week shall be considered forty hours per week.

4) Canine Officer (K-9 Officer)

Job Title: Canine Officer
 Rank: Police Officer
 Reports To: Shift Sergeant
 FLSA Status: Non-Exempt

- a) Summary: The Canine Officer is an officer of the department who has the primary assignment of a canine handler for the agency. Primary responsibilities include protection of life and property, prevention of crimes, apprehension of criminals, and enforcement of laws by patrolling an assigned district, responding to calls for assistance, conducting criminal investigations, and performing special assignments.
- b) Essential Duties and Responsibilities: Essential duties and responsibilities of Canine Officers are the same as Patrol Officers and include but are not limited to the following:
 - i. Canine Officers shall be assigned to the Patrol Division and report to their assigned supervisor.
 - ii. A Canine Officer is a patrol officer with the duties of a Canine Officer.
 - iii. Canine Officers shall be assigned to a 12-hour patrol shift, 5 hours per work week shall be dedicated to the care of their assigned canine; during these 5 hours canine officers will not be used for any other duties unless exigent circumstances require otherwise.
 - iv. Knowledgeable of search and seizure and use of force with respect to the use of canine
 - v. Maintain certifications and training standards specific to their canine.
 - vi. Attend training courses specifically for canine handlers.
 - vii. Knowledgeable in the care, grooming and basic preventive veterinary techniques involving canines.
 - viii. Respond from an on duty or on call status to assist, with a canine, in the location of suspects, evidence, and lost / missing persons.
 - ix. Conduct building searches with a canine; using a canine to conduct sniffs of inanimate objects, including vehicles, in a public place for the purpose of detecting contraband.

- x. Train their assigned canine weekly with supporting documentation
 - xi. Depending on the needs of the department, employees may be required to work flexible schedules or hours, to be on call, and to work different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: May act as officer in charge in the absence of ranking supervisor.
- d) Qualifications: A Canine Officer will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands and the work environment requirements and any other specific requirements of a patrol officer; and perform the duties of the position of Canine Officer.
- e) Education and/or Experience: Must be a graduate from an accredited high school or possess a G.E.D. Certificate.
- f) Language Skills
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, public, law enforcement officers and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability:
- i. Ability to sense and solve problems.
 - ii. Ability to apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Ability to make sense of evidence by drawing conclusions about its relevance and meaning.
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems in high stress situations.
- i) Computer Skills: To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK) and National Crime Information Center programs (NCIC).
- j) Certificates, Licenses, Registrations
- Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a

- POPS Certification from equivalent training.
- Must possess and maintain a valid motor vehicle operator's license.

k) **Physical Demands:** The physical demands described are representative of those that may be required by an employee to successfully perform the essential functions of this job.

- i. Standing and walking for extended periods
- ii. Short sprints
- iii. Long pursuit running lasting over 2 minutes.
- iv. Jumping over and around obstacles
- v. Lifting and carrying objects sometimes up and down stairs
- vi. Using hands and feet in use of force situations
- vii. Using force in short and long term (greater than 2 minutes) efforts
- viii. Bending and reaching
- ix. Dragging people and objects as in extracting victims from vehicles

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i. Respond to emergency, natural, or man-made disaster(s)
- ii. Routine peacekeeping environments with travel from location to location
- iii. Regularly exposed to outside weather conditions
- iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
- v. Extensive public contact
- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal / civil / ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive / combative and possibly homicidal or suicidal.

5) **Detective**

Job Title: Detective
Rank: Police Officer
Reports To: Criminal Investigations Sergeant
FLSA Status: Non-Exempt

- a) Summary: A detective is a patrol officer assigned as a detective with primary investigative duties. Duties include but are not limited to protection of life and property, prevention of crimes, apprehension of criminals, and enforcement of laws. Additional responsibilities include investigating more complex, serious, high value, or other crimes as assigned, and performing special assignments at the discretion of the Criminal Investigations Sergeant or a Command Staff Officer.
- b) Essential Duties and Responsibilities: Essential duties and responsibilities of Detectives are the same as Patrol Officers and include but are not limited to the following:
- i. Detectives are assigned to Criminal Investigations
 - ii. Ability to prioritize a large case load.
 - iii. Knowledgeable of and proficient in advanced interview and interrogation techniques
 - iv. Knowledgeable in evidence collection and investigation procedures
 - v. Familiar with the legal requirements and policy and procedure in working with confidential informants.
 - vi. Ability to maintain confidentiality of investigations.
 - vii. Respond to callouts to assist Patrol Officers with serious, complex, or time-consuming investigations.
 - viii. Ability to analyze and process evidence.
 - ix. Prepare and distribute composite drawings and wanted flyers.
 - x. Conduct surveillance activities.
 - xi. Take field notes and incorporate them into a detailed supplemental report.
 - xii. Maintain regular contact and exchange information with other agencies.
 - xiii. Identify patterns of crime in an effort to better allocate resources to solve cases and enhance crime prevention efforts.
 - xiv. Work closely with victims to keep them informed of developments in their case until disposition.
 - xv. Be required to attend advanced investigative courses.
 - xvi. Depending on the needs of the department, employees may be required to work flexible schedules or hours, to be on call, and to take on different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: May act as officer in charge in the absence of ranking supervisor.
- d) Qualifications: A Detective will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands and the work environment requirements and any other specific requirements of a patrol officer.

- e) Education and/or Experience: Must be a graduate from an accredited high school or possess a G.E.D. Certificate.

- f) Language Skills:
 - i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, and law enforcement officers and other employees of the organization.

- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- h) Reasoning Ability:
 - i. Sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Sift through seemingly disconnected facts and make judgements.
 - v. Deal with problems under high stress situations.

- i) Computer Skills: To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK), JusticeXchange, iLeads, KASPER, TLO, and National Crime Information Center programs (NCIC).

- j) Certificates, Licenses, Registrations:
 - i. Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.

- k) Physical Demands: The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job.

- l) Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
 - i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.

- iv. Jumping over and around obstacles
- v. Lifting and carrying objects sometimes up and down stairs
- vi. Using hands and feet in use of force situations
- vii. Using force in short and long term (greater than 2 minutes) efforts
- viii. Bending and reaching
- ix. Dragging people and objects as in extracting victims from vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

- m) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- i. Respond to emergency, natural, or man-made disaster(s)
 - ii. Routine peace keeping environments with travel from location to location.
 - iii. Regularly exposed to outside weather conditions
 - iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
 - v. Extensive public contact
 - vi. Exposure to potentially hostile environments
 - vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
 - viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
 - ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.
 - x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
 - xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
 - xii. A normal work week shall be a 40 hour per week assignment.

6) **Sergeant**

Job Title: Sergeant
 Rank: Sergeant
 Reports To: Operations Commander
 FLSA Status: Non-Exempt

- a) **Summary:** Sergeants are commanding officers of the department with the primary responsibility of supervising personnel under their command and managing the operations of the department. Specific requirements include the protection of life and

property, prevention of crimes, apprehension of criminals, and enforcement of laws, supervising their assigned shift or assignment, and performing special assignments at the discretion of a Command Staff Officer.

- b) Essential Duties and Responsibilities: Essential duties and responsibilities of Sergeants are the same as Patrol Officers and include but are not limited to the following:
- i. Knowledgeable of basic interview and interrogation techniques
 - ii. Investigation procedures, field training techniques, and supervisory theories
 - iii. Ability to lead others to accomplish goals and objectives.
 - iv. Ability to prioritize tasks.
 - v. Provide guidance to and supervision of employees to ensure compliance with department policy and procedures.
 - vi. Review and approve reports submitted by employees.
 - vii. Ability to train and evaluate employees.
 - viii. Field and respond to inquiries and complaints from citizens and media commensurate with their authority, maintaining confidentiality when appropriate.
 - ix. Schedule adequate shift coverage
 - x. Issue assignments, details, and orders
 - xi. Inspect employees, equipment/uniforms, and vehicles for cleanliness and serviceability.
 - xii. Monitor employee and shift activity.
 - xiii. Respond to and takes command of major incidents or scenes, assess and implement appropriate responses, and obtain adequate resources to gain control of the situation.
 - xiv. Offer counseling, feedback, and suggestions for improvement to employees.
 - xv. Investigate complaints against employees, provide for progressive disciplinary action when appropriate and document such action for future reference.
 - xvi. Clarify or implement policy and procedure.
 - xvii. Respond to requests for assistance from employees, and act as a conduit for information exchange between Command Officers and other employees.
 - xviii. Review and approve citations, collision, and offense reports.
 - xix. Conduct collision investigations and document other incidents involving employees.
 - xx. Complete Incident Reports, in the line of duty illness or injury forms, annual performance evaluations, and other reports
 - xxi. Respond to media inquiries consistent with their authority.
 - xxii. Order and maintain equipment and supplies consistent with mid-level management.
 - xxiii. Conduct research for and submit budget proposals for specific individual or unit needs.
 - xxiv. Develop and implement goals and objectives for individual employees, units, or employee assignments.
 - xxv. Attend command supervision courses.
 - xxvi. Ensure the goals and responsibilities of the department are met.
 - xxvii. Sergeants are assigned to a patrol shift in the Patrol Division or Criminal Investigations.

- xxviii. Investigate and report on alleged violations by department personnel.
 - xxix. Conduct formal internal investigations when directed.
 - xxx. Represent the department at public functions when necessary.
 - xxxi. Act as an acting Command Staff Officer when necessary
 - xxxii. Depending on the needs of the department, employees may be required to work flexible schedules or hours, to be on call, and to accept different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: Directly supervises patrol officers or detectives within their respective assignments.
- d) Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- e) Education and/or Experience: A police officer shall have three (3) years or 36 months of service as a police officer with the department before he or she may be eligible for the promotion to the rank of sergeant.
- f) Language Skills
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, law enforcement officers and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability
- i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.
- i) Computer Skills: To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK) and National Crime Information Center programs (NCIC).

- j) Certificates, Licenses, Registrations
- Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - Must possess and maintain a valid motor vehicle operator's license.
- k) Physical Demands: The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
- i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

- l) Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- i. Respond to emergency, natural, or man-made disaster(s)
 - ii. Routine peace keeping environments with travel from location to location.
 - iii. Regularly exposed to outside weather conditions
 - iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
 - v. Extensive public contact
 - vi. Exposure to potentially hostile environments
 - vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
 - viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
 - ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.

- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative, and possibly homicidal or suicidal.
- xii. Depending on assignment, normal work hours will be 84 hours, 12-hour shifts, for a two-week period for patrol sergeants and 40 hours for CID sergeant.

7) Criminal Investigations Sergeant

Job Title: Criminal Investigations Sergeant / Rank of Sergeant
 Rank: Sergeant
 Reports To: Operations Commander
 FLSA Status: Non-Exempt

- a) Summary: The Criminal Investigations Sergeant has the primary responsibility of case management and investigation. Additional requirements include the protection of life and property, prevention of crimes, apprehension of criminals, the enforcement of laws, the supervision of their assigned personnel, their assignments, and performing special assignments at the discretion of a Command Staff Officer.
- b) Essential Duties and Responsibilities: Essential duties and responsibilities of the Criminal Investigations Sergeant are the same as Detectives and Sergeants and include but are not limited to the following:
 - i. Supervise case investigation.
 - ii. Assign cases to be investigated.
 - iii. Review for correctness any submitted crime report.
 - iv. Assist criminal investigations.
 - v. Coordinate crime scene efforts by addressing specific needs.
 - vi. Provide technical information and advice.
 - vii. Provide intelligence information to department personnel when necessary.
 - viii. Serve as a liaison and as a conduit for information exchange with other agencies.
 - ix. Maintain the department intelligence files.
 - x. Identify opportunities for Detectives to attend advanced training.
 - xi. Assist officers to coordinate and document forfeiture proceedings.
 - xii. Manage case assignments and review monthly statistics.
 - xiii. Assign and review background investigations.
 - xiv. Conduct investigations of a confidential or sensitive nature
 - xv. Be available to work flexible hours and shifts.
 - xvi. Represent the department at public functions when necessary.
 - xvii. Ensure the goals and duties of the department are met.
 - xviii. Attend command level training courses.
 - xix. Attend advanced investigative courses.
 - xx. Depending on the needs of the department, employees may be required to

work flexible schedules or hours, to be on call, and to take on different assignments per the Chief of Police or his/her designee.

- c) Supervisory Responsibilities: Directly supervises Detectives assigned to the Criminal Investigations Division.
- d) Qualifications: The Criminal Investigative Sergeant will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands and the work environment requirements; meet any other specific requirement for the position of patrol officer; and perform the duties and responsibilities of the position of sergeant.
- e) Education and/or Experience: Criminal Investigations Sergeants shall meet the same requirements as Sergeants and preferably have been assigned as a Detective with investigative experience.
- f) Language Skills
 - i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, law enforcement officers and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability
 - i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.
- i) Computer Skills: To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK), JusticeXchange, iLeads, KASPER, TLO, and National Crime Information Center programs (NCIC).
- j) Certificates, Licenses, Registrations:
 - i. Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to

- ii. obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.
- k) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace Officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
- i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles,

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

- l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- i. Respond to emergency, natural, or man-made disaster(s)
 - ii. Routine peace keeping environments with travel from location to location.
 - iii. Regularly exposed to outside weather conditions
 - iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
 - v. Extensive public contact
 - vi. Exposure to potentially hostile environments
 - vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
 - viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
 - ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.
 - x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
 - xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
 - xii. A normal work week shall be considered forty hours per week.

8) **Operations Commander**

Job Title: Assistant Chief of Police
Rank: Major
Reports To: Chief of Police
FLSA Status: Exempt

- a) Summary: The Operations Commander shall be a sworn Police Officer assigned the rank of Major and appointed by the County Judge Executive. The Operations Commander shall supervise the Patrol Division as outlined in the department organizational chart. The Operations Commander shall perform a wide range of duties of considerable difficulty. The Operations Commander will serve as an Assistant Chief. In the event the department employs only one person for the positions of Operations and Administrative Commander, this person will be responsible for the duties of both positions. These duties may also be divided as necessary by the Chief of Police at his/her discretion.
- b) Essential Duties and Responsibilities: Duties and Responsibilities of the Operations Commander are the same as Sergeants and include but are not limited to the following:
- i. Ability to assume the duties of the Chief of Police in the Chief's absence.
 - ii. Ability to plan, direct, and supervise activities of the Department.
 - iii. Exercise wide discretion in the administration of department activities and personnel
 - iv. Knowledgeable of Merit Board Rules and Regulations
 - v. Proficient in public speaking and interaction with a wide variety of community-based groups and government organizations
 - vi. Knowledgeable of trends and techniques in law enforcement instruction
 - vii. Ensure department goals and objectives are met.
 - viii. Assist the Chief in all phases of the administration of the Department.
 - ix. Respond from an on-call status to emergency or critical incidents.
 - x. Create, review, and revise department policy and procedure as necessary.
 - xi. Make assignments, hold regular meetings with employees, and conduct an annual inspection of departmental personnel.
 - xii. Enforce department rules and regulations to ensure compliance with policy and procedure.
 - xiii. Investigate complaints and conduct internal affairs investigations.
 - xiv. Provide for community relations and represent the department at community and government functions.
 - xv. Conduct research projects and complete reports commensurate with upper management.
 - xvi. Participate in and maintain knowledge of the recruitment and hiring process.
 - xvii. Be familiar with standards by which the quality of police services are evaluated.
 - xviii. Maintain memberships in professional organizations such as the Kentucky Association of Chiefs of Police and International Association of Chiefs of Police
 - xix. Ensure fair and legal enforcement of the law through review of arrests, citations, reports, complaints, or any other report filed within the department.
 - xx. Review Use of Force reports to ensure compliance with the department's policy and procedures and training requirements.

- xxi. Manage department resources to achieve goals and objectives in an efficient and effective manner.
 - xxii. Provide a medium for career counseling to employees and identify advanced training opportunities.
 - xxiii. Serve as a liaison with outside agencies to identify and promote available training opportunities.
 - xxiv. Monitor the Field Training and Evaluation Program to ensure new employees are properly trained and identify and provide for remedial training if necessary.
 - xxv. Coordinate, implement and schedule department training classes; assist department instructors in preparation of lesson plans and training resources.
 - xxvi. Maintain employee training files.
 - xxvii. Create, review and revise department policy and procedure as it relates to training issues.
 - xxviii. Attend advanced command educational courses.
 - xxix. Depending on the needs of the department employees, may be required to work flexible schedules or hours, to be on call, and to take on different assignments per the Chief of Police or his/her designee.
- c) Supervisory Responsibilities: The Operations Commander shall directly supervise all Sergeants.
- d) Qualifications: The Operations Commander will possess all the qualifications, skills, abilities, education, certifications, licenses; meet the physical demands and the work environment requirements; and meet any other specific requirements for first line supervision and for the position of Operations Commander.
- e) Education and/or Experience: The Operations Commander shall meet the same requirements as Sergeants and shall preferably have served in specialty units or assignments (i.e., Criminal Investigations, Accident Reconstruction, Honor Guard, or the Special Response Team).
- f) Language Skills:
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, law enforcement officers and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability:
- i. Ability to sense and solve problems.

- ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.
- i) **Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK), and National Crime Information Center programs (NCIC).
- j) **Certificates, Licenses, Registrations**
- i. Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.
- k) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
- i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

- l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- i. Respond to emergency, natural, or man-made disaster(s)
 - ii. Routine peace-keeping environments with travel from location to location
 - iii. Regularly exposed to outside weather conditions
 - iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration

- v. Extensive public contact
- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
- xii. A normal work week shall be considered forty hours per week.

9) Administrative Commander (Currently vacant)

Job Title: Assistant Chief of Police
 Rank: Major
 Reports To: Chief of Police
 FLSA Status: Exempt

- a) Summary: The Administrative Commander shall be a sworn Police Officer assigned the rank of Major and appointed by the County Judge Executive. The Administrative Commander shall supervise the Administrative Division as outlined in the Department organizational chart. The Administrative Commander shall perform a wide range of duties of considerable difficulty. The Administrative Commander will serve as an Assistant Chief. In the event the department employs only one person for the positions of Operations and Administrative Commander, this person will be responsible for the duties of both positions. These duties may also be divided as necessary by the Chief of Police at his/her discretion.
- b) Essential Duties and Responsibilities:
 - i. Essential duties and responsibilities of the Administrative Commander are the same as the Operations Commander and include but are not limited to the following:
 - ii. Research the availability and cost effectiveness of new equipment
 - iii. Planning, preparation, and oversight of the Department budget process
 - iv. Review and approval of Department expenditures
 - v. Responsible for the management and oversight of the Department accreditation process
 - vi. Familiar with civilian employee benefits, policy and procedures
 - vii. Maintain up-to-date Standard Operating Procedure Manual
 - viii. Knowledgeable of Open Records laws and proficient with procedures for handling requests for open records
 - ix. Knowledgeable of and proficient in basic computer software and hardware

- functionality
 - x. Interact with the county's Information Technology (IT) structure to ensure compatibility of computer effectiveness.
 - xi. Manage and maintain all computer systems, data, licenses, storage, in accordance with the county's IT structure.
 - xii. Familiar with the Kentucky Open Portal Solution (KYOPS) management, policy, and procedure
 - xiii. Serve as the front office manager for civilian employees.
 - xiv. Coordinate the hiring process for the department.
 - xv. Participate in the selection and hiring process.
 - xvi. Maintain knowledge of the Merit Board rules and regulations.
 - xvii. Serve as a liaison with other employees in County Government
 - xviii. Supervise the Department's technology infrastructure (computer network, telephone systems, etc.) to maintain service.
 - xix. Oversee and manage the department's vehicle fleet.
 - xx. Oversee and manage the department's physical building and grounds.
 - xxi. Oversee and manage the department's assets.
 - xxii. Conduct annual inventories to ensure accuracies and accountability.
 - xxiii. Attend advanced educational courses.
 - xxiv. Act as a liaison with other agencies to ensure Department compliance with mutual aid agreements.
 - xxv. Depending on the needs of the department, employees may be required to work flexible schedules or hours, to be on call, and to take on different assignments per the Chief of Police.
- c) Supervisory Responsibilities: The Administrative Commander shall directly supervise civilian employees and assume agency operational command as necessary.
- d) Qualifications: The Administrative Commander will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands and work environment requirements; and meet any other specific requirement for first line supervision and for the position of Administrative Commander.
- e) Education and/or Experience: The Administrative Commander shall meet the same requirements as the Operations Commander.
- f) Language Skills:
- i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, law enforcement officers and other employees of the organization.

- g) **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) **Reasoning Ability:**
 - i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems under high stress situations.
- i) **Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, Law Information Network Kentucky (LINK), JusticeXchange, iLeads, KASPER, TLO, and National Crime Information Center programs (NCIC).
- j) **Certificates, Licenses, Registrations:**
 - i. Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - ii. Must possess and maintain a valid motor vehicle operator's license.
- k) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:
 - i. Standing and walking for extended periods
 - ii. Short sprints
 - iii. Long pursuit running lasting over 2 minutes.
 - iv. Jumping over and around obstacles
 - v. Lifting and carrying objects sometimes up and down stairs
 - vi. Using hands and feet in use of force situations
 - vii. Using force in short and long term (greater than 2 minutes) efforts
 - viii. Bending and reaching
 - ix. Dragging people and objects as in extracting victims from vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

- l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i. Respond to emergency, natural, or man-made disaster(s)
- ii. Routine peace-keeping environments with travel from location to location
- iii. Regularly exposed to outside weather conditions
- iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
- v. Extensive public contact
- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- ix. May be required to travel outside County boundaries for training, investigations and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/ civil/ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
- xii. A normal work week shall be considered forty hours per week.

10) Chief of Police

Job Title: Chief of Police
Rank: Colonel
Reports To: County Judge Executive
FLSA Status: Exempt

- a) Summary: The Chief of Police shall be a sworn Police Officer assigned the rank of Colonel and appointed by the County Judge Executive. The Chief of Police shall supervise all units as outlined in the Department organizational chart, report to the County Judge Executive, and perform a wide range of duties of considerable difficulty.
- b) Essential Duties and Responsibilities: Essential duties of the Chief of Police are the same as the Operations and Administrative Commanders.
 - i. Will set the goals and objectives of the department.
 - ii. Will make recommendations to fiscal court on budgets for the department.
 - iii. Will make determinations of disciplinary matters.
 - iv. Will make determinations of hiring matters.
 - v. Will make determinations on promotions.
 - vi. Will make assignments of personnel as necessary for the department.
 - vii. Will ensure the assets of the department are used effectively.
 - viii. Will conduct regular supervisor's meeting.
 - ix. Will review and update policies and procedures as necessary.
 - x. Will meet with and discuss community, legal, departmental, and problematic

issues with community leaders and the community as necessary.

- c) Supervisory Responsibilities: The Chief of Police shall directly supervise the Operations Commander and Administrative Commander.
- d) Qualifications: The Chief of Police will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands of the work environment; and meet any other specific requirements for the positions of Operation and Administrative Commanders and that of Chief of Police. In addition, the Chief of Police will have advanced managerial and supervision education and/or experience.
- e) Education and/or Experience: The Chief of Police shall meet the same requirements as Operations Commander and Administrative Commander.
- f) Language Skills:
 - i. Proficient in reading and writing
 - ii. Ability to listen and comprehend.
 - iii. Ability to read and comprehend instructions, correspondence, and memos.
 - iv. Ability to write detailed reports, memos, and correspondence.
 - v. Ability to effectively present information in one-on-one and group situations to prosecutors, courts, witnesses, victims, perpetrators, the public, law enforcement officers and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- h) Reasoning Ability:
 - i. Ability to sense and solve problems.
 - ii. Apply rules to specific situations, form conclusions, and understand the order/arrangement of events and their importance.
 - iii. Make sense of evidence by drawing conclusions about its relevance and meaning
 - iv. Ability to sift through seemingly disconnected facts and make judgements.
 - v. Ability to deal with problems in high stress situations.
- i) Computer Skills: To perform this job successfully, an individual should have basic knowledge of Microsoft Operating Systems, Microsoft Office computer programs, Kentucky Open Portal Solutions programs, Kentucky eWarrants, CourtNet, and Law Information Network Kentucky (LINK).
- j) Certificates, Licenses, Registrations:
 - Must have a Peace Officer of Professional Standards (POPS) Certification from the Kentucky Law Enforcement Council (KLEC) or be certified by KLEC to obtain a POPS Certification from equivalent training.
 - Must possess and maintain a valid motor vehicle operator's license.

k) **Physical Demands:** The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including but not limited to the following:

- i. Standing and walking for extended periods
- ii. Short sprints
- iii. Long pursuit running lasting over 2 minutes.
- iv. Jumping over and around obstacles
- v. Lifting and carrying objects, sometimes up and down stairs
- vi. Using hands and feet in use-of-force situations
- vii. Using force in short and long term (greater than 2 minutes) efforts
- viii. Bending and reaching
- ix. Dragging people and objects as in extracting victims from vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the listed physical demands.

l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i. Respond to emergency, natural, or man-made disaster(s)
- ii. Routine peace-keeping environments with travel from location to location
- iii. Regularly exposed to outside weather conditions
- iv. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration
- v. Extensive public contact
- vi. Exposure to potentially hostile environments
- vii. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.
- viii. Required to work various shifts, hours, and assignments, including evenings, weekends, and holidays.
- ix. May be required to travel outside County boundaries for training, investigations, and in response to a subpoena or court order.
- x. Work environment involves interaction with other law enforcement officers, general public, victims, witnesses, media, criminal offenders, or persons charged with criminal/civil/ordinance offenses.
- xi. Such persons may be extremely upset, irate, verbally, or physically abusive/combatative and possibly homicidal or suicidal.
- xii. A normal work week shall be considered 40 hours per week.

m) **Absence or Disability of the Chief of Police:** In the case of the temporary absence or disability of the Chief of Police, the Operations or Administrative Commander will assume these duties at the discretion of the Chief of Police until relieved by

competent authority. Competent Authority is defined as the County Judge Executive or a designee acting at his/her discretion.

- n) The Acting Chief of Police shall have all the duties and powers conferred by statute upon the Chief of Police until relieved by competent authority. The Acting Chief of Police shall not change any Department policy or procedure established by and without permission from the regularly appointed Chief of Police, unless required by law.

11) Chaplain

Job Title: Chaplain

Rank: N/A

Reports to: Chief of Police

The chaplain position is an unpaid voluntary position, but the Department may supply equipment and/or resources for the chaplain to effectively perform their duties. The Police Chaplain offers pastoral care to all people, regardless of race, gender, sexual orientation, national origin, creed, or religion. The chaplain's ministry provides a source of strength and resources to police personnel, their families, and the community.

- a) Essential Duties and Responsibilities: Specific responsibilities of a recognized Chaplain include but are not limited to the following: knowledgeable of religious principles, services, and tenets; ability to conduct funerals, weddings, and other religious affiliated services for the Department and its employees; knowledgeable of Department policy and procedure; knowledgeable of community programs and resources; proficient in public speaking and interaction with a wide variety of community based groups and government organizations; and the ability to provide confidential counseling and referrals for assistance to employees and their families. General responsibilities of a recognized Chaplain and/or an individual with accepted credentials include: respond from an on-call status when requested; provide counseling, services, and support to victims and families in need; assist officers in conducting death notifications; provide for community relations and represent the Department at community and government functions; provide confidential counseling and referrals to employees and their families, and possess knowledge of the department's policy and procedures.
- b) Qualifications: The Chaplain shall be a recognized minister of a church, or an individual with accepted credentials commensurate with some but not all the responsibilities of the position.
- c) Chaplains shall not identify themselves as a police officer, or act as a police officer, and shall take no law enforcement action. The Chaplain shall not provide testimony in disciplinary matters in order to maintain confidentiality.

12) Police Administrative Assistant I

Job Title: Police Administrative Assistant I

Rank: N/A
Department: Oldham County Police Department
Reports To: Chief, Command Staff
FLSA Status: Non-Exempt

- a) Summary: The Police Administrative Assistant 1 is a civilian position within the department with the primary responsibilities of: receptionist, scheduling appointments, answering phones, giving information to callers, clerical work, and administrative duties. A normal work week shall be considered 37.5 hours per week.
- b) Essential Duties and Responsibilities: Include but not limited to the following:
- i. Answer telephones, and transfer or routes call appropriately.
 - ii. Operate two-way radio system.
 - iii. Prioritize calls for service, and requests from employees and the public.
 - iv. Knowledgeable of department organizational structure, policy, and procedure
 - v. Data entry of citations, collisions, offense reports, and other records as needed.
 - vi. Data entry of Alarm Registrations and issuance of Alarm Permits
 - vii. Data entry of Peddler's License Applications
 - viii. Download picture and audio files for Police Officers
 - ix. Receive Subpoenas and distribute to appropriate personnel.
 - x. Compile and enter School Resource Officer (SRO) activity reports.
 - xi. Compile and enter K-9 activity reports.
 - xii. Small city contract billing
 - xiii. Issuance of Peddler's Licenses upon approval by Command Staff
 - xiv. Operate multi-function copier and mass-produce copies and documents.
 - xv. Prepare correspondence, including letters, faxes, and e-mails.
 - xvi. Organize and maintain file system, files correspondence and other records.
 - xvii. Ability to work independently and maintain confidential information.
 - xviii. Serve as a notary.
 - xix. Other duties as assigned.
- c) Supervisory Responsibilities: This position has no supervisory responsibilities.
- d) Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- e) Education and/or Experience: One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- f) Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- g) **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- h) **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- i) **Computer Skills:** To perform this job successfully, an individual should have a knowledge of Microsoft Office computer programs.
- j) **Certificates, Licenses, Registrations:**
 - i. Valid Driver's License
 - ii. Notary Public State at Large for Kentucky or be eligible to serve as such.
 - iii. Oldham County resident preferred.
- k) **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, or listen. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- l) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. Noise level in the work environment is usually quiet.
 - ii. Involves interaction with victims, witnesses, media, criminal offenders, or persons charged with criminal offenses; such persons may be upset or extremely irate.

13) Police Administrative Assistant II

Job Title: Police Administrative Assistant II
Rank: N/A
Department: Oldham County Police Department
Reports To: Chief or Command Staff
FLSA Status: Non-Exempt

- a) **Summary:** The Police Administrative Assistant II is a civilian position within the

department with primary responsibilities for more complicated and difficult administrative matters. This position assists the Chief, Command Officers, and police personnel by maintaining business records and reports. A normal work week shall be considered 37.5 hours per week.

b) Essential Duties and Responsibilities

- i. Include those listed for Police Administrative I and the following duties:
- ii. Knowledgeable of Kentucky Open Portal Solutions (KYOPS)
- iii. Assist officers with requests for information on individuals, property and vehicles.
- iv. Serve as department administrator and trainer for the departmental phone system.
- v. Receive and process open records requests.
- vi. Maintain Vehicle Fleet Fuel Cards and Maintenance and vehicle records.
- vii. Maintain Department Key Control
- viii. Design and create certificates and awards for employees.
- ix. Maintain Departmental website.
- x. Maintain and compile records with awarded grants.
- xi. Compile and distribute Daily Activity Report
- xii. Maintain Building and Vehicle Fire Extinguishers
- xiii. Coordinate civilian employee work schedules.
- xiv. Compile and submit employee work schedules and court pay records.
- xv. Maintain the department archives and historical files.
- xvi. Assist Command Officers with clerical duties related to hiring process.
- xvii. Serve as backup Merit Board Secretary
- xviii. Order departmental supplies and forms.
- xix. Make lodging reservations for out-of-town training and duties.
- xx. Ability to work independently and maintain confidential information.
- xxi. Other duties as assigned.

c) Supervisory Responsibilities: This position has no supervisory responsibilities.

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

e) Education and/or Experience: One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

f) Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio,

and percent and to draw and interpret bar graphs.

- h) Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- i) Computer Skills: To perform this job successfully, an individual should be proficient in Microsoft Office Programs and Operating Systems.
- j) Certificates, Licenses, Registrations
 - i. Valid Driver's License
 - ii. Notary Public State at Large for Kentucky or be eligible to serve as such.
 - iii. Oldham County resident preferred.
- k) Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- l) Work Environment: Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. Noise level in the work environment is usually quiet.
 - ii. Involves interaction with victims, witnesses, media, criminal offenders, or persons charged with criminal offenses; such persons may be upset or extremely irate.

14) Police Administrative Specialist

Job Title: Police Administrative Specialist
Rank: N/A
Reports To: Chief or Command Staff
FLSA Status: Non-Exempt

- a) Summary: The Police Administrative Specialist is a civilian position within the department with the primary responsibility of departmental accounting, financial reports, and personnel records management. A normal work week shall be considered 37.5 hours a week.
- b) Essential Duties and Responsibilities
- i. Include those listed for Police Administrative Assistant II and the following duties:
 - ii. Maintain employee attendance, payroll, and records.
 - iii. Submit employee payroll to the Judge Executive's Office
 - iv. Assist in the planning, preparation, and production of the department budget.
 - v. Monitor and record budget expenditures and process account payable.
 - vi. Submit invoices and requests for payment to County Treasurer
 - vii. Purge records according to the Kentucky Record Retention Schedule
 - viii. Maintain the department archives and historical files.
 - ix. Coordinate civilian employee work schedules.
 - x. Coordinate new employee orientation and issuance of identification cards.
 - xi. Serve as Merit Board Secretary and Oldham County Dispatch Board Secretary
 - xii. Compile and submit monthly overtime / court pay records.
 - xiii. Serve as a notary.
 - xiv. Other duties as assigned.
- c) Supervisory Responsibilities: This job has no supervisory responsibilities.
- d) Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- e) Education and/or Experience: One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- f) Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- g) Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio,

and percent, and to draw and interpret bar graphs.

- h) Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- i) Computer Skills: To perform this job successfully, an individual should be proficient in Microsoft Office Programs and Operating Systems. Knowledge of Great Plains preferred.
- j) Certificates, Licenses, Registrations
 - i. Valid Driver's License
 - ii. Notary Public State at Large for Kentucky or be eligible to serve as such.
 - iii. Oldham County resident preferred.
- k) Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- l) Work Environment: Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Work environment involves interaction with victims, witnesses, media, criminal offenders, or persons charged with criminal offenses. Such people may be upset or extremely irate.

15) Evidence Officer

Job Title: Evidence Officer
Rank: Sergeant
Reports To: Chief, Operations Commander
FLSA Status: Non-Exempt

- 1) Summary: Evidence Officer(s) shall be assigned by the Chief of Police or his/her designee and report to the Chief or Operations Commander for Property Room functions. Evidence Officer(s) shall be responsible for maintaining the Oldham County Police Property Room.
- 2) Essential Duties and Responsibilities: Essential Duties and Responsibilities of Evidence Officers are the same as Patrol Officers and include but are not limited to the following:
 - i. Ability to prioritize multiple requests from employees and the public.

- ii. Knowledgeable of Department organizational structure, policy, and procedures
- iii. Good interpersonal relations skills
- iv. Objective, professional, respectful, and exercise discretion when appropriate
- v. Act calmly and under stressful conditions
- vi. Ability to work independently and maintain confidential information.
- vii. Knowledgeable of Federal, state, and local laws about property and evidence
- viii. Knowledgeable of Federal and state rules and regulations about seizure and forfeiture of assets
- ix. Record and securely store evidence and property logged into the property room maintaining a chain of custody.
- x. Conduct regular inspections of the property room and update the disposition of evidence or property for disposal.
- xi. Prepare court orders for disposition of firearms, money, narcotics, and other evidence or property.
- xii. Mail notification letters to property owners when appropriate
- xiii. Depending on the needs of the department, may be required to work flexible schedules or hours, be on call, or complete different assignments per the Chief of Police or his/her designee.

- 3) **Qualifications:** The Evidence Officer will possess all the qualifications, skills, abilities, education, certificates, licenses; meet the physical demands and the work environment requirements and any other requirements of a patrol officer; and possess the duties and responsibilities of the evidence officer.

16) Specialized Assignments

Openings in specialized assignments shall be advertised by written announcement Department wide at least 10 days prior to any selection process. Selection of employees for specialized assignments shall be based on but not limited to the following criteria: abilities, knowledge and skills required for the assignment; education and training; past performance; and length of experience and service.

17) Promotion Procedures

A promotional process shall be advertised by written announcement Department wide and in compliance with KRS Chapter 78. The announcement shall include but not be limited to identification and description of the position that is intended to be filled, schedule of dates, times, and locations for the promotional process; specification of the requirements for participation in the promotional process; and description of the process to be used for the testing, evaluation, and selection of employees within the promotional process. The Chief of Police and Command Officers shall be responsible for the administration and oversight of the promotional process.

CHAPTER 2: CIVILIAN EMPLOYEES: INITIAL ISSUE, APPEARANCE, & GROOMING

Civilian employee clothing shall conform to the specifications as outlined in this chapter. All clothing shall be kept clean and pressed and shall be worn properly portraying a professional appearance.

- 1) **Initial Issue:** The following is a list of equipment and uniforms initially issued to all civilian employees at Department expense:
 - 1 – Department Polo shirt
 - 1 – Department identification card
 - 1 – Building key
 - 1 – Oldham County Police SOP Manual & County Employee Handbook on a USB flash drive
- 2) **Footwear:** Civilian employees shall wear appropriate conservative style civilian dress or casual shoes or sneakers that are clean and professional in appearance.
- 3) **Attire for Court Appearances:** Civilian employees appearing in court or trial shall wear gender appropriate business attire. Headwear shall not be worn inside the courthouse.
- 4) **Use of Identification:** Civilian employees shall not allow any other person to use their identification card. Civilian employees shall not identify himself/herself as a police officer and shall take no law enforcement action.
- 5) **Hair Style:** Civilian employees shall maintain their hairstyle in a neat and professional manner.
- 6) **Facial Hair:** Male civilian employees may have mustaches; however, they shall not extend down over the upper lip or past either side of the mouth and must be kept neatly trimmed. Sideburns shall be neatly trimmed and not extend below the lower opening of the ear, and not extend forward at their lowest point. Beards and goatees are permissible provided they are neatly trimmed.
- 7) **Fingernails:** Civilian employees shall keep their fingernails clean, neatly trimmed, and if applied fingernail polish shall be clear or a solid color.
- 8) **Cologne, Perfume, Makeup:** Civilian employees may wear cologne or perfume in moderation so long as it does not cause a distraction or irritation to others. Civilian employees may wear light makeup for a natural appearance.
- 9) **Body Art:** Body art is defined as procedures used to alter the body's appearance, such as branding, piercing (other than earlobe for standard earrings), scarification, tongue splitting or tattoos. Body art on the hands, neck, face, or any part of the head is prohibited. Employees shall not have any clearly visible body art on any part of the body while performing official duties unless approved by the Chief of Police or his/her designee. Employees with body art

have the following options: cover the body art with clothing; cover the body art with a neutral-colored patch or neutral colored elastic bandage (total covering size limited to one (1) four (4) inch by four (4) inch bandage); have the body art removed at the employee's expense; or use makeup that matches body tone and is meant for covering body art.

CHAPTER 3: OFFICER UNIFORMS & EQUIPMENT, APPEARANCE & GROOMING

Officers' uniforms shall conform to the specifications as outlined in this chapter and shall not be altered or changed in any manner except with regard to tailoring to ensure proper fit. Uniforms shall be kept clean and pressed, with buttons and other metal accessories clean and shined. Uniforms shall always be worn properly. Officers shall only wear Class A, B, or C uniforms that are issued by the department. Officers shall not wear any issued uniforms while off duty unless they are in transit from or to duty unless approved by the Chief of Police or his/her designee. Officers on special assignments and officers conducting covert investigations shall be exempt from this policy at the discretion of the Chief of Police or his/her designee.

1) **Class A Uniforms:**

- a) Class A uniforms shall be worn as the uniform of the day as authorized by Command Staff.
- b) Class A uniforms shall be mandatory for all funerals, Circuit Court appearances, Grand Jury, or any other formal law enforcement functions.
- c) Class A short and long sleeve shirts shall be navy blue in color and made of polyester or polyester/wool blend.
- d) Shirts shall have stitched military creases with two through the front pockets and three on the back, and pleated pockets with the flaps scalloped.
- e) Shirts must accept removable metal buttons embossed with the Seal of the Commonwealth of Kentucky in the cuffs, front buttonholes over the concealed zipper, front pocket tabs, and shoulder epaulets.
- f) Shoulder patches shall be sewn on each sleeve one inch below the shoulder seam.
- g) Metal "OCPD" collar or rank insignia shall be worn centered on the collar one-half (1/2) inch from the bottom front or leading edge of the collar as shown in Appendix A.
- h) Collar or rank insignia and metal buttons shall be silver for Officers and gold for officers holding the rank of Sergeant and above.
- i) Sergeants shall have chevrons with three (3) white stripes sewn on each sleeve. The chevrons shall be centered one-half (1/2) inch below the Oldham County patch.
- j) The whistle chain shall be attached to the right shoulder epaulet with the other end inside the right shirt pocket. The whistle chain shall be silver for Officers and gold for officers holding the rank of Sergeant and above.
- k) Writing instruments worn on the shirt shall be the same color as the metal insignia on the shirt (chrome or gold) or may be concealed. For an example of a Class A shirt and the proper placement of accessories, see Appendix A.
- l) Class A pants shall be navy blue in color and made of polyester or polyester/wool blend with a one-half (1/2) inch black stripe sewn down the length of each outside pant leg. Pants shall have a plain front with two (2) quarter top pockets, two (2) hip pockets with buttons, and a two (2) inch wide attached waistband.
- m) A plain white crewneck or mock turtleneck shall be worn as an undershirt.
- n) Long or short sleeve Class A uniform shirts may be worn year-round.

2) Class B Uniforms:

- a) Class B uniforms shall be worn as the uniform of the day as authorized by Command Staff.
- b) Class B long and short sleeve shirts shall be navy blue in color and made of cotton twill or cotton/polyester blend.
- c) Shirts shall be similar in design to the Class A uniform shirt with stitched military creases with two through the front pockets and three on the back, shoulder epaulets, pleated pockets with the flaps scalloped, and black plastic buttons.
- d) Shoulder patches shall be sewn onto each sleeve centered one inch below the shoulder seam.
- e) Class B long and short sleeve hybrid style shirts shall be navy blue in color and be made of a combination of cotton/polyester blend and synthetic material.
- f) Class B hybrid style shirts shall only be worn if an officer is wearing a department issued external body armor carrier.
- g) A name strip, or embroidered name, shall be sewn centered at the top edge of the right breast pocket.
- h) Names shall be silver or white lettering for officers, and gold for officers holding the rank of Sergeant and above. Name strips or embroidered names are not required on the Class B hybrid style shirt.
- i) Gold cloth rank insignia shall be sewn centered on the collar as shown in Appendix A for officers holding the rank of Major and Colonel.
- j) Cloth badges shall be silver for officers and gold for officers holding the rank of Sergeant and above. Badges shall be sewn centered one-quarter (1/4) inch above the left breast pocket.
- k) Sergeants shall have chevrons with three (3) white stripes sewn on each sleeve. The chevrons shall be centered one-half (1/2) inch below the Oldham County patch.
- l) Class B pants shall be navy blue in color and made of cotton twill or cotton/polyester blend. Pants shall have a plain front with two (2) quarter top pockets, two (2) hip pockets with buttons, and one (1) side cargo pocket on each leg.
- m) Writing instruments (chrome, gold or black) may be worn on the shirt button placket or may be concealed.
- n) Medals, pins, and insignias shall not be worn on the Class B shirt.
- o) A plain white crewneck or mock turtleneck shall be worn as an undershirt.
- p) Long or short sleeve Class B uniform shirts may be worn year-round.

3) Class C Uniforms (Special Duty Uniform):

- a) Class C uniforms shall be worn as the uniform of the day as authorized by Command Staff.
- b) Class C short-sleeve shirts shall be navy blue in color and a pullover style with a collar and a two (2) or three (3) button placket with buttons.
- c) A badge shall be sewn on the position normally occupied by the breast badge on the upper left front of the shirt.
- d) "Police" shall be embroidered and centered on the upper back portion.
- e) "Police" shall be embroidered and centered on the lower portion of each sleeve.
- f) Embroidered letters shall be white letters for officers and gold letters for officers holding the rank of Sergeant and above.
- g) Writing instruments (chrome, gold or black) may be worn on the shirt or may be

- concealed. Medals, pins, and insignias shall not be worn on the Class C shirt.
- h) Class C pants shall be similar in design to Class B pants, and khaki in color.
 - i) A plain white crewneck or mock turtleneck shall be worn as an undershirt.

4) Class D Uniform:

- a) Class D uniforms may be worn as the uniform of the day by Command Officers, officers assigned to Criminal Investigations, officers attending in-service training, officers on administrative duty status, and newly hired officers while awaiting their initial issue of Class A, B, or C uniforms.
- b) Other officers may wear Class D uniforms as directed by a commanding officer.
- c) The Class D uniform is defined as attire normally described by the terms “business casual” and “business professional”. Attire should be clean, properly sized, free of stains, holes, tears, rips, not be excessively wrinkled, and shall not display a design or logo which could be viewed as derogatory or offensive images or slogans, et.
- d) Shirts should be collared dress shirts or button-down shirts, sweaters, collared pullovers, blouses, or plain polos.
- e) Suits, blazers, or sport coats shall be black, navy blue, charcoal gray, light gray, or tan with minimal striping or patterns.
- f) Pants shall be dress pants/slacks, khakis, chinos, or Class C uniform style pants.
- g) Shoes shall have a closed toe with laces and a non-slip type sole.
- h) Belts shall be leather or nylon and capable of providing sufficient support for wearing holsters and other duty gear.
- i) Ties, if worn, may be traditional or clip-on style and should be secured to the shirt with a clip or pin. Ties should be business appropriate in color, pattern, and design.
- j) Department awards and medals shall not be worn with the Class D uniform.
- k) Except for Class C uniform pants, no other class uniform items may be worn while wearing the Class D uniform.
- l) Jeans, shorts, skirts, dresses, t-shirts, tank tops, collar-less shirts, sweatshirts, athletic sneakers or tennis shoes, and flip-flops/sandals shall not be worn as part of the Class D uniform.

5) Supplemental Issue:

Officers who are reassigned to a different division or section, such as Criminal Investigations, Patrol Division, a specialty unit, or are promoted, may be eligible for a supplemental issue of equipment and/or uniforms as required by the assignment.

6) Duty Belts and External Body Armor Carriers:

- a. Officers wearing Class A, B, or C uniforms shall wear duty belts and external body armor carriers as outlined in this chapter.
- b. Department issued high gloss black leather duty belts and gear may be worn with the Class A, B, or C uniform. Department issued black nylon/synthetic duty equipment and external body armor carriers may only be worn with the Class B or C uniforms.
- c. Duty belt and external carrier equipment is described below and only duty equipment issued by the department is authorized for wear while in uniform. Equipment not issued by the department may only be worn if approved by the Chief of Police, or his/her designee.

- d. The following equipment is mandatory when wearing Class A, B, or C uniforms:
 - i. Duty Pistol, with a holster having Level III retention or higher,
 - ii. Two (2) pistol magazines and double magazine holder,
 - iii. Expandable baton and scabbard,
 - iv. Taser and holster worn on opposite side of the body from the duty pistol. Draw preference to be determined by the officer,
 - v. Minimum of one (1) handcuff and handcuff case,
 - vi. Portable radio in pouch or belt clip case,
 - vii. LED flashlight and holster or pouch,
 - viii. Minimum of three (3) belt keepers with at least one adjacent to the pistol holster, Officers wearing an external body armor carrier with approved duty belt suspender system are not required to wear belt keepers.

- e. The following duty equipment is optional when wearing the Class A, B, or C uniform:
 - i. Tourniquet and holder/pouch,
 - ii. OC Spray with case – If approved by the Primary Less Lethal Instructor,
 - iii. Key strap or ring with or without keys,
 - iv. Nitrile gloves in glove
 - v. Cell phone case, black in color.
 - vi. Radio shoulder/lapel microphone and/or earpiece,

- f. The following equipment is authorized for wear on the external body armor carrier provided no equipment is mounted so as to interfere with drawing the duty pistol from the holster.
 - i. Radio and pouch – including shoulder/lapel microphone,
 - ii. Taser and holster with MOLLE attachment
 - iii. Double pistol magazine holder,
 - iv. Handcuff and cuff pouch,
 - v. LED flashlight and pouch,
 - vi. Tourniquet and pouch.

7) Badge & Nametag – Class A Uniforms:

- a. A metal badge shall be worn on the factory badge tab on Class A shirts.
- b. Badges shall be silver for [aH] officers, two-tone gold and silver for officers assigned to Criminal Investigations, and gold for officers holding the rank of Sergeant and above.
- c. A nameplate shall be worn on all Class A shirts centered on the left breast pocket flap one-quarter (1/4) inch below the top seam, silver for officers, and gold for officers holding the rank of Sergeant and above.
- d. The nameplate shall be 2½ (two and one-half) inches in length and five-eighths (5/8) inches in height with rounded corners and be stamped in (one-quarter) (1/4) inch black letters with the officer's first initial and last name.
- e. A serving since attachment displaying the year during which the officer began their initial employment as a full-time peace officer shall be attached to the bottom of the

nameplate. Nameplates and longevity plates shall be silver for officers and gold for officers holding the rank of Sergeant and above.

8) Uniform Necktie:

- a) A necktie is optional for wear with the long sleeve Class A shirt but should be worn during formal occasions such as court proceedings, funerals, graduation, or promotion ceremonies, or at the direction of a supervisor.
- b) Ties shall be navy blue in color, polyester material with a three and one-half (3½) inch button width clip-on or four (4) inch hand style Velcro.
- c) Ties shall be tucked into the uniform shirt between the top and second buttons.
- d) Officers wearing the long sleeve Class A uniform shall maintain and have immediately available a tie for formal occasions or as directed by a supervisor.

9) Uniform Headwear:

- a) The wearing of uniform headwear is optional unless otherwise directed by a commanding officer, for a specific assignment or detail.
- b) Class A campaign hats shall have the Oldham County Police pin worn on the front of the campaign hat attached through the center hole. Class A hats shall only be worn with the appropriate matching uniform, straw hat with the short sleeve Class A uniform, and felt hat with the long sleeve Class A uniform. Hat cords and leather straps shall be worn on both the winter and summer hat. Hat cords shall be silver in color for officers and gold in color for officers holding the rank of Sergeant and above. The leather strap shall be worn to the rear of the wearer's head.
- c) Class B hats shall be a baseball cap, navy blue in color, with "Oldham County Police" embroidered on the front center of the hat in white lettering for officers and gold lettering for officers holding the rank of Sergeant and above. Class B hats shall only be worn with Class B and Class C uniforms.
- d) Toboggans or beanies shall be a military style watch cap embroidered with "OCP" or "OCPD" in white lettering for officers and gold lettering for officers holding the rank of Sergeant and above. Toboggans and beanies may be worn with any class uniform.
- e) Officers shall maintain and have available a felt Class A Campaign hat, Class B hat and knit wool toboggan or synthetic beanie.

10) Outerwear:

- a) Department issued raincoats may be worn with any class uniform. Raincoats shall be reversible with at least one side meeting ANSI Class 3 visibility requirements.
- b) Soft-shell type duty jackets may be worn with Class A, B, or C uniforms. The jacket shall ride at or above the duty belt and have side openings for firearm access. The placement and colors of shoulder patches, cloth badges, Sergeant's chevron patches, and embroidered name tapes shall be the same as the Class B uniform.
- c) Winter duty coats shall be waterproof, black in color, and consist of a synthetic fabric shell with removable liner and side openings for firearm access. The placement and colors of shoulder patches, cloth badges, Sergeant's chevron patches, and embroidered name tapes shall be the same as the Class B uniform.
- d) Officers in Class D uniform may wear appropriate conservative style civilian jackets,

coats, and raincoats.

- e) Black leather or synthetic material gloves may be worn with any class uniform if they do not interfere with the officers' ability to draw and manipulate their duty weapon. Officers may wear heavier black gloves during extreme weather conditions. Officers may wear high visibility gloves while directing traffic.

11) Footwear:

- a) Officers in Class A uniform shall wear smooth, round-toed black leather boots, shoes or high gloss boots or shoes.
- b) Officers in Class B uniforms shall wear smooth, round-toed black leather boots, approved black tactical boots or other approved black shoes.
- c) Officers in Class C uniforms may wear the approved Class B footwear.
- d) Class D footwear and socks shall be appropriate conservative style civilian dress shoes or any authorized Class B footwear.
- e) Footwear shall be clean and polished. Officers shall wear plain black socks with all Class A, B, or C uniforms.

12) Badge Mourning Bands:

Officers shall wear a black mourning band over the center of their badge, or black self-adhesive band if wearing Class B or C uniforms, upon direction of the Chief of Police or his/her designee in instances of line of duty deaths involving a law enforcement officer, on the anniversary date of OCPD officer line of duty deaths, and on Peace Officers Memorial Day. The bands shall be worn until the completion of the funeral of the involved law enforcement officer, and for the 24 hours beginning at 06:00 A.M. on the day of the anniversary of an OCPD line of death and Peace Officer Memorial Day.

13) Honor Guard Uniforms:

Officers assigned to the Honor Guard shall wear the Class A long sleeve uniform, Honor Guard Uniform, or other type of uniform designated and approved by the Honor Guard Commander, when participating in Honor Guard events, ceremonies, or funerals.

14) Court Appearance Attire:

- a) Officers appearing in District Court or Grand Jury shall wear the uniform of the day.
- b) Officers appearing in Circuit Court, Family Court, or any court proceeding outside of Oldham County shall wear a Class A uniform.
- c) Officers may wear the following appropriate civilian attire for all court proceedings. Male officers may wear a suit, blazer, or sport coat and tie meeting the requirements of the Class D uniform. Female officers may also wear a suit or other business professional attire meeting the requirements of the Class D uniform.
- d) Headwear shall not be worn inside the courtroom.

15) Secondary/Off-Duty Employment Attire:

- a) Officers shall wear Class A, B, or C uniforms when working any approved law enforcement secondary/off-duty employment.
- b) The type of uniform worn for secondary/off-duty employment will be the uniform of the day, unless otherwise authorized by a supervisor.

- c) Supervisors may also authorize the Class D uniform or other types of clothing for secondary/off-duty employment to be determined on a case-by-case basis.

16) Attire While Operating a Police Vehicle:

- a) At no time will only part of the uniform be worn when operating a department vehicle.
- b) Officers operating a police vehicle in civilian attire shall wear a shirt, shorts or pants, and shoes.
- c) Officers shall not wear any civilian attire that would bring discredit upon themselves or the Department such as t-shirts with derogatory or offensive images or slogans, etc.

17) National Anthem/Flag Salute

During the national anthem, all uniformed officers shall stand at attention and salute the United States Flag. If the flag is not visible, the officer shall face the direction of the music and continue to salute until the end of the national anthem. Officers who are not in uniform and wearing a hat shall remove their hat, stand at attention, and hold their hat over their left breast until the end of the national anthem. Officers who are not in uniform and are not wearing a hat shall stand at attention until the end of the national anthem. Upon the approach of the national colors or flag, all uniformed officers shall stand at attention and salute when the flag is within six (6) feet of their position and hold their salute until the flag is six (6) feet beyond their position. Officers who are not in uniform and are wearing a hat shall remove their hat, stand at attention, and hold their hat over their left breast until the colors pass their position. Officers who are not in uniform and are not wearing a hat shall stand at attention until the colors pass their position.

r) Use of Badge & Identification

Officers shall not allow any other person to use their badge or other means of police identification. Officers who respond to an incident in civilian clothing shall display their badge, reflective Police ID wristband, and/or identification on their outermost clothing to clearly identify themselves.

s) Appearance & Grooming

- a) Male officers shall wear their hair neatly trimmed and tapered to the sides of the head and back of the neck so as not to touch the top of the shirt collar.
- b) Female officers assigned to the Patrol Division whose hair is longer than the bottom of their collar shall wear their hair up on their head in a bun, twist, or ponytail.
- c) Officers may have mustaches; however, they shall not extend down over the upper lip or past either side of the mouth and must be kept neatly trimmed. Officers' sideburns shall be neatly trimmed and not extend below the lower opening of the ear and not extend forward at their lowest point. Officers shall not have beards.
- d) Officers shall keep their fingernails clean, neatly trimmed, and only clear fingernail polish may be applied.
- e) Officers may wear cologne or perfume in moderation so long as it does not cause distraction or irritation to others. Employees may wear light makeup for as natural an appearance as possible.

t) Body Art-Earrings:

- a) Body art is defined as procedures used to alter the body's appearance such as

- branding, piercing (other than earlobe for standard earrings), scarification, tongue splitting or tattoos.
- b) Body art on the hands, neck, face, or any part of the head is prohibited. Employees shall not have any clearly visible body art on any part of the body while in uniform or while performing official duties in non-uniformed attire unless approved by the Chief of Police or his/her designee.
 - c) Employees with body art have the following options: cover the body art with clothing/uniform, cover the body art with a neutral-colored patch or neutral colored elastic bandage (total covering size limited to one (1) four (4) inch by four (4) inch bandage), have the body art removed at the employee's expense, or use makeup that matches body tone meant for covering body art.
 - d) Standard earrings are only ¼" posts, no more than 5 mm in diameter, must be plain in design and either tan, clear, or silver.

CHAPTER 4: EQUIPMENT

1) Handguns

- a) All department firearms and ammunition shall be used, stored, and maintained as prescribed in this policy, unless otherwise directed.
- b) On duty uniformed officers are authorized to carry the Glock 9mm caliber model 17, 19, or 34 handguns. On duty plainclothes officers are authorized to carry the Glock 9mm caliber model 17, 19, 43x, or 34 handguns.
- c) Officers are authorized to use weapon mounted flashlights, laser sights, or reflex sights on their department issued handguns, or off-duty/backup weapons. Officers using these lights or lasers shall utilize a duty holster that allows holstering the handgun with the weapon and light or laser accessories attached. All weapon mounted flashlights, lasers, sights, or reflex sights, and holsters shall be approved by the senior department firearms instructor prior to being carried.
- d) Officers may be permitted to carry approved off-duty / back-up weapons after demonstrating proficiency on an annual basis. The approval to carry an off duty / back-up weapon must be granted by a firearms instructor of the Oldham County Police. The weapon brand, model, and caliber will not be restricted beyond the following criteria: The weapon must be manufactured by a reputable firearms company; the weapon must function reliably with approved ammunition; the caliber of the weapon must be .380 or larger. Only after inspection, approval, and qualification will a weapon meeting the prescribed criteria be allowed for use as an off-duty back-up weapon.
- e) All handguns must be inspected and approved by the department firearms instructor prior to being authorized for carry. Department issued weapons shall not be modified without prior approval of the senior department firearms instructor, or department armorer.
- f) All officers shall carry a handgun when operating a department vehicle either on or off duty. Officers are encouraged to carry a handgun at all times while off-duty and when doing so shall have their badge and identification card in their possession.

2) Shotguns & Patrol Rifles

- a) Department specifications for shotguns are: 12-gauge, pump action, five shot minimum, bead or rifle sights, and must have a safety mechanism.
- b) Department specifications for patrol rifles are the AR-15 type rifle; .223 / 5.56 mm NATO caliber; factory, aftermarket flip up iron sights, Eotech, Trijicon or similar type reflex sights; fixed or collapsible butt stock; black synthetic webbing standard or tactical sling; three (3) military specification magazines with 20 or 30-round capacity; shall be capable of completing the required training and qualification course and accept issued ammunition.
- c) Flashlights and optical reflex sights are optional for patrol rifles. Flashlights attached to rifles shall be operable while maintaining a standard firing grip and be mounted in a manner that does not prohibit securing in an approved vehicle mount. Any sighting system that requires a battery for operation shall also be equipped with iron sights.

- d) All shotguns and patrol rifles shall be secured in an approved vehicle mount or in the trunk of the police vehicle when not in use. Officers driving unmarked vehicles shall secure shotguns and patrol rifles in the trunk of their vehicle unless circumstances preclude, or they are not equipped with a trunk. If the vehicle is not equipped with a trunk, the weapon shall be stored in a weapons case and should not be visible from outside the vehicle.

3) Ammunition

- a) All ammunition must be manufactured by a reputable company.
- b) The weapon must function reliably with ammunition.
- c) The senior firearms instructor must approve all ammunition used in any on-duty or off-duty weapons.
- d) Only ammunition issued by the department shall be used in any duty weapon.

4) Firearms Security

- a) Officers shall not leave their weapons unsecured at any time.
- b) Officers not in possession of their police vehicle during periods such as vehicle maintenance or vacation shall remove all weapons from their vehicle and secure them in a safe location.
- c) Officers shall exercise appropriate precautions in the handling, use and storage of their weapons. Weapons shall be kept secure from others and trigger locks such as those issued by the Department may be utilized to maximize safety.
- d) Officers shall not carry or handle weapons in any manner that may result in the loss of possession or that could result in injury to others.

5) Edged Weapons

- a) Officers are authorized to carry edged weapons for self-defense in deadly force situations.
- b) Any edged weapon other than a standard folding pocketknife must be approved by a supervisor prior to being carried on duty.

6) Body Armor

- a) Officers shall be provided with, and are strongly encouraged to wear, [soft] body armor when on duty.
- b) Officers who elect not to wear body armor shall keep their body armor readily accessible in their vehicle.
- c) Body armor shall be mandatory for all officers involved in civil disturbances, high-risk tactical situations, and other situations deemed necessary as directed by a supervisor.
- d) Body armor may be worn concealed or in an issued external carrier. External carriers may be worn at any time while wearing Class B and C uniforms. Officers wearing Class A or D uniforms may wear external carriers if necessary for the duration of an incident where a known or suspected threat exists.

7) Less Lethal Weapons

- a) Department training standards shall be met prior to carrying less lethal weapons.
- b) Officers shall conduct a daily function test of their Taser at the beginning of their shift.

- c) Taser Instructors shall download the device log and ensure time and date synchronization of officers' Tasers at least quarterly.
- d) Plainclothes officers shall carry or have a less lethal weapon readily accessible while on duty, unless otherwise authorized by a supervisor.
- e) Oleoresin capsicum (OC) spray may be carried if approved by the senior less lethal instructor to ensure it is non-flammable and compatible if used in conjunction with a Taser.

8) Less Lethal Shotguns and 40mm Projectile Launchers

- a) Officers shall be trained and demonstrate proficiency with 12-gauge less lethal shotguns and 40mm projectile launchers prior to using these weapons.
- b) Less lethal shotguns shall be equipped with orange stocks and fore ends.
- c) A supervisor may issue less lethal shotguns as needed or deemed necessary to officers who have been approved by the senior less lethal instructor.
- d) Sergeants, Command Staff, and officers on the Special Response Team may be issued 40mm projectile launchers at the discretion of the Chief of Police or his/her designee.
- e) Only less lethal munitions shall be issued or used with these weapons.
- f) At no time shall live ammunition be stored with or loaded into these less lethal weapons.

9) Less Lethal Munitions

- a) Chemical agents and impact munitions are available for use in crowd control, barricaded subject situations and other unique situations.
- b) A supervisor must authorize the issuance/use of these munitions and officers shall be trained in their use before deployment.

10) Portable Radio

- a) Officers shall carry a portable radio with them whenever they leave their vehicle while on duty unless otherwise authorized by a supervisor. Officers may carry their portable radio in their personal vehicle.

11) Miscellaneous:

- a) Officers, regardless of the uniform class they are wearing, shall have the following equipment readily accessible while on duty: A pistol with at least one spare magazine, badge and department issued identification card, handcuffs with handcuff key, flashlight, Taser or expandable baton, portable radio, department issued cell phone, and a notepad and writing instrument,
- b) The care and proper use of all Department equipment shall be the responsibility of the employee to which it is assigned. Any malfunctioning, unserviceable, and lost or stolen equipment shall be reported to a supervisor as soon as practical once the officer is aware of the issue.

12) Manuals & Guidebooks

- a) Employees shall have digital copies of the following manuals available on their computer or department issued cell phone: Department Standard Operating procedures, Kentucky Criminal Law Manual, Kentucky Legal Handbook for Patrol, hazardous materials Emergency Response Guidebook, Kentucky State Police KY OPS User Manuals, and the CJIS LINK Manual.

13) Canine Officer Equipment

Officers assigned as a Canine Officer shall at the minimum, be issued the following canine equipment: muzzle; three (3) foot lead; choke chain; stakeout collar; grooming brush; grooming rake; bite sleeve; six (6) foot lead; tracking line; and electronic collar.

14) Equipment Replacement & Return

- a) When any Department equipment becomes unserviceable, the employee's direct supervisor shall inspect the item(s) to determine the cause and request replacement.
- b) When an employee is suspended or permanently separated from service, a supervisor shall collect and inventory all Department equipment assigned to that employee and annotate all items on a department form designated for this purpose.
- c) Department issued equipment shall not be sold, destroyed, used, or converted to ~~own~~ personal use, except at the recommendation of the Chief of Police and at the direction of Fiscal Court.

CHAPTER 5: DEPARTMENT VEHICLES

Department vehicles are considered all vehicles assigned and maintained by the Oldham County Police Department. All persons riding in police vehicles shall utilize seatbelts. Child safety and booster seats are available at the Department for transporting juveniles.

1) Vehicle Equipment

All vehicles shall be equipped with the following equipment:

- a) Emergency lights and siren
- b) First Aid Kit
- c) Infectious disease kit
- d) Fire extinguisher
- e) Flashlight with traffic cone & charger
- f) Traffic vest
- g) Road Flares
- h) Barricade tape
- i) Evidence collection supplies
- j) Specialized vehicles may contain different equipment depending on [its] use, mission, or assignment.
- k) Canine Officer vehicles shall be equipped with an approved canine insert installed to maximize safety for the canine and Canine Officer.

2) Vehicle Maintenance & Modifications Equipment

- a. Officers are responsible for the overall condition of their vehicle, its equipment, or any damage resulting from neglect. Officers should read their vehicle owner's manual thoroughly and keep it in their vehicle. All vehicle maintenance shall be performed and scheduled according to the owner's manual. The vehicle's interior and exterior shall be kept clean and orderly so as not to reflect discredit upon the officer or the Department.
- b. Officers are responsible for routinely inspecting their vehicle and shall, at a minimum, check the following items:
 - i. Tire air pressure and tread depth.
 - ii. Fluid levels (i.e., engine oil, transmission fluid, power steering fluid, coolant reservoir, brake fluid, windshield washer fluid).
 - iii. Headlights (high & low beam), taillights, brake lights, & turn signals.
 - iv. Emergency lighting, siren, and air horn.
 - v. Weapon mount security and locking function.
 - vi. Rear door lock disable / Child safety lock status.
 - vii. Prisoner transport partitions.
 - viii. Computer mounts and docking stations.
 - ix. Speed measurement radar equipment.
 - x. Mobile video recording equipment.
 - xi. Barcode scanners & printers.
- c. Officers shall have their vehicle inspected at an authorized repair facility or by an authorized mechanic at the first sign of malfunction or indication of a dash warning light. Officers shall not attempt to make any mechanical repairs themselves without prior approval from a Command Officer. Equipment repairs shall only be conducted by a designated repair facility.

- d. Flat tires on Department vehicles may be changed by the Officer if this can be performed safely. Officers are responsible for taking the damaged tire to a designated repair facility for repair or replacement.
- e. Officers using jumper cables to jump start one vehicle from another should shut down, turn off, or physically undock the MDC; and turn off the police mobile radio, radar, and mobile video recording equipment.
- f. Police vehicles shall not be used to push or pull another vehicle unless exigent circumstances exist.
- g. Personal items shall not be installed on or in any police vehicle without approval from the Chief of Police or his/her designee. Personal equipment shall not be mounted to any Department equipment in a manner which results in damage to the vehicle. GPS navigation devices and cell phone holders are authorized so long as they do not require permanent alteration or damage to mounting surfaces in the vehicle.
- h. Vehicles shall not be used for transporting any item(s) that protrude from the trunk or interior compartment, excluding Department equipment or while performing official duties.

3) Mobile Video Procedures

- a) In-car mobile video and audio recording equipment enables officers to document events, conditions, and statements made during police action to enhance investigations and for officer evaluation and training.
- b) Mobile video recording (MVR) equipment shall be the responsibility of the officer assigned to that vehicle and shall be maintained according to the manufacturer's recommendations. Officers shall inspect their MVR equipment at the beginning of their shift to include camera position and adjustments, proper operation of the microphone, and an adequate supply of recording media. Officers shall immediately report any problems to a supervisor.
- c) MVR equipment shall activate automatically when a vehicle's emergency equipment is in operation.
- d) Officers shall document in their reports when MVR equipment is utilized and inform a supervisor of any sequence that may be necessary for review.
- e) Officers shall only use Department issued recording media and shall not alter or erase any recording media. Storage media shall only be removed from the MVR to be downloaded by a supervisor.
- f) Copies of MVR video may be released pursuant to the Open Records Policy.
- g) MVR media shall be erased or reformatted before being reissued.
- h) MVR video will be retained [~~for~~] on the same retention schedule as body worn camera video.

4) Mobile Data Terminal Computer Procedures

- a) Employees operating a Mobile Data Computer (MDC) shall comply with all requirements mandated by Criminal Justice Information Systems (CJIS) regarding the use of CJIS data. Officers using MDCs shall be subject to the same security measures and standards of conduct as a fixed location terminal.
- b) The Administrative Commander or his/her designee shall be the system administrator for the MDC computers. No external hard disk drives, memory cards, USB devices, computer software, or hardware shall be installed or used with an MDC unless approved

by the systems administrator. Unauthorized software or hardware found on MDC shall be removed and the officer may be subject to disciplinary action. Officers shall not disable any anti-virus or security monitoring programs or connect the MDC to any unsecured wired or wireless network without approval from the system administrator. Officers shall only allow in-person or remote access to the MDC by information technology personnel approved by the systems administrator.

- c) MDC screens shall only be cleaned in accordance with the manufacturer's instructions. MDC keyboards shall be kept clean, free of debris, and may be cleaned in accordance with the manufacturer's instructions. Damage to an MDC shall be immediately reported to a supervisor.
- d) MDCs shall be installed within reach and view of the driver and must not interfere with the safe operation of the vehicle. Officers should not input information or attempt to operate the MDC while the vehicle is in motion and shall not use the MDC during emergency response driving or pursuits. Officers shall communicate using the radio instead of using an MDC in any situation that would compromise officer safety or the ability to safely operate the vehicle.
- e) MDC screens shall not be visible to anyone not authorized to view CJIS information, and vehicles shall be locked when an officer is not in or near their vehicle. Officers not in possession of their vehicle during periods such as vehicle maintenance or while on vacation shall remove the MDC from the vehicle and secure it in a safe location. MDCs shall not be secured in a vehicle trunk or rear cargo storage area. MDCs shall be securely mounted in a docking station when operating the vehicle. If the vehicle is not equipped with a docking station, the MDC shall be secured in a manner that prevents damage or loss.
- f) Officers receiving a positive NCIC Hit Notification for any inquiries made on the MDC shall advise dispatch and request the dispatcher to run all other inquiries, to allow the officer to focus their attention on the situation for officer safety purposes. Hit confirmations shall be conducted by the dispatcher.

5) Take Home Vehicle Program

- a) Take home vehicles shall be assigned at the discretion of the Chief of Police or his/her designee.
- b) Officers may volunteer to participate in the take-home vehicle program with permission from the Chief of Police.
- c) Excluding normal work-related duties, vehicles shall not be driven outside Oldham County without permission from a supervisor. Officers on light duty, administrative duty, or under suspension are not authorized to operate an issued vehicle without permission from the Chief of Police.
- d) Officers operating an issued vehicle shall have the following minimum equipment with them; agency issued pistol, additional magazine(s), handcuffs, portable radio, agency issued identification card and badge. Radio traffic shall be monitored when operating the vehicle.
- e) Officers living in Oldham County agree to respond and assist as needed whether on or off duty, including backing up on-duty units when no other units are available and assisting with other police duties.
- f) Officers living outside of Oldham County may drive their vehicles home with no off-duty use permitted. Officers are not considered on duty when traveling between their

residence and Oldham County. Officers shall be in Oldham County when reporting for their assigned duty shift.

- g) If an officer operating an issued vehicle outside of Oldham County encounters a situation in which they are required by law to render aid or assistance, to prevent death or serious physical injury to another, or emergency assistance is requested from another law enforcement agency, the officer will be considered on-duty and shall render the necessary assistance. Officers should immediately inform Oldham County Dispatch of the incident and request an on-duty supervisor be notified.
- h) Under no circumstances will any political images or material be visibly present on or in an assigned vehicle.
- i) Unless an exception is made by the Chief of Police, out of county take home vehicles will only be allowed in the KIPDA region. Counties within the KIPDA region are Bullitt, Clark (IN), Floyd (IN), Henry, Jefferson, Oldham, Shelby, and Spencer.

CHAPTER 6: TRAINING

The Department shall provide for recruit and in-service training through the Kentucky Department of Criminal Justice Training. The Operations Commander will ensure officers receive training consistent with the goals of the Department. Departmental training goals should include, but are not limited to, Department policy and procedure, application of laws, court decisions that apply to criminal prosecutions, training that would benefit particular units within the Department and community needs. Supervisors should consult with the Operations Commander for any training that would benefit the employees under their direction.

1) Attendance Requirements

- a) Advance notice of training shall be provided to include the employees assigned, date, time and location, and any required equipment.
- b) All training shall be mandatory; however, a Command Officer may allow exceptions based on previously approved vacation requests and reasonable excuses of a conflicting nature.
- c) Other agencies or law enforcement officers may participate in Department training at the discretion of the Command Officer.

2) Lesson Plan & Performance Objectives

- a) Lesson plans and performance objectives shall be developed for all training to focus on the elements of the job, what is to be learned, evaluation of the participants, and the effectiveness of the training.
- b) Lesson plans must be submitted to and approved by a Command Officer at least two (2) weeks prior to training.

3) Testing

- a) Testing shall be conducted on all participants in Department training.
- b) Evaluation may be in the form of written and/or practical examinations according to the scoring criteria listed in each lesson plan.
- c) Testing shall be based on the performance objectives listed in each lesson plan and performance of job-related skills.

4) Firearms Qualification

- a) All officers shall qualify with all issued firearms prior to carrying these weapons.
- b) Officers who purchase a weapon of the same type and manufacturer already authorized may carry these firearms prior to the next normally scheduled training session after inspection by a firearms instructor.
- c) Training shall include the legal, moral, and ethical aspects of firearms use, Department policy, laws, and court decisions regarding use of deadly force, firearms safety rules, and proper firearms tactics to ensure proficiency.
- d) Firearms training shall reflect circumstances and conditions most likely to be encountered by officers in real life deadly force situations.
- e) Firearms qualifications should be conducted at least twice annually with one of the qualification sessions conducted during low-light conditions.
- f) Officers shall be provided with and required to wear eye and hearing protection during firearms training.
- g) Firearms qualifications shall be required using duty ammunition, if replacement ammunition is available, at least once annually.

- h) Officers responsible for any negligent discharge of a firearm shall be required to attend remedial training and re-qualification prior to returning to duty.
- i) Officers who fail to meet qualification standards shall have their authority to carry the firearm revoked and written notification from the firearms instructor shall be forwarded to the Chief of Police, with a copies provided to the Operations Commander and the officer's sergeant.
- j) Officers who fail to meet qualification standards with their duty pistol after three (3) attempts shall be reassigned to non-uniformed administrative duty for a period of up to five (5) days.
- k) During this period the officer shall report to the firearms instructor for remedial training and qualification.
- l) Officers who fail to achieve qualification after attending remedial firearms training shall be suspended with pay for a period up to ten (10) days, during which time a firearms instructor shall continue to train the officer in an effort to qualify them.
- m) If after 10 days on suspension the officer has still failed to qualify, disciplinary action may be considered for failing to maintain standards.

5) Firearms Records & Inspections

- a) All firearms information shall be documented by the senior firearms instructor.
- b) This documentation shall include type of firearm, manufacturer, model, serial number, caliber, assigned officer, or storage location if unassigned.
- c) The senior firearms instructor shall ensure a detailed mechanical inspection of all firearms are conducted annually by a certified armorer.
- d) The firearms instructor shall inspect all firearms prior to firing during training or qualifications and any firearms found unsafe shall be removed from service, and a replacement shall be provided to the officer.
- e) Written notification will be forwarded to the Chief of Police noting the problem(s) and any repairs needed.
- f) Once repaired, the firearms instructor shall re-inspect the firearm and written notification shall be forwarded to the Chief of Police detailing the repairs and requesting authorization for the weapon to be placed back into service.

6) Training Records

- a) The Operations Commander, or their designee, shall maintain training records for all employees. These records shall only be released by authority of the Chief of Police, his/her designee, or as required by law.
- b) Training records shall include the name of the employee, date and hours attended, agency or instructor providing training, test results, and any certificates of completion.
- c) Firearms qualification records shall be maintained for all officers and shall consist of the make, model, caliber, and serial number of all firearms used by the officer during qualification.

7) Training Instructors

- a) Department instructors shall be knowledgeable of teaching theories, methods and practices, and the subject matter.
- b) Instructors should obtain instructor certification on the training topic prior to conducting any training for officers.

- c) Officers who are not certified instructors but possess specialized knowledge in a training topic, must be approved by a supervisor, who shall observe the training being conducted.
- d) Training courses that require outside instructors shall be coordinated by a supervisor and adhere to Department policy as outlined in this chapter.

8) Training Pay & Benefits

- a) Employees attending training shall be considered to be on duty, shall receive their normal pay/benefits, and are covered under worker's compensation.

9) Basic Training

- a) All recruits shall attend Law Enforcement Basic Training administered by the Department of Criminal Justice Training (DOCJT).
- b) Recruits shall begin the Academy within one (1) year of their date of hire.
- c) Each recruit shall be required to follow all DOCJT policies, procedures, and regulations while attending Basic Training.
- d) Officers from outside Kentucky who laterally transfer after being granted reciprocity by the Kentucky Law Enforcement Council (KLEC) must successfully meet all necessary KLEC training requirements within one (1) year of their date of hire.

10) Field Training & Evaluation Program

Officers shall complete the Field Training Officer Program (FTO) before being assigned to solo patrol duties.

11) Supervisory Training

Officers promoted to Sergeant shall complete at least 40 hours of Kentucky Law Enforcement Council approved training related to police supervision within one (1) year of their promotion.

12) Remedial Training

- a) Remedial training is designed to correct a specific deficiency identified by testing or evaluation during training or by a supervisor evaluating employee performance.
- b) The goal of remedial training is to ensure that employees are not deficient in basic skills, knowledge and abilities required to perform their duties.
- c) Once the need for remedial training is recognized, it shall be reported to the Operations Commander, and action shall be taken as soon as possible to correct the deficiency.
- d) The Operations Commander shall send a memorandum to the affected employee with specific details concerning remedial training.

13) In-Service Training

All officers shall attend at least 40 hours of Kentucky Law Enforcement Council approved in-service training annually. Officers shall be allowed to request specific courses so long as they meet the needs of the Department.

14) Additional Training

- a) Employees may attend training presented by other agencies or groups while on duty with prior approval.
- b) Requests for additional training should be submitted to the employee's shift or section supervisor.

- c) The supervisor shall annotate on the request their approval or disapproval and forward the request to the Operations Commander for final determination.
- d) Advanced training may count as credit toward the employee's annual in-service training requirement upon verification by the Operations Commander.
- e) These requests will be considered based on the need for training, benefits to the Department, staffing, and cost.

15) Specialized Assignments Training

- a) Officers assigned to specialized positions or units shall receive priority for training that should be initiated as soon as practical.
- b) Specialized positions or units may include but are not limited to: Supervisors, Detectives, Field Training Officers, Special Response Team (SRT) and Collision Reconstruction.

16) Honor Guard Training

Honor Guard training shall be conducted as determined by the Honor Guard Commander.

17) Civilian Employee Training

All civilian employees shall receive training that is commensurate with their respective position and responsibilities. Civilian employees may receive additional or specialized training based on the need for training, benefits to the Department, staffing, and cost.

18) Training Lodging, Per Diem, & Travel Time

- a) Employees on travel status shall be reimbursed for authorized incurred expenses.
- b) All employees shall maintain records and receipts to support their claims.
- c) Employees attending a training class in excess of one (1) day and at a location more than 40 miles from the Department may request lodging accommodation and per diem at Department expense.
- d) Employees may request lodging accommodation and per diem when attending a one (1) day training class at a location more than 100 miles from the Department.
- e) Employees may check into their hotel the night prior to the start of their training class and must check out no later than the morning of the last day of their training class.
- f) A Request for Reimbursement Form shall be submitted for all travel request reimbursements with receipts documenting all incurred expenses.
- g) The Administrative Commander shall determine if employees may receive compensation for travel time to attend any training class located more than 100 miles from the Department.
- h) Incurred parking, bridge and toll charge(s) are reimbursable.
- i) A maximum of twenty (20) dollars per day for parking shall be reimbursed.

CHAPTER 7: PERFORMANCE EVALUATIONS

1) Purpose

- a) The purpose of an evaluation system is to ensure there is a process to support and evaluate organizational and employee goals and performance.
- b) The Department's evaluation system shall allow for fair and impartial personnel decisions and standardize the nature of the personnel decision-making process; maintain and improve performance and provide a medium for employee counseling; facilitate proper decisions regarding probationary employees and provide necessary behavior modification information to eliminate inappropriate behaviors; measure individual performance in accordance with prescribed guidelines; and identify training needs.
- c) In order to accomplish these purposes, the Department shall conduct annual evaluations of all employees.

2) Performance Evaluation Process

- a) Supervisors shall evaluate the employees under their immediate direction annually.
- b) All employees of the same rank performing the same tasks shall be evaluated with the same measuring instrument.
- c) Evaluations shall be both subjective and objective and be applied impartially. Subjective refers to opinion-based performance ratings that are generally used to rate hard to define characteristics such as interpersonal relations. Objective refers to quantitative type assessments of actual work performed.
- d) Evaluations shall be job related to accurately measure the performance of employees in their areas of responsibility.
- e) Performance standards shall be impartial, obtainable, concise, and understandable.
- f) Employees shall be counseled within the first six (6) months of employment to familiarize them with the evaluation system.
- g) Each person responsible for rating or evaluating employees shall do so in compliance with all evaluation guidelines.
- h) Raters shall receive training prior to evaluations and become familiar with all aspects of the evaluation system in order to rate employees as fairly and uniformly as possible.

3) Performance Evaluation Process Review

The Chief of Police shall review the evaluation process annually to ensure employees receive a consistent, impartial, and unbiased evaluation, and review any contested appraisals to identify trends.

4) Performance Evaluation Rating Period

- a) Performance evaluations are to be performed by each employee's direct supervisor and should be completed within 30 days of the employee's anniversary date.
- b) The performance evaluation period shall include the 12-month period prior to the employee's anniversary date.
- c) Performance prior to or following the rating period should be excluded from the rating for that period.

5) Performance Evaluation Criteria

- a) Criteria for performance evaluations shall be specific to the position occupied by the employee being rated.
- b) Job descriptions outlined in SOP Chapter 1 form the basis of work to be performed.
- c) Criteria to define the quality of work should be descriptive, measurable and allow a characterization regarding how the work is performed.

6) Command Staff Review

All performance evaluations shall be reviewed by the Command Staff and signed by the rater's immediate supervisor(s).

7) Unacceptable Reporting

Employees shall be advised by their immediate supervisor in writing no later than 90 days prior to their anniversary date when their performance is deemed to be unacceptable. Supervisors shall substantiate such ratings and define actions to be taken to improve performance.

8) Employee Review

- a) Performance evaluations shall be reviewed when completed by the Command Staff.
- b) Evaluations shall be read, understood, and signed by each employee.
- c) Signatures shall indicate that the employee has read the evaluation and shall not imply agreement or disagreement with the content.
- d) Employees shall receive a copy of their performance evaluation and a copy shall be placed in their personnel file.

9) Employee Counseling

- a) Employees should use performance evaluations as a basis for improvement.
- b) Employees shall be counseled at the beginning of each rating period on their performance evaluation results, level of expected performance, rating criteria and goals for the new reporting period.

10) Comments

Performance evaluations shall include comments when ratings are unacceptable, in need of improvement, or outstanding.

11) Contesting Process

- a) An employee contesting a performance evaluation shall notify their immediate supervisor in writing within 10 days of receiving and signing their evaluation.
- b) A review shall be conducted by the appropriate Division Commander within 10 days.
- c) If unresolved by the Division Commander, a review shall be conducted between the employee, their immediate supervisor(s) and the Chief of Police within 14 days.

12) Probationary Employees

- a) Employees on probation and riding with a Field Training Officer (FTO) shall be evaluated weekly and in accordance with the guidelines set out in the Field Training and Evaluation Program manual.
- b) Employees on probation and no longer riding with a FTO shall be evaluated monthly by a supervisor.

CHAPTER 8: CAREER DEVELOPMENT

1) Equal Employment

- a) The Department will ensure equitable treatment of all employees along with equal employment opportunities, regardless of race, sex, color, religion, creed, national origin, age, handicap, or political affiliation.
- b) The Department shall comply with all Federal standards with respect to job classification, recruitment, selection, certification, and compensation.
- c) The Department will make continual efforts to recruit employees that represent an equitable distribution of protected classes, including female representation in non-traditional positions, to facilitate a strong recruitment policy providing feasible equal employment opportunities to all citizens.

2) Officer

- a) Each employee's direct supervisor shall provide guidance and career counseling to employees.
- b) Career counseling is a vital component of selecting training courses commensurate with an employee's ability and the needs of the Department.

CHAPTER 9: AWARDS AND HONORS:

Procedures: The purpose of the Department awards program is to officially recognize employees and citizens for acts of valor, extraordinary achievement or outstanding service to the Department and community. Any Department employee who witnesses or has knowledge of an incident meeting any of the award criteria may nominate employees or community members for an award. Nominating employees may request the Chief and Command Staff to withdraw the nomination if additional information is learned that brings the nomination into question. Nominations shall be submitted on Department Memorandum to the Chief of Police who shall forward a copy to the Command Staff for review and recommendation.

Employees shall only receive one (1) award per incident. However, receipt of a Letter of Commendation shall not preclude an employee from receiving a higher award. Copies of all awards and honors shall be included in an employee's personnel file.

The Chief of Police shall have the final determination as to the level of award for each nomination submitted based on the award criteria.

1) UNITED STATES FLAG

To symbolize the oath taken to uphold the Constitution and pay respect to the United States of America, employees will receive an American Flag breast bar, as pictured below.



2) MEDAL OF HONOR

The Medal of Honor is the highest award that can be presented to an employee. A certificate of presentation with a written citation suitable for framing shall accompany a breast bar, pictured below. Employees acting under the color of law and Department regulations willingly without hesitation and with full knowledge of extreme danger to their safety shall be eligible for consideration for the Medal of Honor when they do one or more of the following: are engaged in an active confrontation with an armed subject, save or attempt to save another human life, or are killed or suffer serious physical injury.



3) MEDAL OF VALOR

The Medal of Valor is the second highest award that can be presented to an employee. A certificate of presentation with a written citation suitable for framing shall accompany a breast bar, pictured below. Employees acting under the color of law and Department regulations willingly and with knowledge of danger to their safety shall be eligible for the

Medal of Valor when they do one or more of the following: are engaged in a confrontation with an armed subject or saves or attempt to save another human life.



4) LIFE SAVING MEDAL

The Life Saving Medal is the third highest award that can be presented to an employee. A certificate of presentation with written citation suitable for framing shall accompany a breast bar, pictured below. Employees who without delay take direct, immediate, and positive action to preserve the life of a human being who is in real and imminent danger of death, and when their action(s) do in fact prevent their death, shall be eligible for the Life Saving Medal.



5) PURPLE HEART MEDAL

The Purple Heart Medal is the fifth highest award that can be presented to an employee. A certificate of presentation with written citation suitable for framing shall accompany a breast bar, pictured below. Employees who in the necessary performance of law enforcement functions, on or off duty, receive serious bodily injury shall be eligible for the Purple Heart Medal. This award does not include injury in motor vehicle accidents unless special circumstances are determined to exist by the Command Staff.



6) MERITORIOUS SERVICE MEDAL

The Meritorious Service Medal is the sixth highest award that can be presented to an employee. A certificate of presentation with written citation suitable for framing shall accompany a breast bar, pictured below. Employees who exhibit an act(s) of distinctive gallantry or achievement that reflects great credit upon themselves, and the Department shall be eligible for the Meritorious Service Medal. Superior performance of normal duties shall not necessarily justify presentation of this award.



7) OFFICER OF THE YEAR AWARD

The Officer of the Year Award is the seventh highest award that can be presented to an employee. A certificate of presentation with written citation suitable for framing shall accompany a breast bar, pictured below. The Officer of the Year Award is presented to an employee who displays the most outstanding commitment, dedication, and performance within the year. A certificate of presentation with written citation suitable for framing shall accompany a breast bar, as pictured below. Employees who exhibit an act(s) of distinctive gallantry or achievement that reflects great credit upon themselves, and the Department shall be eligible for the Officer of the Year Award. Superior performance of normal duties shall not necessarily justify presentation of this award.



8) MILITARY VETERAN

Employees that have served in the United States Military and received an Honorable Discharge will receive a breast bar, pictured below, to recognize their dedication and accomplishment in service to the United States.



9) ADVANCED ACHIEVEMENT

The Advanced Achievement Medal will be presented to employees that have successfully completed an Associate's Degree or higher, the Southern Police Institute: Command Officer's Development Course, or any other training or certifications that require extensive commitment and/or time. The Command Staff will determine the issuance of the Advanced Achievement Medal on a case-by-case basis. Employees will be presented with a breast bar, pictured below.



10) FBI NATIONAL ACADEMY

Employees that successfully complete the FBI National Academy will receive a breast bar, as pictured below, to recognize their dedication and accomplishment.



11) SPECIAL RESPONSE TEAM

Employees that are current members of the Special Response Team in good standing will receive a breast bar, pictured below, to recognize their dedication and accomplishment.



12) ACCIDENT RECONSTRUCTIONIST

Employees that successfully complete an Institute of Police Technology, Department of Criminal Justice Training, or equivalent, on Accident Reconstruction will receive a breast bar, pictured below.



13) FIREARMS INSTRUCTOR

Employees that successfully complete a Department of Criminal Justice Training Firearms Instructor Course or equivalent course and are assigned as a department Firearms Instructor will receive a breast bar, pictured below.



14) HONOR GUARD

Employees that are selected and are currently assigned to serve on the department Honor Guard will receive a breast bar, pictured below.



15) CANINE OFFICER

Employees that successfully complete a Canine Certification Course and are currently assigned as a department Canine Officer will receive a breast bar, pictured below.



16) SCHOOL RESOURCE OFFICER

Employees that successfully complete School Resource Officer training courses through DOCJT, becoming a certified School Resource Officer in Kentucky, and are assigned as a School Resource Officer will receive a breast bar, pictured below.



17) DISTINGUISHED SERVICE COMMENDATION

The Distinguished Service Commendation is presented to officers who have displayed extraordinary continuous and professional law enforcement actions, including case investigations, arrests, clearances, community service and other incidents, demonstrating an exceptional level of accomplishment. A certificate of presentation with written citation suitable for framing shall be presented to the employee. Employees who exhibit an act(s) of significant achievement or service that reflects credit upon themselves, and the Department shall be eligible for the Distinguished Service Commendation.

18) LETTER OF COMMENDATION

A Letter of Commendation may be given to an employee by a Command Officer recognizing them for superior work upon receipt of a Department Memorandum from an employee or other notification from the public. A copy of the Letter of Commendation shall be included in the employee's personnel file.

19) CITIZEN/BUSINESS/ORGANIZATION APPRECIATION

A Citizen, Business or Organization Appreciation Certificate may be presented to a member of the community, a business, or organization for rendering valuable or courageous assistance to the Oldham County Police Department or a Department employee. A certificate of presentation with written citation suitable for framing shall be presented to the community member, business, or organization.

20) POSTHUMOUS AWARDS

Awards may be posthumously presented to an employee's next of kin. The Chief of Police shall contact the employee's next of kin to determine their preference for the presentation of the award. The certificate of presentation shall be read at the awards ceremony to honor the employee even if the employee's next of kin chooses not to participate in the ceremony.

21) BREAST BAR(S) ON CLASS A SHIRT

Officers receiving an award with a breast bar may wear it on their Class A uniform. An Officer receiving more than one of the same award may add a star to the breast bar for each additional award of the same type. Breast bars awarded shall be worn in order of precedence (see Appendix "A"). Breast bars shall be centered above the right-side shirt pocket from the top row down, from left to right, in order of precedence with a maximum of two (2) awards per row. Officers shall wear the American Flag breast bar centered above the right-side shirt pocket and considered the highest in precedence. The accreditation pin shall be centered one-half (1/2) inch above the highest awarded breast bar row.

CHAPTER 10: PERSONNEL

1) Employee Records

- a) Employee records shall be contained in three (3) separate files: personnel, medical, and internal investigations/affairs.
- b) Personnel and medical files shall be maintained in the department's server in the admin drive. Both may be subject to Open Records.
- c) Training files will be maintained in the department's server in the Trainer's drive.
- d) Internal investigations are confidential in nature and will be maintained in the admin drive and only accessible to the Chief and Command Staff.
- e) Only employees with express authorization from the Chief of Police may access employee records.
- f) Partial or complete copies of these files may be maintained in the HR Director's office.

2) Oath of Office

- a) Officers shall take an oath of office to enforce the law, to uphold the Constitutions of the United States and the Commonwealth of Kentucky, and to abide by the Code and Canon of Ethics of the Kentucky Justice and Public Safety Cabinet's Department of Criminal Justice Training, prior to assuming sworn status.
- b) A copy of the Oath of Office shall be placed in the employee's personnel file.

3) Probationary Period

- a) The probationary period for Chapter 78 sworn employees shall be 12 months from their date of hire or appointment.
- b) An employee's immediate supervisor shall counsel them on their job performance standards when they begin employment as outlined in policy and procedures.

4) Reassignment

- a) Any supervisor may transfer any employee under their command from one assignment or shift to another for the efficiency of the Department.
- b) Employees may request reassignment by submitting a written request to their direct supervisor.
- c) Employees may be transferred from one assignment/position to another only by approval of the Chief of Police.

5) Resignation or Retirement

- a) Employees who plan to resign or retire shall notify their immediate Supervisor and Command Staff in writing as soon as possible, prior to the scheduled date of resignation or retirement.
- b) Employees should provide at least two (2) weeks' notice when possible.

6) Incidents Involving County Government Employees

Any call for service or incident involving a County Government employee shall be handled in accordance with this manual and a supervisor shall be notified.

7) Sick Leave

- a) Employees shall notify their immediate supervisor to request sick leave. If their immediate supervisor is not available, employees shall notify the on-call supervisor in their division. Requests for sick leave shall be made as soon as possible and at least two (2) hours prior to their shift if possible. The supervisor that is notified shall ensure shift coverage is adequate. If shift coverage is not adequate, the supervisor shall make necessary arrangements to cover the shift that is affected.
- b) All regular, full-time employees shall be entitled to one full day sick leave credit with pay (based upon workweek schedule) each month.
- c) Sick leave may only be used for personal illness, injury, medical or dental appointments.
- d) Supervisors should monitor employees' use of sick leave for abuse. Abuse of sick leave by employees may include but is not limited to the following:
 - i. Failure to appropriately notify a supervisor for approval.
 - ii. Using sick leave when not ill / injured or for a medical / dental appointment.
 - iii. Failure to submit a doctor's note as per policy and procedures.
 - iv. Repetitive use of sick leave on weekends, holidays, RDO's or when a day off has been denied.
- e) Supervisors should attempt to find out why the employee is abusing leave. Supervisors should speak with the employee and determine if their behavior stems from a personal problem. Supervisors should recommend counseling or refer them to the Employee Assistance Program, when appropriate.
- f) Employees may use sick leave if a family member is ill. A family for these purposes shall be deemed to include parents, spouse, domestic partner, children, brothers and sisters, and immediate in-laws.
- g) Part-time employees earn sick leave equal to 12 average workdays per year. For accrual purposes, a new employee who reports for work on or before the 15th of the month shall accrue the full amount for that month. If an individual is employed on or after the 16th of the month, he/she shall begin accruing sick leave at the beginning of the following month.
- h) Employees are not required to submit a doctor's note upon their return to duty for less than three (3) consecutive sick leave days, except at the direction of a supervisor. A doctor's note is required for all sick leave absences of three (3) consecutive days or more.
- i) On any extended sick or injured leave, a fit for duty release may be requested and required before an officer will be allowed to return to full duty.
- j) Sick leave is to be accumulated and carried over from year to year. There is no limit on the amount of sick leave you can accumulate. All foreseeable leave for such

purposes shall require approval from a supervisor; and in the event of sick leave for any purpose, a certificate from a medical doctor giving information as to the circumstances involved can be required. Failure to comply with the sick leave policy may be cause for denial of sick leave with pay and also disciplinary action or cause for denial of sick leave with pay for the period of absence. Absence for part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one-half hour. Human Resources shall keep complete records of sick leave. Employees are not entitled to receive pay for accumulated sick leave upon resignation/termination. However, sick leave is applied toward service when you retire in accordance with retirement rules and regulations in effect. Upon retirement, the employee shall have the choice of a one-time cash payment equal to twenty-five percent (25%) of the accumulated sick leave, or the County shall apply all of the accumulated sick leave toward the employee's retirement as time served in accordance with retirement rules and regulations in effect at such time.

- k) Up to three (3) days of sick leave credit may be used for personal business per calendar year. These personal days are not cumulative. The use of sick leave for personal leave shall be scheduled with the approval of the supervisor.
- l) Family and Medical Leave Act (FMLA)
 - i. If an employee or an immediate family member has a serious reoccurring medical condition that results in frequent absences, they may qualify for unpaid leave under the FMLA. Be advised that FMLA time off must be arranged for in advance with a supervisor and does not necessarily relieve an employee from their responsibilities as set forth in this policy.
 - ii. Information on FMLA can be obtained through the Human Relations Director.

8) Prescription Medications

- a) An employee reporting to work on medication prescribed by a physician, that impairs job performance, is to immediately notify his/her supervisor.
- b) The employee shall submit in writing to the Chief of Police, or his/her designee a list of any prescription medication(s) that may impair their judgment or reaction time or interfere with the safe performance of their job duties.
- c) It shall be the responsibility of each employee to consult with their physician to determine if any prescribed medication could impair their judgment or reaction time or interfere with the safe performance of their job duties.
- d) The Employee's submitted written Prescription list shall be maintained in the employee's confidential medical file. Upon notification by an employee that they are no longer on medication(s), the letter will be amended or removed from their confidential medical file.

9) Reporting an on-duty illness or Injury

- a) All employees shall sign appropriate forms provided by the County's Worker's Compensation provider.
- b) Employees shall notify a Supervisor as soon as possible when they sustain a work-related illness or injury.

- c) When an employee sustains any work-related illness or injury on duty the Shift Supervisor will complete: Workers Compensation – First Report of Injury or Illness forms.
 - i. The First Report of Injury forms shall be completed as soon as possible but must be completed and submitted within 48 hours.
 - ii. The first page of the First Report of Injury form shall be completed electronically by a Shift Supervisor.
 - iii. The second page shall be signed by the injured employee, if possible.
 - iv. The Shift Supervisor shall then scan the forms into the computer network and email them to the Human Resources Manager, Administrative Commander, and Operations Commander.
 - v. The original forms shall then be placed in the Administrative Commander's inbox.

- d) When an employee seeks medical treatment due to a work-related illness or injury, in addition to the First Report of Injury forms, Shift Supervisors must complete the Kentucky Department of Workers Claims Medical Waiver & Consent form.

- e) Shift Supervisors shall give employees the following documentation and/or forms:
 - i. BHN Medical Card
 - ii. Copy of Kentucky Department of Workers Claims Medical Waiver & Consent form (this form should be presented to the treating physician by the injured worker)
 - iii. RX Instant Coverage Card (these cards have a unique member identification number and may only be used once)
 - iv. Gatekeeper List of BHN Physicians
 - v. List of Participating Pharmacies

- f) If a reported work-related illness or injury is suspicious, a Supervisor shall complete a Supervisor's Accident Investigation Report
 - i. The preferred treatment location for employees who sustain an on-duty illness or injury requiring minor treatment is BaptistWorx located at 1006 New Moody Lane, Suite 200, La Grange, KY 40031, Phone #: (502) 222-3302, during normal business hours (08:00 hours to 16:30 hours Monday through Thursday & 08:00 hours to 16:00 hours on Friday). Outside of BaptistWorx's normal business hours, the preferred treatment location for employees who sustain an on-duty illness or injury requiring minor treatment is Baptist Hospital Northeast. Employees who sustain any serious or life threatening on duty illness or injury shall be treated at a hospital.

 - ii. Employees who are off work due to an on-duty illness or injury shall be required to submit copies of all correspondence from the treating physician to the Administrative Commander. Correspondence shall include follow-up documentation when the employee returns to the physician for appointments

related to the on-duty illness or injury such as off-work and return-to-work notices, and any physician's reports and/or statements.

- iii. Complete Worker's Compensation Packets with all necessary documentation will be given to Shift Supervisors and extra packets will be placed in the Administrative Commander's Office and will be accessible for use by Supervisors.
- iv. The Chief of Police or his/her designee may assign employees to administrative restricted duties if cleared to do so by a physician and it is determined to be a benefit to the agency. Administrative restricted duty assignments will be determined by the Chief of Police or his/her designee on a case-by-case basis. These guidelines may only be amended by the Chief of Police or his/her designee.
- v. Employees assigned to administrative duties shall adhere to the following guidelines:
 - i. Employees will not drive a marked police vehicle.
 - ii. If authorized and available, employees may be issued an unmarked agency vehicle.
 - iii. Employees shall wear the Class D uniform unless otherwise informed by a Supervisor.
 - iv. Employees will keep their supervisor and Administrative Commander informed of any changes to their medical work status.
 - v. Employees will submit all Worker's Compensation / Medical Work Status forms to the Administrative Commander
 - vi. Employees will not violate any restrictions from their treating physician and will inform their supervisor if any of their assigned duties would violate their physician's orders.
 - vii. Employees shall furnish a release from their attending physician upon their return to duty in all cases involving an on-duty illness or injury.

10) Physical Examinations

- a) Officers may undergo a regular physical examination by a licensed physician chosen by and at the expense of the County, at the discretion of the Chief of Police or his/her designee.
- b) The Chief of Police or his/her designee may require an officer to submit to an additional fitness for duty physical or psychological examination, at the expense of the County, at any time based upon reasonable suspicion that an employee may be unable to perform the duties in their current assignment.
- c) Medical conditions or restrictions, which may adversely affect an employee's performance and job duties, must be reported in writing to the Chief of Police or his/her designee in a sealed envelope.
- d) Such reports shall be included in the employee's confidential medical file.

11) Holiday, Vacation & Personal Hours

- a) Holidays

- i. Holidays are determined each calendar year by the County Judge Executive and shall not be carried over to the next calendar year.
- ii. Employees shall be awarded approved Holiday Hours in January of each calendar year.
- iii. Employees may use those hours at any time throughout the calendar year with proper prior approval.
- iv. Employees who choose to schedule holidays must use all holidays within the calendar year in which they are accrued.
- v. Employees working holidays shall not receive special compensation for working on an approved holiday.
- vi. Holiday Hours not used within the calendar year may be forfeited.
- vii. Holidays will be declared annually by the County Judge Executive.

b) Vacation Time

- i. All **non-exempt** regular full-time and part time employees shall be entitled to vacation leave for the calendar year in which they complete years of service according to the following chart:

YEARS OF SERVICE	ACCRUED LEAVE	NOTES / COMMENTS
0 - 1	Maximum of 1 week (see note 1)	SEE NOTE 1
2 - 9	2 weeks	
10 - 15	3 weeks	
16 - 19	3 weeks + 1 day additional each year	
20 +	4 weeks	

Note 1: An employee who completes six (6) months of service in the same calendar year in which the employee was hired shall be eligible during that same calendar year, one (1) day of vacation for each complete month remaining in that calendar year following the completion of six (6) months of service. The total annual accumulation is 75/80 hours or 10 days or two times the average regularly scheduled hours per week during the past year.

Note 2: Employees working less than 36 hours but at least 20 or more hours weekly, are considered part time, but will accumulate vacation on a schedule in accordance with their hours worked.

- ii. Employees working less than 20 hours weekly are not eligible for vacation.
- iii. All **exempt** regular full-time and part-time employees shall be entitled to vacation leave for the calendar year in which they complete years of service according to the following chart:

YEARS OF SERVICE	ACCRUED LEAVE
1 st Year	Maximum of 2 weeks (pro-rated based on hire date)
2 - 9	3 weeks
10 - 15	4 weeks

16 - 19	4 weeks + 1 day additional each year
20 +	5 weeks

- iv. No employee will be permitted to take advance leave or leave that has not been earned. Vacation pay shall be at full rate at the current wage. Employees may elect to carry one (1) week of vacation over to the following calendar year. An employee who elects to carry a week's vacation over to the following year may not accumulate more than one (1) week more than they would normally be entitled.
- v. A supervisor must approve use of vacation leave in advance. A supervisor shall not approve any vacation leave that adversely affects the efficiency or effectiveness of the department's operations.
- vi. An employee who has worked at least one (1) full year and whose employment is terminated during the succeeding year is entitled not only to full vacation for the year worked, but also to vacation time for the partial year worked. The amount is to be based on a monthly accrual rate. An employee who is terminated or resigns shall be paid for all vacation entitlement. Absences on account of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee, and with the approval of the department director, be changed to vacation leave credit.
- vii. Requests for vacation and holiday hours shall be submitted through the online Department scheduling program to the Operations Commander. Requests for vacation, holiday, or personal hours less than two (2) weeks in advance shall be made to the employee's immediate supervisor or on duty supervisor or on call supervisor. It is then this supervisor's responsibility to correctly annotate the online schedule or email all requests they approve to the Operations Commander and Administrative Commander. Employees may rescind a leave request at any time prior to it being taken. The Operations Commander will notify employees when to submit leave requests for the following year. These requests shall be approved first by order of receipt by seniority. All other requests for leave shall be approved on a first come first-serve basis. Seniority credit shall begin based when an employee took the "Oath of Office" with the Department, which is based on continuous service with the Department. Employees who laterally transfer from another agency are not granted seniority credit from their previous employer.

12) Bereavement Leave

- a) Employees occupying full-time / part-time established positions may be granted up to three (3) working days off, without loss of pay, for making funeral arrangements, traveling to and attending funerals of family members.
- b) For purposes of this policy, family is defined as, an employee's spouse, domestic partner, child, step-child, parent, parent-in-law, step-parent, grandparent, grandparent-in-law, brother, stepbrother, sister, step-sister, niece or nephew and grandchild or any relationship similar to that of persons who are related by blood or marriage (e.g., aunt

- or uncle who in all intents and purposes acted as or assumed the role of a parent).
- c) Bereavement Leave does not accumulate from year to year. Prior approval must be made for Bereavement Leave.
 - d) Any extra time off may be charged as Vacation or Holiday Leave, if available. Extra days may be granted based on the needs of the employee and the department.

13) Military Leave

- a) Military leave is provided for employees pursuant to Kentucky Revised Statutes 61.394.
- b) The Operations Commander shall be notified of the starting date and duration of the requested leave.
- c) Employees shall provide the Department with a copy of military orders. Employees are responsible for providing additional pertinent information to include but is not limited to: last day worked; start date of leave; whether the leave is active duty or drill; and their military base pay.

14) Change of Personnel Information

- a) Employees shall report a change in their phone number within 24 hours via email or memorandum to their immediate supervisor and the Administrative Commander.
- b) Employees shall report a change in their address or marital status within 7 (seven) days via email or memorandum to their immediate supervisor and the Administrative Commander.
- c) Any change will also be reported to the HR director by the respective employee.

15) Department Payroll

Department payroll shall be determined based upon an employee's position and job classification and the County Employee Handbook. The Administrative Commander shall annually review the payroll along with budget preparations to ensure accuracy.

16) Personnel Inspections

- a) Supervisors shall conduct informal inspections of their employees daily and see that any deficiencies are corrected in a timely manner.
- b) Supervisors shall conduct quarterly inspections of their employee's vehicles to verify mileage, cleanliness, and proper equipment.
- c) Supervisors shall conduct at least one formal, announced inspection of their employees annually. Deficiencies noted on the inspection form shall be corrected in a timely manner.
- d) The Command Staff may review these reports during the annual evaluation process.
- e) The Administrative Commander shall conduct an inspection of all Department components, facilities, and equipment.
- f) Employees should also report deficiencies in facilities to the Administrative Commander by email who shall forward the request to County Maintenance or the appropriate agency.

17) Off-Duty or Secondary Employment

- a) Off-duty employment shall be defined as employment that uses or has the likelihood of using sworn police powers/duties and departmental issued equipment.

- b) Employment with the Oldham County Police Department shall be the primary responsibility of each employee.
- c) Any additional or outside employment despite if police powers/duties or Department equipment is used shall not interfere with any employment duties with the Oldham County Police Department.
- d) Secondary/off-duty employment is permitted only with prior approval.
- e) Employees shall not work more than 64 total hours combined at the Department and in secondary/off-duty employment in any one (1) workweek (Sunday through Saturday), unless approved by the Chief of Police.
- f) Vacation, Holiday, and Personal hours shall not be calculated for the purposes of hours worked.
- g) Employees shall not engage in any secondary/off-duty employment that would create a conflict of interest, jeopardize the impartial position of the Department, interfere with the performance of official duties, involve any labor dispute, or violate any Department policy or procedure.
- h) Officers requesting secondary/off-duty employment are required to submit a secondary/off-duty Employment Request Form in advance, for approval by their immediate supervisor, Operations Commander, and the Chief of Police.
- i) All approved off-duty/secondary employment requests shall expire on December 31 each year and must be resubmitted for approval, for the following year.
- j) The Chief of Police or his/her designee may revoke approval for secondary/off-duty employment at any time if such employment impairs or interferes with an employee's job performance.
- k) Officers working off-duty employment shall advise dispatch by phone or preferably by radio of their location, type of detail, and on duty time for the detail. Upon completion of the detail officers shall notify dispatch by phone or preferably by radio they will be off duty for the detail. The purpose for notifications is to enhance officer safety in the event the officer becomes involved in a police action and requests assistance.

CHAPTER 11: ORDERS

Employees shall recognize and respect the Chain of Command in all official correspondence and communications. A Supervisor is considered any Officer above the rank of Patrol Officer; a Shift Supervisor is any Officer above the rank of Patrol Officer, in charge of a specific shift; a Command Officer is any Officer above the rank of Sergeant. Employees may bypass the Chain of Command in exigent circumstances but must be able to justify their actions. Supervisors should not have more than 14 employees under their immediate command unless directed otherwise by the Chief of Police or his/her designee. Employees shall be accountable to only one (1) immediate supervisor unless exigent circumstances require otherwise.

1) Rank Structure

The Department shall consist of the following rank structure: Colonel (Chief of Police), Major (Assistant Chief of Police – Operations Commander), Major (Assistant Chief of Police – Administrative Commander), Sergeant, and Detective or Patrol Officer.

2) Organizational Structure

- a) The Department shall consist of a Patrol Division and an Administrative Division with each Division Commander reporting to the Chief of Police.
- b) The organizational chart shall be reviewed and updated within 90 days if any changes are made and will be posted in the patrol room and on the Department website.

3) Division Responsibilities

- a) The Patrol Division shall be responsible for but not limited to the following: protection of life and property; enforcement of laws and apprehension of violators; police patrol; community relations; crime prevention; traffic control and collision investigation; management of critical incidents; warrant / process service; training, and any other duties as directed by the Chief of Police.
- b) The Administrative Division shall be responsible for but not limited to the following: crime communications; property and evidence control; records management; equipment; research/development; house watch program and any other duties as directed by the Chief of Police.

4) Officer in Command

- a) An officer in command shall be the officer holding the highest rank unless such responsibility is delegated otherwise.
- b) If two (2) officers are of equal rank, the officer in command shall be the officer with the greatest seniority.
- c) Seniority credit shall begin based when an employee took the “Oath of Office” with the Department, which is based on continuous service with the Department.
- d) Employees who laterally transfer from another agency are not granted seniority credit from their previous employer.
- e) If two (2) officers of equal rank are assigned to different divisions, the officer of the division that normally performs that function shall assume command.

5) Manner of Issuing Orders

- a) Orders may be issued to employees either verbally or by written directives such as general orders, special orders, and memoranda. All written directives shall be posted on the patrol room bulletin boards for not less than 10 days and distributed via department

email.

- b) General orders are issued by the Chief of Police to announce revisions of Department policy or procedure and shall be considered indefinite or permanent in nature. General orders shall be incorporated into the Standard Operating Procedures and all employees shall sign for and receive the update(s).
- c) Special orders are issued by a Command Officer, are specific in nature, and shall be considered a temporary directive, policy or procedure issued to an individual employee(s), unit, division, or the Department in general. Special orders shall be distributed in writing or by email to all affected employees.
- d) Memoranda may be issued by any commanding officer and are the least formal of the three (3) written directives issued to announce information not requiring a more formal directive or emphasize previous instructions, orders, or procedures. Memoranda shall be distributed in writing or by email to all affected employees.
- e) Supervisors shall be civil and understandable when issuing orders and shall not knowingly issue an order that is in violation of any law, ordinance, or procedure. A supervisor may relay an order indirectly through another employee and the order shall be considered a direct communication from the supervisor.

6) Obedience to Orders

- a) Employees shall follow all lawful orders of a supervisor. Should an order conflict with one previously given by another supervisor, or with any Department order, the employee to whom the order is given shall seek clarification of the conflict. If the conflict is not resolved, the employee shall follow the last order given.
- b) Obedience to an unlawful order is never a defense for an unlawful action and no employee is required to obey any order contrary to federal, state, or local law or ordinance. Employees who refuse to follow any order must be able to justify their actions in writing to the Chief of Police. This report shall contain the facts of the incident, the action(s) taken, and any appeal for relief from such orders.
- c) Failure, deliberate refusal, challenging, or arguing by an employee to obey a lawful order given by a supervisor shall be considered insubordination. Criticism or ridicule of a supervisor or orders given by a supervisor shall also be considered insubordination.

7) Conduct Toward Other Employees

Employees shall treat all other employees with courtesy and respect and shall not be insubordinate or disrespectful to any other employee. Officers shall be referred to by rank when on duty.

8) SOP Review

- a) The Command Staff shall meet at least annually to review all written directives and make recommendations for additions, deletions, or revisions to policies and procedures.
- b) The SOP Committee shall consist of one (1) Command Officers, one (1) Sergeant, one (1) Detective, one (1) Patrol Officer, and one (1) civilian employee appointed by the Chief of Police.

CHAPTER 12: INTERNAL RULES

1) Policy

- a) All allegations of employee misconduct and complaints shall be investigated and adjudicated in a timely manner to ensure the integrity of the Department and its employees.
- b) All allegations of employee misconduct and complaints shall be investigated in accordance with procedures established in this chapter to ensure a fair and impartial investigation and disposition.

2) Allegations & Complaints

- a) Allegations of employee misconduct and complaints may be received from the public or from one employee against another employee(s) in person, by telephone, or in writing. Procedures for filing complaints shall be posted on the Departmental website and available in person by request.
- b) All complaints shall initially be taken by the employee's immediate supervisor. Supervisors shall conduct themselves in a professional manner showing empathy and patience while listening to the complainant. Supervisors are encouraged to attempt to mediate or resolve issue(s) to the complainant's satisfaction at the time the complaint is received. If unable to resolve the complaint at the time it is received, the Supervisor shall document the complaint. The Supervisor shall attempt to obtain a signed affidavit by the complainant and provide them with a copy of the affidavit.
- c) The Supervisor shall forward all complaints to the Chief of Police for review. The Chief of Police shall assign complaints requiring further investigation to a supervisor. This supervisor shall follow up and maintain communication with the complainant. Investigations of allegations of employee misconduct and complaints shall generally be concluded within 30 working days after receipt of the complaint. Should additional time be needed for the investigation, the Chief may authorize an additional 30 working days and continue to do so until the investigation is thoroughly completed. Upon completion of the investigation, the Chief of Police shall advise the complainant in writing of the findings and disposition of the complaint. The Chief of Police will also inform any officer(s) involved in writing if any violations of policy have occurred or the investigation will be completed and marked as "CLOSED". Any investigation(s) of complaints or allegations marked "CLOSED" are considered final and no further action will be taken.
- d) Anonymous allegations and complaints may be considered valid and investigated in the same manner.
- e) Records of all allegations of employee misconduct, complaints, and written dispositions of the case shall be maintained pursuant to the Kentucky Records Retention schedule and secured in the Internal Affairs Files. A copy will be sent to the Human Resources Director for filing.
- f) The Chief of Police shall review all allegations of employee misconduct and complaints annually to identify any patterns or trends that may suggest the need for changes in policy and procedure or the need for remedial training.

3) Truthfulness & Accountability

- a) Employees shall be truthful at all times and if unable to answer any questions due to the confidential nature of a matter, shall explain the reason for their inability to answer.
- b) Employees shall not make false reports or knowingly document any inaccurate, false, or improper information.
- c) Deliberately failing to perform required duties or neglecting required responsibilities is a violation of accountability.
- d) Employees witnessing or having knowledge of another employee(s) violating a policy or procedure, ordinance or law shall report the violation(s) to a supervisor who shall document and forward the complaint to the Chief of Police per policy and procedure.
- e) Officers of this department have an affirmative duty to intervene if they witness a response to resistance that is clearly unreasonable, and shall, when in a position to safely do so, intervene to prevent the use of unreasonable force, and promptly report these observations to a supervisee.

4) Employee Rights

- a) The Department shall conduct all administrative and criminal investigations and hearings concerning allegations of employee misconduct and complaints in accordance with Kentucky Revised Statutes 15.520 – Complaints against police officers. Civilian employee rights shall be governed by the Oldham County Administrative Code.
- b) Officers are subject to receive a Garrity warning and required to answer all questions that are specifically, directly, and narrowly related to the employee's duties, fitness for duty, or the complaint in an administrative investigation. Failure to answer such questions may result in disciplinary action up to and including termination. Any answers to questions asked after receiving a Garrity warning may not be used in any possible subsequent criminal proceedings.
- c) Officers shall not be required to submit to a polygraph examination in any administrative or criminal investigation. Employees may request a polygraph examination, by a polygraph examiner of their choice and at their expense, for exculpatory reasons.
- d) At the conclusion of all administrative investigations, the Chief of Police shall determine if disciplinary action is appropriate and meet with the employee charged with the administrative violation(s). The employee may voluntarily elect to accept any recommended disciplinary action. An officer may appeal a disciplinary action to the Oldham County Police Merit Board.

5) Disciplinary Process

- a) The purpose of the disciplinary process is to ensure good order within the Department and to demonstrate credibility to the community by establishing and maintaining professional conduct.
- b) Officers and civilian employees are responsible to understand and comply with the policy and procedure manual.

- c) A substantiated violation of the policy and procedure manual may result in disciplinary action. Disciplinary action may include counseling, remedial training, oral reprimands, written reprimands, suspension from duty without pay, a transfer from an assigned position, demotion, or dismissal from the Department or any other action deemed necessary and in good order for the department.
- d) Commanding officers shall be responsible for the supervision of their employee's performance, conduct and adherence to policies and procedures. Disciplinary action may include but is not limited to counseling, remedial training, and/or oral or written warnings.
- e) Counseling may be conducted when there is evidence indicating an employee is having trouble performing their job duties resulting in an adverse impact on work performance and/or there is reason to believe that counseling may assist them in improving their performance. An employee or any commanding officer may initiate the counseling process. Employees may be referred to another commanding officer and/or an outside counselor as needed.
- f) Remedial training may be conducted when an employee is having trouble understanding their job duties and/or policies and procedures, and there is reason to believe the training may improve their performance. Remedial training should be job related and pertain to assigned, specific tasks. An employee or any commanding officer may initiate remedial training.
- g) Oral or written warnings may be given to employees for minor violations of performance, conduct, or adherence to policies or procedures and will be documented in a memorandum to the Chief of Police. Memorandums will be maintained until the end of the current rating period for the purpose of the employee's annual performance evaluation but shall not be maintained in the employee's personnel file.
- h) A written warning may be given to employees for serious or repeated violations of performance, conduct, or adherence to policies or procedures. Written warnings shall be included in an employee's personnel file.
- i) Should the infraction be of such a nature that it could impede performance of an officer assigned to a particular position; a transfer from that position may be applied.
- j) Suspension without pay will occur when the substantiated violation is of a serious nature.
- k) Should the infraction be of such a serious nature that it would impede the ability of a commanding officer to adequately perform the duties of a commanding officer or create within the Department a situation impeding the operations of the Department, a demotion may be applied.
- l) Should the infraction(s) be of such a serious nature that the operation and credibility of the department is affected, and/or the ability of the officer or employee to perform their duties is affected, then dismissal from the Department may be applied.
- m) The Chief of Police may consider any and all extenuating or mitigating circumstances in determining an appropriate respond to any substantiated violation.
- n) A copy of all written disciplinary actions will be forwarded to the Humans Resources Director.

6) Administrative Leave & Suspension

- a) Employees may be placed on administrative leave if deemed unfit for duty, if facing possible disciplinary action, or in any other situation deemed necessary by a

- commanding officer.
- b) Any commanding officer placing an employee on administrative leave shall immediately report the incident to the Chief of Police who shall determine if the administrative leave shall be with or without pay.
 - c) Administrative leave shall not imply or indicate that an employee has acted improperly.
 - d) Employees placed on suspension without pay shall not accrue or be allowed to use any sick, vacation, personal or holiday hours during the time they are suspended without pay.

7) Criminal or Civil Charges

Employees who receive a summons or subpoena as a defendant in any criminal case, or a respondent in any civil matter, shall notify a supervisor and provide a copy of their summons or subpoena to be forwarded to the Chief of Police or his/her designee.

8) Concealed Audio or Video Recorders

Making an audio or video recording of any employee without their knowledge and permission is strictly prohibited without prior written authorization from the Chief of Police or his/her designee.

9) Interpersonal Relations

- a) Employees shall always be courteous and professional in their behavior and avoid the use of any derogatory, profane, insulting, demeaning, or abusive language or actions.
- b) Employees shall be required to provide their name and badge number to any person(s) if requested.

10) Soliciting

- a) Employees shall not accept money, property, or other items from the public to eliminate the potential for or the perception of a bribe. Citizens or community groups may voluntarily present the Department with perishable goods or flowers as a sign of gratitude.
- b) Solicitation from the public for the purpose of sales shall be prohibited on Department property. Employees may display or post flyers regarding personal items for sale or notice of solicitation for donations or items for sale in support of charitable or community groups. Employees shall not be required to make any contribution or purchase regarding any such posting.
- c) Employees shall not conduct or promote business transactions pertaining to outside employment while on duty.

11) Lunch Breaks & Congregating

- a) Unless authorized by a supervisor, only two (2) marked vehicles may congregate at public places while on duty.
- b) Officers shall call Signal 5 (lunch break) on the radio advising their location and should adhere to a 45-minute time limit.
- c) Officers shall have their portable radio in their possession while on Signal 5 and are subject to being dispatched for runs.
- d) Officers are allowed one (1) Signal 5 for every shift worked. Officers are not off duty

during lunch breaks; this time is considered on duty.

12) Criminal or Civil Charges

Employees shall adhere to the Oldham County policy on tobacco use and will not use tobacco while on duty in direct contact with the public.

13) Reporting for Duty

- a) Employees must be punctual in attendance to shift change, calls for service, court appearances, duty requirements and any other situation where a time has been specified.
- b) Employees who fail to report for duty and do not have any accrued time off to include Vacation, Holiday, Personal or Sick hours, shall be absent without leave and considered as a failure to report for duty.
- c) No employee shall be permitted to work more than two (2) consecutive 8-hour shifts. No officer working 12-hour shifts may work more than an additional 4-hour period during the same day. Employees who work two (2) consecutive shifts shall be given at least eight (8) hours off before they are required to report back to work. An exception to this provision may be an emergency mobilization.

14) Sleeping on Duty

Employees shall remain awake and alert during their shift. Employees who are physically unable to remain awake shall notify a supervisor who shall determine their fitness for duty and take appropriate action to ensure officer safety.

15) Conduct Unbecoming

Employees whose conduct demonstrates any breach of peace, neglect of duty or any other conduct that undermines the efficiency, discipline, and order of the Department, or reflects discredit upon themselves, any other employee, or the Department shall be considered prohibitive conduct.

16) Political Activity & Endorsements

- a) Employees shall not be actively involved in political activities or work for the election of a candidate while on duty, off duty in uniform, or at any time while in a Department vehicle.
- b) Employees shall not be required to participate in any political activities, or work for the election of a candidate, contribute, or collect any funds for any political organization.
- c) Employees who voluntarily choose to participate in any political activities or work for the election of a candidate or contribute or collect any funds for any political organization, shall not receive any appointment, promotion, or reward for their involvement.
- d) Employees shall not be permitted to endorse any product or service in their official capacity.

17) Associations & Prejudices

- a) Employees shall not be a member of any organization that advocates hatred and violence based on race, color, gender, religion, or national origin; whose beliefs and actions violate the Constitutional rights of others; whose beliefs would interfere with law enforcement duties; or any other organization that would bring discredit upon the employee or the Department.
- b) Employees shall not allow any personal bias or prejudice to interfere with their official duties.

18) Harassment

- a) Employees have the right to work in an environment free of all forms of harassment that could interfere with their work performance or create an intimidating, hostile or offensive work environment. The Department does not condone and will not tolerate any harassment and shall take direct and immediate action to prevent such behavior and investigate all reported instances of harassment.
- b) Harassment may be in the form of an employee who ridicules, mocks, derides, or belittles another; makes offensive or derogatory comments; or posts or displays offensive or derogatory drawings or media based on race, color, gender, religion, or national origin.
- c) Sexual harassment may be in the form of unwelcome sexual advances; requests for sexual favors; and any other verbal or physically related sexual conduct that may be perceived as a condition of employment. An employee's response to any verbal or physically related sexual conduct shall not be used in any employment decisions affecting the employee. Sexually offensive material shall not be displayed in any format unless required for official duties during the course of an investigation.
- d) Commanding officers shall routinely monitor the work environment and counsel their employees during their annual performance evaluation meeting to review harassment policies and procedures and identify any employee who is the victim of harassment.
- e) Employees shall tell the person harassing them, or their immediate supervisor, that the harassment is offensive and unwelcome, so as to allow the offending party an opportunity to cease the harassing behavior. Employees shall document and report any incidents of harassment that they are a victim of, or witness to, or that they become aware of, to a commanding officer as soon as possible. The commanding officer shall document and forward the complaint to the Chief of Police per policy and procedure as soon as practical.
- f) Employees shall not be retaliated against by any other employee for filing a harassment complaint or for assisting, testifying, or participating in the investigation of such a complaint.

19) Grievance Procedure

- a) For the purpose of this procedure, a grievance is defined as a written communication from the affected employee stating the procedure, actions, or substantiated discipline the employee believes to be unfair or not in compliance with policy and procedure.
- b) An employee may file a grievance to dispute any condition, policy, or procedure they feel is unfair. Grievance procedures will outline the following process. Civilian

employees shall be entitled to participate in steps one (1) through three (3) of the grievance process but shall not be entitled to any remedy above step three (3) to include mediation and/or arbitration. All grievances shall be submitted in writing in memorandum form, signed, and date/time stamped to include: a statement of the grievance and the facts upon which it is based; the alleged violation of the rules and regulations, procedures, and provisions of this agreement or other rights of the employee; the alleged damage or injury to the employee; and the relief or remedy requested. A grievance shall be signed by the aggrieved employee.

c) Grievance Procedure Step 1:

- i. Employees shall submit their grievance in writing to their immediate supervisor within 10 days from the time of the event initiating the grievance.
- ii. The immediate supervisor shall respond to the employee in writing within 10 days after receipt of the written grievance.
- iii. Both parties shall have 10 days after the employee receives their supervisor's written grievance response to attempt to resolve the grievance. If the grievance is resolved, the settlement shall be reduced to writing and signed by the employee and supervisor and forwarded to the Chief of Police.

e) Grievance Procedure Step 2:

- i. If no resolution is reached in step one (1) the employee may appeal the decision to step two (2).
- ii. Appeals must be submitted in writing to the employee's Division Commander within 10 days after completion of step one (1).
- iii. The Division Commander shall respond to the employee in writing within 10 days after receipt of the written grievance.
- iv. Both parties shall have 10 days after the employee receives their Division Commander's written grievance response to attempt to resolve the grievance. If the grievance is resolved, the settlement shall be reduced to writing and signed by the employee and Division Commander and forwarded to the Chief of Police.

f) Grievance Procedure Step 3:

- i. If no resolution is reached in step two (2) the employee may appeal the decision to step three (3).
- ii. Appeals must be submitted in writing to the Chief of Police within 10 days after completion of step two (2).
- iii. The Chief of Police shall respond to the employee in writing within 14 days after receipt of the written grievance.
- iv. Both parties shall have 14 days after the employee receives the Chief of Police's written grievance response to attempt to resolve the grievance. If the grievance is resolved, the settlement shall be reduced to writing and signed by the employee and the Chief of Police.

g) Grievance Procedure Step 4:

- i. If no resolution is reached in step three (3) the officer may appeal the decision to step four (4).

- ii. Appeals must be submitted in writing to the County Judge Executive within 10 days after completion of step three (3).
- iii. The County Judge Executive shall respond to the officer in writing within 14 days after receipt of the written grievance.
- iv. Both parties shall have 14 days after the officer receives the County Judge Executive's written grievance response to attempt to resolve the grievance.
- v. If the grievance is resolved, the settlement shall be reduced to writing and signed by the officer and the County Judge Executive and forwarded to the Chief of Police.

h) Grievance Procedure Step 5:

- i. In the event the County Judge Executive's decision does not resolve the grievance, the officer may request mediation within 10 days after receipt of the County Judge Executive's decision by notifying Fiscal Court of its intention to proceed to mediation.
- ii. Fiscal Court, or its legal representation, may meet for the purpose of mediation to resolve any disagreement concerning the meaning and application of any provisions of this agreement prior to arbitration.
- iii. Fiscal Court shall utilize an independent, third-party mediator.
- iv. The mediator's fees and expenses and the cost of any hearing room shall be borne equally by each party.
- v. Mediation shall be a non-binding process and either party shall have the right to cease participation at any time in the mediation process and proceed with any other available remedy including filing a grievance.
- vi. While both parties are engaged in mediation the time limits on the grievance process shall be suspended.

i) Grievance Procedure Step 6:

- i. In the event mediation does not resolve the grievance, the officer may request arbitration within 10 days after conclusion of mediation by notifying the County of its intention to proceed to arbitration.
- ii. Such notice of intent to proceed must be accompanied by an explanation setting forth the reasons why the decision of the County Judge Executive is unacceptable.
- iii. An arbitrator shall be selected by each party.
- iv. The expenses, wages and other compensation of any witness called before the arbitrator shall be borne by the party calling such witness.
- v. Other expenses incurred such as wages of participants and preparation of briefs and data to be presented to the arbitrator shall be borne separately by the respective parties.
- vi. An arbitrator's fees and expenses and the cost of any hearing room shall be borne equally by each party.
- vii. The following limitation on the powers of the arbitrator shall apply, they shall have no authority, jurisdiction or right to alter, amend, modify, add to, or subtract from or change in any way any term or condition of this agreement or to render an award which is in conflict with any provision of this agreement.
- viii. They shall consider only the specific issues submitted to them and shall confine

their decision to a determination of the facts and an interpretation and application of this agreement.

k) Grievance Response & Time Limits

- i. All grievance responses shall be in writing and shall acknowledge the receipt of the grievance by documenting the date, time and person who received it, an analysis of the allegations and facts of the grievance, agreement with or denial of any allegation(s), and recommendations for resolution.
 - ii. If a grievance is not responded to within the specified time limits provided for herein, unless prevented by good cause or the time is extended by mutual agreement of the parties, the employee may advance the grievance to the next step.
 - iii. If the grievance is at the County Judge Executive's level, he / she will respond in a timely manner unless prevented by good cause or the time is extended by mutual agreement of the parties.
- l) The Chief of Police shall review all grievances annually to detect any patterns or trends that may suggest the need for changes in policy and procedure or the need for remedial training.

20) Drug-Free Workplace

- a) Unless performing Official Law Enforcement Duties in accordance with Oldham County Police policy and procedures, all employees shall comply with the provisions in and be subject to the sanctions of the County Drug and Alcohol-Free Workplace Policy Sections 3.7 (E, F, & G), below, which was revised on 05.07.2013.
- b) ***OLDHAM COUNTY ADMINISTRATIVE CODE SECTION 3.7 (F) DRUG-FREE WORKPLACE TRAINING***
 - i. Each employee shall be provided written materials explaining the Court's policies and procedures with respect to the drug-free workplace program.
 - ii. Each employee will receive at least one (1) hour of initial, and at least thirty (30) minutes refresher each year thereafter, of alcohol and substance abuse education and awareness training which shall include, at a minimum, information concerning:
Alcohol and drug testing; the effects of alcohol and drug use on an individual's health, work, and personal life; the disease of alcohol or drug addiction; signs and symptoms of an alcohol or drug problem; the role of co-workers & supervisors in addressing alcohol or substance abuse; and referrals to an employee assistance program.
 - iii. Each supervisor, in addition to the training specified above, will receive thirty (30) minutes each year of alcohol and substance abuse education and awareness training which shall include, at a minimum, information concerning: recognizing the signs of alcohol and substance abuse in the workplace; how to document signs of employees' alcohol and substance abuse; how to refer employees to an employee assistance program or other alcohol and substance abuse treatment; and legal and practical aspects of reasonable suspicion testing for the presence of drugs and alcohol.

c) *OLDHAM COUNTY ADMINISTRATIVE CODE SECTION 3.7 (G) DRUG AND ALCOHOL ABUSE*

- i. The Court is concerned with the safety of both employees and the public. Without improperly intruding on the private lives of employees, the Court wants to maintain a workforce that is free of drug and alcohol abuse or drug and alcohol use which interferes with job performance or safety.
- ii. Fiscal Court complies with 803 KAR 25:280 and the provisions of the Federal Transportation Workplace Drug and Alcohol Testing Program in working to assure a safe and substance-abuse-free workplace.
- iii. If you have a substance abuse problem, get help. Employees are encouraged to seek confidential assistance.
- iv. Where work performance or incidents indicate that substance abuse may be a problem, the Court will take action, including documenting the problem, referring an employee to the Employee Assistance Program (EAP) counseling, and drug and alcohol testing based on 803 KAR 25:280.
- v. Federal Highway Administration (FHWA) regulations 803 KAR 25:280 and Fiscal Court policy prohibit employees from: abusing prescription drugs such as amphetamines, cannabinoids/THC, cocaine, opiates, phencyclidine (PCP), benzodiazepines, propoxyphene, methaqualone, methadone, barbiturates and synthetic narcotics, or coming to work under the influence of alcohol, using alcohol on the job, especially prior to or during the performance of safety sensitivity functions (.04 and above is considered the level of impairment. An employee with a blood alcohol level between .02 and .04 must be sent home and may be subject to disciplinary action; with a .04 or higher blood alcohol level, the Court must refer the employee for a substance abuse evaluation.)
- vi. *The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled or illicit substance in court-owned or controlled property, in court vehicles or while engaged in fiscal court work is strictly prohibited. Any of these actions are grounds for serious disciplinary action; including termination (prosecution may also result).
- vii. As required by federal regulation 803 KAR 25:280 and Court policy, drug and alcohol testing will be conducted for circumstances listed below:
- viii. Pre-hire / reassignment: Fiscal Court conducts post-conditional offer, pre-employment drug testing for all positions. A negative drug test result is required before employment. For positions subject to CDL regulations, Fiscal Court is also required to obtain information about substance abuse tests during the past two (2) years from previous employers. (Safety-sensitive functions covered under these regulations include driving, inspecting, repairing, and dispatching of CDL vehicles; some of the jobs include, but are not limited to, Equipment Operator, Operator's position in Solid Waste services requiring CDL's, Road, and mechanics).
- ix. Reasonable suspicion: an employee will be tested if one shows signs of alcohol or drug use or influence on the job, or when employees have performance

problems suspected of being caused by drug or alcohol use. Breath or body odor of alcohol is considered one of the reasonable suspicion indicators of potential alcohol influence on the job. For cases where there appears to be a reasonable suspicion of substance abuse, as observed by a supervisor, Human Resources or the County Attorney will be consulted. If they concur that there are grounds for reasonable suspicion of drug or alcohol abuse, a test will be required.

- x. Random testing: during a calendar year, 50% of the numbers of public safety employees must be tested for drugs, 10% for alcohol. Every employee has an equal chance of being selected for random tests each time tests are conducted; therefore, some employees may have a random test more than once during the year. Refusal to submit to a test when required shall be grounds for suspension and possible termination.
- xi. Post-accident: any employee involved in an accident or receiving a citation while operating a court vehicle shall immediately submit to a drug / alcohol test.
- xii. Following the accident, the supervisor will arrange for immediate drug and alcohol tests and remove the employee from duty pending results of the test. Employees must remain available for testing and should not drink alcoholic beverages until after a breath test has been conducted, or for at least eight (8) hours after the accident.
- xiii. Return to work: after a positive drug or alcohol test or confirmed substance abuse problem, employees will be required to pass a drug or alcohol test before being allowed to return to work. The employee will be subject to both a drug and an alcohol test at any time of the department's choosing for the next five (5) years. All tests will be paid for by Fiscal Court.
- xiv. Voluntary tests: an employee may volunteer to take a drug or alcohol test if the employee feels a drug or alcohol test will clear up suspicion of substance abuse. All voluntary tests will be paid for by Fiscal Court.
- xv. Refusal to take any required drug or alcohol test is grounds for termination, as is leaving the scene of an accident without permission or attempting to compromise the test (such as tampering with or attempting to adulterate the sample or soliciting urine from another person).
- xvi. An employee awaiting post-accident test results, or an employee suspected of possible substance abuse will be put on leave with pay until results are received. If non-safety sensitive work is available, employees may be assigned this duty pending the results of the test. If the test is positive, the employee will be subject to further disciplinary action.
- xvii. Drug tests are conducted by collecting a urine sample and having the sample analyzed. All drug tests will be conducted following federal government and the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) requirements for specific collection and detailed lab procedures (including confirming tests) and careful chain of custody for samples.
- xviii. Approved breath-testing personnel conduct alcohol breath tests. (Where law enforcement officials conduct breath tests as a part of an accident or other investigation of a safety-sensitive employee, the results of these tests may be used in addition to or in place of department-sponsored tests).

- xix. Employees who test positive for drugs or alcohol may be subject to disciplinary action up to and including termination or demotion; employees serving their initial introductory period will be terminated. A suspension of several days to two weeks will be the normal minimum disciplinary consequences of a positive test. In addition, employees who test positive (or acknowledge a drug or alcohol problem) will be required to go for evaluation and referral for treatment in order to keep their jobs.
- xx. Follow-up testing: before an employee is allowed to return to duty, the Court must receive clearance for return to work and clearance to perform safety-sensitive functions from a substance abuse professional; one must also be tested negative before being allowed to return to work. Drug and alcohol tests may be conducted at any time for at least one year with a minimum of one test per quarter. This will be a condition of return to work after a positive test and continued attendance in a Court-approved treatment or aftercare program also may be required. A second positive test will result in termination.

CHAPTER 13: INFORMATION SYSTEMS

Information Systems include but are not limited to the following: computers; internal and external databases; information exchange networks; electronic and voice mail systems; paging systems; internet services; facsimile transmissions; and related electronic messaging devices. All informational systems will be in compliance with the county's IT systems.

1) General Procedures

- a) Employees authorized and trained in the use of Information Systems may use such equipment whenever necessary for business purposes. Information Systems equipment and its content are the property of the County and intended for use in conducting official business with limited exceptions noted elsewhere in this chapter. Information transmitted via information systems shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- b) Employees shall not have any expectation of privacy with respect to information systems or its content to include personally owned software, if approved by the Chief or designee. The Department may access any of the records within its information systems at any time and may retain or dispose of records it deems appropriate and necessary and may require employees to provide passwords to encrypted or password protected files. The Department may access, for quality control purposes and/or violations of this chapter, any information systems used by employees. Communications sent by email may be subject to Open Records law or if requested for litigation purposes.
- c) Accessing or transmitting materials that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage the Department, or any person, group or classification of individuals is prohibited whether or not a recipient has consented to or requested such material. Such material may be accessed or transmitted if required for official business. Employees may be required to receive, copy, or download such material as part of an official investigation with approval of the Chief of Police or his/her designee.
- d) Infrequent personal use of information systems is permissible if limited in scope and frequency. Personal use shall not be connected with a profit-making business enterprise or the promotion of any product, service or cause that has not been approved by the Chief of Police or his/her designee. Employees may use information systems when off-duty for professional and career development purposes.
- e) Confidential, proprietary, or sensitive information may only be disseminated to individuals with a need and a right to know, with legal access to the information, and with assurance that security of the information shall be maintained.
- f) All information, data, work records, and or any information directly related to the operation of the department will be stored in the appropriate file on the department's server. Drafts and work files may be saved in the employee's individual files.

2) Downloading & Importing

- a) Employees shall take all necessary steps to minimize the possibility of a computer virus prior to downloading or installing any data or software from the internet or other external source on information systems. Employees are encouraged to consult the Command Staff for assistance when downloading data.

- b) Employees shall observe copyright and licensing restrictions of all software applications, documents, images, or sound applications and shall not copy software from any source unless legally authorized. Any software for which proof of licensing cannot be provided is subject to removal by the Command Staff. Privately owned software may not be installed on information systems without approval from the Commander Staff or Chief of Police. Additions or enhancements to information systems shall be approved by Chief of Police or a designee who shall be responsible for determining the proper installation of such equipment.
- c) Employees should log off any information system whenever they leave their work area to avoid a breach of security. Misuse of the information systems is forbidden and may result in disciplinary action.

3) Internet Information

- a) The official Department website and its pages shall be created and maintained by the Administrative Office or his/her designee at the direction of the Chief of Police.
- b) Employees shall not create an internet website that appears to represent Oldham County or the Department without the approval of the Chief of Police or his/her designee. The use of any scanned images or official Department logos, patches or badges on personal web pages is prohibited without the approval of the Chief of Police or his/her designee.

4) Social Networking, Blogging, & Website Posts

- a) Employees shall adhere to the below guidelines when using any social networking, blogging, websites posts, or similar services.
 - i. Unless approved by the Chief of Police or his/her designee, employees of OCPD are prohibited from posting, transmitting and/or disseminating any photographs, video images, audio files, text documents, logos, badges, emblems, uniforms, or any other material that specifically identifies OCPD on any personal or social networking website. This includes, but is not limited to MySpace, Facebook, Twitter, Instagram, Tumblr, Snapchat, TikTok, or YouTube
 - ii. Employees are reminded that information obtained in the course of their duties, whether directly or indirectly, may be confidential and the posting of any such information through social networking is strictly prohibited.
 - iii. Employees are prohibited from posting any content that criticizes or ridicules OCPD, Fiscal Court, its policies, or other employees.
 - iv. Employees may identify OCPD or Fiscal Court as their employer when networking, unless assigned to an undercover / covert position or any other position that would be detrimental or hinder their assigned duties.
- b) Employees should be aware that these types of websites are public and cannot be totally private regardless of any claims made by such services.

CHAPTER 14: AUDITS & REPORTS

The Chief or his/her designee shall serve as the custodian of files and records.

1) Records Retention

- a) The Department shall use the Records Retention Schedule prepared by the Kentucky Department for Libraries and Archives.
- b) No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule unless by change in the law or court order.
- c) All charges listed on an expungement order shall be destroyed whether in electronic or paper format.
- d) If the individual is named on a report their information shall be redacted, leaving the remainder of the report intact.
- e) After all information is redacted, the expungement order shall be destroyed, and no record of the expungement or charges shall be retained.

2) Information Reports

- a) Information shall be distributed to employees primarily by daily information, monthly and annual reports, memoranda, and email.
- b) Daily information provides current information and a recap of recent events including but not limited to arrests; trouble runs; unusual events; attempt to locate; stolen vehicles; reports; and directed patrols. Daily information will be distributed primarily through email via the Department computer network. Daily information may also be displayed in the patrol room bulletin board.
- c) Annual reports shall contain information as required by the Chief of Police and shall be made available to Department employees, County Judge Executive, Fiscal Court Magistrates, and general public via the Department Website. The purpose of this report is to highlight major activities of the Department, provide uniform annual statistics for comparison purposes, and provide information to assist in setting goals and objectives.
- d) Memoranda and emails shall be created by employees on an as needed basis to ensure familiarity with policies and procedures.

3) Incident Reports

- a) An Incident Report shall be submitted in any of the following circumstances:
 - i. Injury or potential injury including blood borne pathogen contact to an employee,
 - ii. Vehicle pursuits involving officers,
 - iii. Collisions involving Department vehicles,
 - iv. Loss, theft, or damage of Department equipment,
 - v. discharge of an officer's weapon for any reason other than training or recreational purposes,
 - vi. Use of any chemical agent(s),
 - vii. Use of Taser,
 - viii. Use of ASP baton,
 - ix. Physical force other than a control hold or handcuffing is used to effect an arrest,
 - x. Whenever it is known or alleged that a canine has apprehended or otherwise

- injured an individual,
 - xi. Warrantless forced entry,
 - xii. Injury or death to a prisoner including attempted suicide,
 - xiii. An attempt or successful escape from custody of a prisoner,
 - xiv. And injury or death to a person when police action was involved,
 - xv. Or any other law enforcement action a supervisor deems necessary.
- b) Employees involved in any of the above-listed circumstances shall document any of these occurrences in an Incident Report and notify a supervisor as soon as possible but before the end of their shift. A supervisor shall then review the Incident Report(s) before the end of their shift and comment or make recommendations if appropriate. The original Incident Report shall then be forwarded through the Chain of Command in the following order: Operations Commander to Administrative Commander to the Chief of Police, with any recommendations or comments if applicable. The original Incident Report will then be scanned into the Department network for archiving. If applicable, copies will be distributed to some or all employees as appropriate via the Department email system.

4) Forms

- a) Department forms are available via the Department's computer network or Department website.
- b) Employees should complete all forms on a computer if an electronic fill-in-form is available and are encouraged to save copies of their completed forms.
- c) Employees shall access all forms directly from the shared drive or Department website to ensure that the most current copy of a form is being used.

5) Records

- a) Reports will be reviewed for accuracy and completeness by Shift Supervisors, Detective Sergeant, or Command Staff.
- b) The Detective Sergeant will review all criminal offense reports for investigative assignment.
- c) All reports shall be submitted by the officer's end of duty shift, unless extenuating circumstances prevent the completion and submission of the report.
- d) If the report cannot be completed before the end of the duty shift, the officer will notify his/her Shift supervisors, Operations Command, and Clerical staff by email.
- e) All paperwork shall be submitted prior to an officer's off days or scheduled leave.

6) Citations

- a) Officers shall obtain electronic citations via Mobile Data Computer unless extenuating circumstances exist.
- b) Officers shall contact a supervisor or clerical staff to obtain a hardcopy citation book and sign for each citation book they receive.
- c) The officer must account for all voided, damaged, or unusable citations through use of the Void Citation.

7) Fiscal Management Function

- a) The Chief shall prepare an annual budget proposal to be submitted to Fiscal Court each year.
- b) The budget proposal should be based on but not limited to past expenditures,

- anticipated Department needs and requests from various units.
- c) The Chief of Police shall meet with the Command Officers to discuss the budget proposal and shall have final responsibility for the approval of the budget proposal submitted to the County Judge Executive.
 - d) The Chief shall be responsible for the control of accounting and expenditure of all budget accounts, the purchase/requisition of supplies, and necessary budgeted equipment.

8) Purchasing Procedures

- a) Twice a year the Operations Commander will solicit and make a seasonal uniform purchase.
- b) For operational necessity, Shift Supervisors may authorize purchase of replacement uniform items or vehicle items that need repair or replacement up to \$500. Shift Supervisors should inspect any items that need repair or replacement before authorizing any purchases.
- c) Any and all other purchases require prior approval from a Command Officer.
- d) Completed purchase orders are forwarded to the Chief or his/her designee for account number verification and for the expense to be compared with the budgeted allotment for that account.
- e) Completed invoices, purchase orders, or bills will be forwarded to the Chief or his/her designee and then to the Administrative Judge Executive's Office for payment and review by the Judge Executive and Fiscal Court.
- f) The Chief of Police shall have the authority to purchase or lease equipment to provide uninterrupted services in the event of an emergency. The Chief of Police shall make any requests for supplemental or emergency appropriations and/or fund transfers to the County Judge Executive for approval.

9) Cash Disbursement & Receipts

- a) The Administrative office staff shall be responsible for all funds collected and disbursed by employees.
- b) Employees shall charge the appropriate fees that are posted in the Department lobby for any requested records.
- c) Receipts shall be issued for all funds received and maintained in a receipt log in the administrative office.
- d) All funds received shall be transferred to the Oldham County Fiscal Court Treasurer as soon as practical but at a minimum once a week.
- e) An audit of funds shall be conducted at least quarterly by the Police Administrative Supervisor and another administrative staff member, and each shall make a signed notation in the log.
- f) The Chief or his/her designee shall audit the log annually.

10) Equipment Inventory

- a) A Department equipment inventory database shall be maintained by the Evidence Officer(s) and shall list the assigned location of all Department equipment. Equipment with a value that exceeds \$100 or any other designated equipment will be assigned an inventory control number prior to being placed into service. The equipment inventory will be maintained by both the sergeants and the Operations

- Commander.
- b) Defense Logistics Agency / DOD or any other equipment obtained through governmental programs will be tracked according to the donating agency's requirements.
 - c) Any employee receiving or returning Department issued equipment shall notify their direct supervisor, who will then document the department's inventory.

11) Property Room Inspections

- a) The Chief or a designee shall conduct quarterly inspections of the property room to ensure compliance with policy and procedure, proper storage, and timely release or disposal of evidence and property.
- b) Unannounced inspections of the property room may be conducted as directed by the Chief of Police. A report shall be forwarded to the Chief of Police regarding all inspections.
- c) An inventory of the property room shall be conducted when there is a change in the Command Staff. The newly appointed oversight Commander or his/her designee and the Evidence Officer shall conduct the inventory, and a report shall be forwarded to the Chief of Police.

CHAPTER 15: COURT APPEARANCES

1) Requirements

- a) When subpoenaed, employees shall appear at the location, date and time indicated. Employees should remain until excused by a competent authority.
- b) Employees who cannot appear must notify the appropriate court in advance and state a valid reason for their absence and determine if another employee may attend in their absence or request a continuance.
- c) If an employee cannot appear it is their responsibility to notify a supervisor.
- d) A supervisor shall notify the Operations Commander or Administrator Commander via email of an employee's absence from court and reason for absence.
- e) Employees that accrue time due to a court appearance while from an off-duty status or not working, shall accrue a minimum of one hour duty time. Employees shall notify dispatch when they are 10-8 and 10-7 from any court appearance. Time accrued from court shall be treated the same as regular on duty work time. Any time accrued over 40 hours per work week because of any Court appearances shall be clearly noted and annotated on the department's electronic timeclock, application, software, or any other method currently used to track employees' work hours.
- f) Employees shall submit a signed subpoena for all court appearances to a supervisor with the Court Disposition Form completed.
- g) All Employees' work time reporting shall be completed and submitted on the Sunday preceding the following pay week. Employees shall report any mistakes, discrepancies, or problems to their immediate supervisor as practicable.

2) Cases Dismissed or Declined

- a) Any case that is declined for prosecution or dismissed by the court due to alleged mishandling by any employee(s) shall be reviewed by the supervisor of the employee(s) involved who will report their findings to the Operations Commander.
- b) The Operations Commander will then report their findings to the Chief of Police.

3) Civil Action/Subpoenas

- a) Employees shall not give any statement involving a civil case unless subpoenaed.
- b) Employees summoned to jury duty shall be temporarily assigned to day work (8am to 4pm) Monday through Friday on eight (8) hour shifts and shall receive their full pay and benefits.
- c) Employees shall be required to sign their jury duty checks over to Fiscal County and must report to work to finish their shift if released from jury duty prior to the end of their assigned shift.

CHAPTER 16: COMMUNITY RELATIONS

1) Policy

- a) The objectives of effective community relations are to establish direct contact with the community through the media, school system, community groups, and civic and professional organizations in order to gain community support of law enforcement activities.
- b) The Command Staff shall have the responsibility for planning, coordinating, and evaluating all community relations programs.
- c) The responsibility for achieving the agency's community relations objectives are shared by all employees.

2) Public Information Officers (PIO)

- a) The Chief of Police shall be the primary Public Information Officer (PIO) for the department.
- b) Command Officers shall serve as the primary PIO when the Chief of Police is not available.
- c) PIO's shall keep media representatives informed when time permits through periodic briefings when feasible.
- d) Shift supervisors shall serve as the primary PIO at routine incidents where a higher authority is not immediately available or with prior authorization of a Command Officer.
- e) Civilian employees will be permitted to release basic information about an incident with approval from the Command Staff.
- f) In instances where more than one agency is involved, the agency having primary jurisdiction shall be responsible for releasing or coordinating the release of information.
- g) Any requested public presentation shall be approved by the Chief prior to the presentation and a follow up memorandum shall be submitted to the Chief summarizing the event and any issue arising from it.

3) Release of Information

- a) Information that may be released includes: the nature of the incident; the date, time and location of the incident; if injuries were sustained, resulting damage, and a general description of how the incident occurred; the amount and type of property taken; the identity and general address of a victim(s); the number of casualties; the name, age and address of any adult charged with a crime; the fact that a juvenile has been taken into custody, including age, gender, general area of residence and the charge; requests for assistance in locating evidence, a complainant or a suspect, including an individual's race as descriptive information; the number of persons involved in the incident; and the length of the investigation and the number of officers involved.
- b) Media releases shall be prepared and made available to all media. The release of information regarding ongoing investigations may be restricted pursuant to Open Records laws.
- c) Information that shall not be released includes: any information that may identify a victim of a sex offense, abduction, or domestic violence; the identity of any juvenile;

the identity of any injured or deceased person prior to the notification of next of kin; specific cause of death until determined by the coroner; contents of a suicide note; personal opinion not founded in fact; unofficial statement concerning involved personnel or internal affairs matters; home address and telephone numbers of employees; investigative information of an evidentiary nature; and property overlooked by crime perpetrators.

4) Media Access

- a) Media personnel have the right to access any areas open to the general public.
- b) A supervisor shall control media access to any crime scene.
- c) Direct access to a crime scene by media personnel shall be allowed only after all evidence has been processed and the scene investigation has been completed.
- d) Owners of private property shall reserve the right to deny the media access.
- e) The Incident Commander shall control media access to and movement within fire scenes.
- f) When the media arrives, the ranking officer on the scene shall confer with the Incident Commander and assist in establishing a staging area.

CHAPTER 17: OUTSIDE AGENCIES

1) Liaison

- a) The Chief of Police or his/her designee through regular attendance of various joint meetings, shall maintain liaison with outside agencies.
- b) Employees shall cooperate with other agencies and keep the channels of communication open.

2) State or Federal Assistance

- a) A Command Officer, a supervisor, or Detective may request Federal assistance.
- b) The County Judge Executive, Acting County Judge Executive and/or Chief of Police may request assistance from the National Guard by calling the Governor's Office.

3) Mutual Aid

- a) All requests for routine assistance may be approved by a supervisor or initiated by dispatch as necessary.
- b) The Kentucky State Police or Louisville Metro Police Department shall be the primary agencies utilized for specialized assistance.
- c) Heavy or specialized equipment may be available by contacting the Oldham County Road Department or Kentucky State Highway.
- d) The Chief of Police or his/her designee shall approve all requests from other agencies for assistance in major events.
- e) Officers assigned to assist in a mutual aid response shall respond to the command post or assembly area as requested and will be under the direct command of the Incident Commander at the scene until relieved or dismissed.

4) Dignitary Security

- a) The Operations Commander shall be responsible for and coordinate all dignitary security details to include travel routes with the dignitary staff and outside agencies.
- b) Travel routes should be planned and traveled in advance to identify hazards or problems that may arise and alternate routes.
- c) Advanced security inspections of locations or facilities to be used by the dignitary should also be conducted.
- d) The Operations Commander shall arrange for special equipment or vehicles to include the use of a limousine, van, or bus.
- e) Plain clothes officers assigned to the detail shall be designated by the use of special identification such as a lapel pin or other device.
- f) The Operations Commander shall assign a Detective(s) to work with dignitary security detail when intelligence information identifies a potential threat.
- g) EMS shall be requested to be on standby near the location of the dignitary to handle any medical emergencies and a route to a designated hospital shall be planned.

CHAPTER 18: COMMUNICATIONS

1) ACCESS AND SECURITY

- a) Access to Oldham County Dispatch is restricted to authorized employees only.
- b) Loitering in or around the radio room by employees other than on official business is not permitted and employees shall not distract or disrupt operations in the radio room.

2) Calls & Dispatch Procedures

- a) Employee telephone numbers shall not be provided to anyone other than Department employees without approval from the employee owning the phone or a supervisor.
- b) Employees shall comply with radio procedures of the Federal Communications Commission and this Department.
- c) Employees shall utilize military/24-hour time.
- d) All radio transmissions shall be clear and concise.
- e) The CAD system assigns an officer safety time check to all runs with intervals based on the nature and urgency of the run.
- f) Dispatch will check an officer's status using the "10-64" / "10-65" 10-code when an officer safety time check is indicated, or if there has been no recent contact with the officer. If the officer fails to respond correctly to the safety check, units will be dispatched to the last known location of the officer.

3) District Assignments

- a) Dispatchers assign officers to calls for service based upon district assignments.
- b) District assignments are provided to the dispatcher by a supervisor or his/her designee at the beginning of the shift for entry into the Computer Aided Dispatch system.
- c) When no units are available the dispatcher shall notify a supervisor or his/her designee.

4) Dispatching Code

- a) A code three (3) run is one of a life threatening/emergency nature to which the officer must proceed immediately and safely to the destination. Emergency lights and sirens shall be used, and the officer may exceed traffic regulations if they can do so safely, with due regard for the safety of all persons and property upon the highway.
- b) Code one (1) run is one in which the officer should respond as quickly as time permits, but there is no immediate urgency.
- c) All traffic laws shall be observed.

5) Dispatch Alert Tone

- a) The dispatch radio console is equipped with an alert tone that is activated in emergency situations to advise officers to keep the channel clear.
- b) Dispatch will activate the alert tone in accordance with their policy and procedures.
- c) Officers may also request dispatch to activate the alert tone in situations they deem necessary. Supervisors or on-scene officers have authorization to change the alert tone status at any time.
- d) The alert tone will be deactivated by the dispatcher when advised to do so by a supervisor or an officer at the scene.

6) Notifications

- a) Notifications shall be made in accordance with the Chain-of-Command (i.e., Officer-Sergeant-Major-Chief of Police).
- b) Officers shall advise dispatch to notify a supervisor as soon as possible in the following situations:
 - i. When an officer sustains or causes serious physical injury or death to another person,
 - ii. Is involved in any incident that attracts media interest,
 - iii. Vehicle pursuits,
 - iv. Incidents involving Oldham County employees or elected officials,
 - v. Collisions involving officers or Department vehicles,
 - vi. Major crime scenes,
 - vii. Arrests involving the recovery of a large quantity of property, narcotics, etc.,
 - viii. Bomb threats,
 - ix. Large scale fires,
 - x. Emergency operations such as natural disasters,
 - xi. Hazardous materials situations,
 - xii. Death investigations,
 - xiii. Incidents of a highly sensitive nature,
 - xiv. And all other incidents which common sense would dictate.
- c) When a supervisor is not currently on duty and an Officer makes a request to notify a supervisor, dispatch shall contact a supervisor closest to their next regular scheduled work shift. This process shall be repeated until notification is made while following the chain of command.
- d) Dispatchers shall contact the on-call Detective at the request of a supervisor when no Detectives are on duty. If the on-call Detective cannot be contacted, the dispatcher shall notify the Criminal Investigations Sergeant.
- e) When requested, dispatch shall notify a Chaplain when his/her assistance is necessary.
- f) Requests for assistance from agencies outside of Oldham County shall be made by a supervisor, unless unusual urgent circumstances exist.

7) Transmission Recordings

- a) All telephone and radio transmissions in the radio room may be recorded.
- b) Recent telephone and radio transmissions may be reviewed by Officers, if used for official duties.
- c) Requests for copies of recordings shall be made in writing according to Oldham County Central Dispatch Standard Operating Procedures.
- d) All radio transmissions are subject to inspection by the Federal Communications Commission.

8) Radio Codes

COMMUNICATIONS: RADIO CODES

10-1: Unable to Copy, Reception is Poor	10-65: I'm Okay (only valid response to 10-64 if you are Okay)
10-2: Signal / Reception is Good	10-75: Bomb Threat
10-4: OK, Message Received & Understood	10-80: Corpse / Deceased Person
10-6: Busy / Stand-By	10-85: Wanted Person (Misdemeanor Offense)
10-7: Off-Duty / Out of Service	10-86: Wanted Person (Felony Offense)
10-8: On-Duty / In-Service	Signal 1: Officer's Home / Spouse
10-9: Repeat Information / Transmission	Signal 2: Meet Me at?
10-12: Are You Alone or with a Subject?	Signal 4: Headquarters / Police Department
10-15: Prisoner in Custody	Signal 5: Meal Break
10-18: Anything for Me?	Signal 6: Call Me
10-19: Nothing for You	Signal 8: Disregard
10-20: Location	Signal 77: Trouble with Dispatch/Dispatcher
10-30: Officer Needs Help Immediately	Code 91: False Alarm
10-64: Are you Okay?	Code 91: Weather Related False Alarm

9) Phonetic Alphabet

PHONETIC ALPHABET

A Adam	N Nora
B Boy	O Ocean
C Charles	P Paul
D David	Q Queen
E Edward	R Robert
F Frank	S Sam
G George	T Tom
H Henry	U Union
I Ida	V Victor
J John	W William
K King	X X-ray
L Lincoln	Y Young
M Mary	Z Zebra

10) LINK / NCIC PROCEDURES

- a) Employees shall not disseminate any LINK / NCIC information to the general public or to any other agency without LINK / NCIC authorization.
- b) Employees may verify abandoned vehicle inquiries for stolen status only by confirming a vehicle license plate and vehicle identification number.
- c) LINK / NCIC hit confirmations are mandatory. After the locate is received an officer must complete a supplement report to document the recovery of the person or property. It is the officer's responsibility to attempt to contact the victim.
- d) When this Department is the locating agency, the dispatcher shall send a hit confirmation request and then a locate to the originating agency. The locating officer shall complete a recovered property offense report.
- e) Criminal history information obtained through LINK / NCIC is strictly confidential. It shall be the officer's responsibility to maintain security of and properly destroy a criminal history. Only the personal identifier section of a criminal history may be retained in the case file.
- f) LINK / NCIC entries will not be entered into the system until the dispatcher has the necessary documentation. Officers shall make sure that all information is complete and accurate on reports or entry forms submitted. Officers shall request an entry verification printout from dispatch and include a copy in the case file.

CHAPTER 19: PATROL PROCEDURES

1) Promoting Public Relations

- a) Employees shall be professional in every contact with the public, provide unbiased enforcement of the law, and respect the Constitutional rights of all citizens.
- b) Officers shall only stop or detain citizens when they have reasonable suspicion to believe a crime is, has, or is about to be committed.
- c) Officers shall not stop, detain, or search any person solely motivated by race, color, ethnicity, gender, sexual orientation, physical handicap, religion, or other belief system, or any other action that would constitute a violation of a person's civil rights.
- d) All stops, detentions or searches shall comply with accepted Constitutional and legal provisions, and with the Code and Cannon of Ethics adopted by the Kentucky Law Enforcement Council (KLEC), through the Peace Officer Professional Standards.
- e) Officers shall complete KLEC approved training related to racial profiling.
- f) The Operations Commander shall annually review traffic stop and field interrogation data to ensure compliance with the provisions of this chapter.
- g) A written report to include suggestions or corrective actions shall be forwarded to the Chief of Police.

2) Official Comments

- 1) Employees acting as a spokesperson for the Department to members of the public or media shall limit their comments to reflect the views of the Department and not contain their personal beliefs or opinions.
- 2) Employees who are uncertain of the appropriate response shall refer the issue to a supervisor for guidance.
- 3) Questions or inquiries concerning pending internal or criminal investigations or civil cases involving the Department shall be referred to the Chief or a designee for a response.

3) Identification as a Police Officer

Officers who are not in uniform should identify themselves by displaying their badge and/or identification card prior to taking police action when practical.

4) Shift Assignments

- a) Shift schedules for patrol officers shall ensure 24-hour coverage and be posted through the Department's online scheduling program.
- b) Officers shall report to duty at the beginning of their assigned shift, properly uniformed and equipped.
- c) Shift supervisors shall assign officers to patrol specific districts to provide accountability and ensure efficient delivery of police services.
- d) Although an officer's primary responsibility is to their assigned district, officers may be dispatched to other areas as needed.

5) Availability & Location

- a) On duty employees shall not conceal themselves, except for an authorized police activity and shall be immediately available to the public.
- b) Officers shall not congregate in public locations unless on official business.
- c) Only two on-duty units are allowed to meet at a public location for meals.

- d) On duty officers shall notify the dispatcher of their location and reason anytime they will be unavailable for runs or will not be monitoring radio traffic, and again when they are available for runs and monitoring radio traffic.
- e) Any officer who will be delayed in response to a run shall notify dispatch.
- f) Officers shall respond with their call number and location when called by radio.
- g) Exceptions are supervisors or when disclosure of a location will interfere with an assignment.
- h) Officers shall not fail to answer any radio call unless exigent circumstances exist.
- i) Off duty officers confronted with a situation that warrants police action shall be considered as being on duty and respond appropriately. Off duty officers should be aware that some situations do not require an immediate response and may be more appropriately handled by an on-duty officer. Off duty officers driving Department vehicles shall always monitor radio traffic.
- j) All employees must understand that due to the nature of their profession they are subject to emergency recall at any time at the discretion of the Chief of Police or his/her designee.

6) “10-30” Code / Officer in Trouble

- a) Officers needing immediate assistance due to a situation they cannot control and/or in which they believe to be in danger, shall request assistance advising “10-30” or activate the alarm button on their portable radio which initiates the “10-30” alarm.
- b) Upon receipt of a “10-30” broadcast, officers shall respond code three (3).
- c) The first arriving unit(s) shall evaluate the need for additional assistance and should slow down or cancel additional units, as soon as practical.
- d) All responding units should notify Dispatch of their intent to respond when practical.
- e) The below underlined emphasized section is the Protocol for “10-30” / Officer Down Incidents adopted by first responder agencies by the Oldham County Dispatch Board. Upon hearing an officer call “10-30” dispatch shall make an **immediate broadcast of the location and nature of the original call followed with “10-30” and identify the unit(s) requesting immediate assistance by the unit(s) number(s). The crime alert tone shall then be activated on the channel where the request for the “10-30” occurred.**
- f) The officer initiating the “10-30” call will dictate the channel to be used for the operations of the incident. For example, if an officer is on Channel 2 when a “10-30” is called, then the dispatcher shall announce the pertinent information on Channel 1, and have any responding units work from Channel 2 for the duration of the incident. This will eliminate the need for the initiating officer to switch channels. All available units shall respond to the scene per their specific PD policy. If appropriate, surrounding agencies will be advised for assistance (personnel and/or specialized equipment).
- g) EMS / FIRE shall be dispatched to the scene (safe zone) and advised to standby in this safe location until the scene is secured by police personnel. In the event that the initiating officer has not updated dispatch/responding personnel, the first unit arriving on scene after the initial broadcast shall do so to further coordinate responses and notification of additional personnel.
- h) At appropriate intervals the dispatcher shall request 10-64 status of the initiating “10-30” officer. There may or may not be a response from the initiating officer. If no

- response, advise other responding units of no response. The channel will then be left open to allow the initiating officer access. At no time shall the dispatcher working the incident make unnecessary transmissions that may limit access to the channel by the initiating officer.
- i) The Oldham County Central Dispatch Director shall be notified of the incident in a timely manner, as well as the PD supervisor (as dictated by the on-duty supervisor and/or the ranking patrol officer). All documents shall be preserved to facilitate further investigation by ALL agencies involved in “10-30” incidents.
 - j) No situation will be exactly the same each time, and depending on the call, other resources may be needed, such as air ambulances, off road assistance, etc.
 - k) Officers being fired upon or that have been involved in a shooting may broadcast “10-30” when practical. Officers involved in shootings often stop the threat in a matter of seconds; therefore, the “10-30” code shall not be used merely to signify that an officer has fired their weapon.

7) Emergency Vehicle Operation

- a) In emergency response situations vehicle speeds shall not exceed that which is reasonable.
- b) All emergency vehicle operations shall be conducted in strict accordance with existing statutes.
- c) Officers engaged in emergency vehicle operations shall utilize both audible and visual emergency warning equipment to warn other motorists and to assist in gaining the right of way.
- d) Officers may use discretion in determining when to use emergency warning equipment and shall not have to seek prior approval from a supervisor.
- e) All officers operating Department vehicles shall exercise due regard for the safety of others.
- f) When approaching a school bus stopped for loading or unloading, officers operating a vehicle in an emergency capacity shall come to a full stop and then proceed only when it is safe to do so.
- g) Officers who recklessly disregard the safety of others shall be held strictly accountable for their actions.

8) Supervisor Response

- a) Officers shall notify a supervisor of any incident involving a law enforcement officer or public official.
- b) A supervisor shall notify the on-call Command Officer who shall decide if additional notifications including outside agencies is needed.

9) Report Taking

- a) Officers shall complete all reports as required by current state reporting requirements and advise radio of their disposition upon completion.
- b) KYOPS reports shall be transmitted before the end of an officer’s shift.
- c) All written reports and paperwork shall be turned into the shift activity box in the patrol office before the end of the officer’s shift.
- d) If for any reason an officer is unable to complete, transmit or turn in reports or paperwork prior to the end of their shift, a supervisor must be informed of such and

- provide an explanation for any incompleteness.
- e) A supervisor shall review all paperwork turned into the activity basket in the patrol room at the beginning and end of the supervisor's shift.
 - f) Reports requiring LINK / NCIC entry shall be given to the dispatcher as soon as possible with appropriate entry paperwork. Complainants shall be referred to the appropriate agency where the offense occurred if not in the County.
 - g) If the agency having jurisdiction refuses to take a report, officers shall try to assist the complainants if possible and at the minimum document the incident with a KYOPS e-call response.

10) Preliminary Investigations

- a) Patrol officers should conduct the preliminary investigation in most cases; however, detectives should investigate serious or complex cases.
- b) A supervisor shall notify the Detective Sergeant, who will determine if detectives are needed for the initial investigation based on the following: severity of injury and crime; total amount of damage or loss; amount or type of evidence to be processed or seized; and any other incident in which the specialization of a detective is needed.
- c) Should the incident be minor in nature and/or a civil complaint, officers may handle the incident by phone if appropriate.

11) Intelligence Gathering

- a) Identification, intelligence gathering, and crime prevention are the principal objectives for conducting field interviews.
- b) Officers shall have reasonable suspicion to believe that a crime has, is, or is about to be committed prior to conducting a field interview.
- c) A KYOPS Field Information Report shall be completed on all suspicious activity that does not warrant the issuance of a Citation or creation of a Criminal Case, suspicion of terrorist activity, or individuals interviewed and/or given a criminal trespass warning by an officer.

12) Follow Up Investigations

Officers shall follow up on offense reports taken by them, unless the case has been assigned to a detective. Case reviews shall be completed between every 90 and 120 days, which shall include following up with case victim(s) for potential updates.

- a) Misdemeanor cases may be closed after ninety (90) days with supervisory authority, once:
 - i. All leads are exhausted.
 - ii. Suspects, if possible, contacted.
 - iii. All court actions and e-dispositions are completed, if applicable; and
 - iv. Evidence dispositions complete.
- b) Felony cases shall remain open for a minimum of six (6) months and must have a ninety (90) day case review/victim follow up and a supplement completed. These cases may be closed with supervisory authority, after all of the following occur:
 - i. All leads have been exhausted.
 - ii. All suspects have been contacted, if possible.

- iii. All court actions and e-dispositions are completed, if applicable.
 - iv. Two (2) Ninety (90) day reviews completed to include a case supplement(s) submitted; and evidence disposition has been completed.
-
- c) Officers should seek guidance on investigations from a detective as needed.
 - d) Officers investigating an incident may be directed by a supervisor or detective to complete supplemental reports.
 - e) Officers investigating burglaries shall conduct a neighborhood canvas when taking an initial report or any other incident as needed.
 - f) Officers are responsible for the investigation of hit and run collision reports, unless otherwise directed by a supervisor.
 - g) The Detective Sergeant shall be notified in any of the following incidents: death (other than natural causes), shooting, stabbing, sex offense, robbery, and any other incident that would more appropriately be handled by a detective.

13) Death Investigations

- a) Officers dispatched to death investigations shall contact the dispatcher to notify the coroner and standby at the scene.
- b) Officers shall treat the area as a crime scene until the coroner arrives and determines if foul play may be involved. Officers shall notify a supervisor who will advise dispatch to make notifications to the Command Officers and detectives, if necessary.
- c) The Department Chaplain may be contacted if the officer believes he can be of assistance or at the request of the victim's family.
- d) The body of the deceased should not be moved or tampered with until released by the coroner. The body may be covered with a sheet.
- e) The officer shall clear the scene only after the body is released.
- f) The coroner shall be responsible for the transportation of the deceased.
- g) Officers shall complete an offense report documenting any apparent contributing factors and the name of the deceased's physician.
- h) Officers should refrain from making any statements as to their opinion of the cause of death and refer all inquiries to the coroner.
- i) Death or emergency notifications to next of kin shall be coordinated with the coroner and carried out promptly and in a considerate manner with assistance from the Department Chaplain, a relative or a close friend.
- j) Outside agencies requesting death or emergency notifications in our jurisdiction must send a teletype message as verification for their request.

14) Shootings & Stabbings

- a) In the event of a shooting or stabbing at least two (2) units shall be dispatched code three (3).
- b) The officer's first responsibility is to gain control of the scene and then render aid to the victim(s).
- c) A supervisor shall respond to the scene and request Command Officers and detectives to be notified.

15) Dying Declaration

- a) Officers may attempt to obtain a dying declaration from any critically injured person.
- b) In order for the declaration to be admissible as evidence, the person must believe and state to the officer that they are dying or about to die.
- c) Such belief must be established prior to any questioning, or a statement being taken.
- d) If possible, the statement should be in writing and signed by the victim and all witnesses present.

16) Bombings & Bomb Threats

- a) An offense report shall be completed for all bomb threats whether there has been an explosion. The Criminal Investigations Sergeant and all Command Officers shall be notified.
- b) In the event of an actual explosion, the Bureau of Alcohol, Tobacco, and Firearms shall be notified.
- c) A supervisor shall respond and establish a security perimeter around the scene and coordinate the need for and response of outside agencies.
- d) The decision to search and/or evacuate a building is at the discretion of the building owner / manager.
- e) A supervisor may make recommendations and assist in the process. If a search is initiated, a supervisor should obtain a floor plan of the building if possible and coordinate the search with the building owner / manager to avoid repetition. Officers shall search interior and exterior areas open to the public including but not limited to lobbies, restrooms, trashcans, stairwells, elevators, landscaping, and dumpsters. The building owner / manager should designate employees to search their work areas for unusual objects. Searchers should not take any action to change the environment of the area to be searched such as turning lights on or off or adjusting thermostats. Searchers should not smoke or use cell phones or radios.
- f) All communications shall be restricted to landline telephones only.
- g) If an unusual device or possible explosive is found, searchers should not attempt to move, disrupt, or disarm it. A supervisor shall notify the Louisville Metro Police Department Bomb Squad.
- h) A supervisor shall only advise the building owner / manager of the results of a search and shall never advise that everything is all clear.
- i) The building owner / manager shall be responsible for all decisions concerning re-occupation of the building.

17) Fire Reports

- a) The fire department with jurisdiction shall be in charge of all fire scenes.
- b) The fire department with jurisdiction shall be the primary investigating agency in all Arson Investigations.
- c) Officers shall take a death investigation report at the scene of any fire involving the death of an involved person.
- d) In any incident involving a fire death, the on-scene officer shall notify a supervisor who shall advise dispatch to notify a Command Officer and the Criminal Investigations Sergeant.

- e) If no deaths result from a fire, officers are not required to complete any report.

18) Alarms

- a) Officers responding to Alarms shall try to determine the cause of the alarm if possible.
- b) Officers shall complete a KYOPS “E-Call Response” to document all responses for Alarms.
- c) If an Alarm is determined to be false, officers shall attempt to determine if the property owner or business is in violation of the Oldham County Alarm Ordinance.
- d) **A violation of the Oldham County Alarm Ordinance can occur two ways:**
 - i. Three False Alarms in a previous 12-month period
 - a. Verified through dispatch run history query.
 - ii. Failure to register an alarm system.
 - a. Verified by no permit sticker posted on or near entrance of building/structure.
- e) **Radio Codes for Alarms**
 - i. “Code 90” = False Alarm
 - ii. “Code 91” = Weather Related False Alarms or other Alarms beyond the control of property owner.
- f) **False Alarms:** - Officers will clear “Code 90” via radio on False Alarms.
 - i. This information will be documented in the CAD system at dispatch and attached to the physical address.
 - ii. Officers shall then request dispatch to query the run history for the previous 12 months.
 - iii. For “Code 90” False Alarms within the previous 12 months, officers will issue a warning via a printed KYOPS “E-Call Response.”
 - iv. This warning shall be issued and placed conspicuously on or near the front entrance of the structure if no persons are present at the location.
- g) **Failure to register an alarm system (no permit is visible)**
 - i. The Oldham County Attorney has requested written warnings be issued for first time violations of this section of the Alarm Ordinance.
 - ii. First time written warnings shall be issued via a printed KYOPS “E-Call Response” and placed conspicuously on or near the front entrance of the structure.
 - iii. Subsequent runs to the same location will result in a citation for violating the county ordinance. Again, make dispatch aware of any enforcement action taken.
 - iv. This information will be documented in the CAD system, attached to the physical address.
- h) Officers should request a run history on each alarm run.
- i) Dispatch **will not** automatically perform this query.
- j) Officers should use discretion when requesting run history information from dispatch, being mindful of emergencies, high volume radio traffic, inclement weather, etc.
- k) The following procedure shall be used to document the “E-Call Response”:
 - i. **If the Alarm is weather related or other Alarms beyond the control of property owner have occurred:** Select the call type as “Alarms” on the E-Call Response.
 - ii. **If the Alarm is false:** Select the call type as “Alarms – False” under the Local Ordinance Violation block type: “Alarm Ordinance Warning.”

- iii. On *ALL FALSE ALARMS* the “E-Call Response” shall be printed out and a copy left at the residence or business.
- l) **E-Call Response Narrative Examples:**
 - i. “Violation of Oldham County Alarm Ordinance for not registering Alarm.”
 - ii. “Violation of Oldham County Alarm Ordinance Permit Not Visible”
 - iii. “Written warning for 1 False Alarm within a 12-month period.”
 - iv. “Written warning for 2 False Alarms within a 12-month period.”
 - v. “Written warning for not registering Alarm,”
- m) A file of all registered businesses and residential alarms including emergency contacts shall be maintained by the Department. This information shall be kept confidential and should not be released to anyone outside the Department, unless required by law or court order.
- n) A supervisor shall have the discretion to temporarily suspend response to a location receiving multiple false alarms until the problem is corrected.
- o) Automated tape or unattended alarm systems shall not be allowed to directly dial into the Department with the exception of County owned buildings.

19) Robbery, Panic, & Duress Alarms

- a) Officers responding to a robbery / panic-duress alarm should secure exit routes and observe for wanted subjects and vehicles.
- b) Officers should use invisible deployment when possible.
- c) The first officer on the scene should begin gathering intelligence and coordinate the response of other responding units.
- d) Officers should advise dispatch to contact the alarm company, business, or residence to determine if approach is advisable.
- e) If dispatch advises that the perpetrator has left the scene or the alarm is false, a person on scene should be instructed to come outside and meet with the officers.
- f) The dispatcher should obtain a physical description of the person instructed to meet the officers outside.
- g) Officers should verify information given by the person on scene and physically check the location to confirm the false alarm. In case of a hostage situation, officers should refer to the appropriate policy and procedure section.
- h) If no contact is made, officers may cautiously approach to gather more information.
- i) If it is determined that an offense has occurred, officers shall secure and protect the scene.
- j) Officers shall detain and separate all victims and witnesses, obtain a description of the wanted subject(s), vehicle(s), weapon(s) involved, and notify dispatch.
- k) The dispatcher shall notify all Command Officers and Detectives and request specialized units if requested by a supervisor.
- l) In the event of a bank holdup alarm, officers shall observe for the proper signal used to note an "all clear."
- m) If no signal is displayed, it must be presumed that the perpetrator(s) are still in the building.
- n) Officers should exercise caution when responding to ensure that their presence minimizes the likelihood of a hostage situation.
- o) Officers shall not reveal details of response procedures or signals.

20) Burglar Alarms

- a) Officers responding to a burglar alarm should observe the area for suspicious persons or vehicles, secure exit routes and maintain surveillance.
- b) Officers should use invisible deployment when possible.
- c) The first officer on the scene should begin gathering intelligence and coordinate the response of other responding units.
- d) If a building search is required, officers should do so in pairs and may request specialized units if needed.
- e) Under no circumstances shall a business/residence owner accompany officers on a search.

21) Dangers or Hazards

- a) Officers shall report any dangerous / hazardous conditions or locations to the dispatcher for inclusion on daily information and/or the Computer Aided Dispatch (CAD) system.
- b) Dangerous/hazardous conditions may refer but are not limited to the following: debris or defects in the roadway, defective or insufficient traffic control devices, and damaged or downed utility poles or wires.
- c) In the event of a dangerous / hazardous condition the dispatcher should contact all affected agencies and the officer should remain on scene if possible until the condition is rendered safe, or the officer is notified of a more serious incident.
- d) Officers dispatched to or who come upon a wire down should presume the wire is live and secure the area to prevent injuries.
- e) Dangerous / hazardous locations may refer to but are not limited to the following: universal precautions, police fighters, weapons, and dangerous animals.
- f) When applicable, officers shall request the dangerous / hazardous location be entered in the CAD system for the particular threat.

22) Missing Persons & Alerts

- a) Missing persons reports on adults age 21 and older should only be taken when exigent circumstances exist.
- b) Officers may request dispatch to send a LINK/NCIC teletype message for adults age 21 and older that do not meet the criteria of exigent circumstances in an attempt to verify the missing person's well-being or welfare.
- c) If an adult non-endangered missing person is located, the officer will give them a phone number to call the reporting complainant.
- d) Officers shall not give out any information to the complainant other than that the person reported missing is safe and not endangered.
- e) Officers shall complete a UOR and Missing Person's Report (KSP Form 261) for all missing persons under the age of 21 as soon as possible. Dispatchers should broadcast pertinent victim information based upon the age, mental and emotional condition, or other exigent circumstances. A Police Supervisor shall determine if a search is necessary and utilize all available resources.
- f) An Amber Alert may be requested in any case where a juvenile is abducted, whose life is in danger, and there is sufficient descriptive information about the juvenile, abductor and/or suspect vehicle. After a supervisor determines the criteria have been met for an Amber Alert, a supervisor shall contact a Command Officer to authorize a

request to the Kentucky State Police (KSP) to initiate an Amber Alert. The dispatcher shall contact KSP Post 5 to request activation of an Amber Alert. If the missing juvenile is located, the dispatcher shall notify KSP Post 5 to cancel the Amber Alert.

Per Kentucky State Police Guidelines:

I. SITUATION AND ASSUMPTIONS

- A. The America's Missing: Broadcast Emergency Response (AMBER) Plan is a key part of the Kentucky missing Child Project. The AMBER Plan is a program developed by the National Center for Missing and Exploited Children to provide immediate information and assistance in the search for abducted children. Its goal is to instantly alert and involve entire communities to assist in locating abducted children.*
- B. The AMBER Plan is a voluntary partnership between law enforcement agencies and broadcasters to alert the public when a child has been abducted and is believed to be in serious danger. Under the AMBER Plan, area radio and television stations initially interrupt programming to broadcast information about the abducted child using the Emergency Alert System (EAS), the emergency system typically used for alerting the public to severe weather emergencies.*

II. MISSION

To provide information on the Amber Plan Alert protocol in Kentucky.

III. DIRECTION AND CONTROL

- A. The Kentucky State Police have the primary responsibility for AMBER Alert Activation. The Kentucky State Police are a full-service organization with 24-hour access to all local law enforcement agencies investigating child abductions. Sixteen (16) State Police posts are regionally located throughout the state.*
- B. Any local, city, county, or state law enforcement agency that investigates an abduction case shall make a request for AMBER Plan activation through the nearest State Police post.*

IV. CONCEPT OF OPERATIONS

- A. All law enforcement agencies within the commonwealth of Kentucky will utilize every resource available to investigate and facilitate the safe return of all abducted children.*
- B. When a child has been reported abducted, the nearest law enforcement agency shall respond and provide immediate assistance.*
- C. Once a child is confirmed by a law enforcement agency to be abducted, the Kentucky State Police Missing Person form (KSP-261) shall be completed in full as required by Kentucky revised statute, with a current photograph attached. The information contained within the KSP-261 shall be entered into LINK / NCIC computer system as expeditiously as possible. The KSP-261 shall be forwarded to the Kentucky State Police Intelligence Section, Missing Persons Unit, within 24 hours for processing.*
- D. All pertinent information shall be gathered concerning the possible location of the abducted child and circumstances surrounding his or her disappearance.*
- E. Once law enforcement has conducted the initial investigation, certain criteria must be met to trigger an AMBER Alert. Consistent with recommendations by the National Center for Missing and Exploited Children, the following criteria shall be met before an alert is activated: Law enforcement confirms a child has been abducted; Law enforcement*

believes and confirms the circumstances surrounding the abduction. There are indications the child is in danger of serious bodily harm or death; there is sufficient descriptive information about the child, the abductor, and/or the suspect's vehicle.

F. *If these criteria are met, the information below must be compiled by the investigating agency:*

1. *Alert information shall include, but is not limited to:*

a. *Full name, nicknames, age sex, race height, weight, hair color, eye color, clothing child was last observed wearing.*

b. *Location, date and time the child was last seen.*

c. *Recent photograph(s), preferably a close-up of the child's face.*

d. *Medical issues the child has, i.e., need for prescription drugs, allergies, or other pressing.*

medical conditions.

e. *Belongings in the child's possession when he or she was last seen (book bags, backpacks, game cases, notebooks), jewelry, body piercing, or noticeable scars.*

f. *Abductor information: Name (if known), age, sex, race, height, weight, hair/eye color, clothing, dress, jewelry, body piercing, facial hair, glasses or other identifying information.*

g. *Abductor's vehicle description, including year, make, model, color, license plate, distinctive insignia, personalization, or damage which sets it apart from others.*

h. *Direction of travel and last known location of vehicle or conveyance.*

G. *It is imperative that activation of the AMBER Alert through the Emergency Alert*

System (EAS) is utilized only in instances meeting the required criteria so as to not interfere with the operation of the EAS or diminish its importance through overuse.

H. *In order to ensure a smooth flow of information, a lead source is designated to request activation of the AMBER Plan. Any local, city, county or state law enforcement agency that investigates an abduction case shall make a request for AMBER Plan activation through the nearest State Police post. The Post Commander or his/her designee shall forward this request to Central Headquarters in Frankfort, KY by the quickest means available.*

- g) A **Golden Alert** may be requested in any case where an individual has a verified mental or cognitive impairment and whose disappearance would be logically expected to pose a threat to their health or safety. Golden Alerts most commonly include elderly victims of Alzheimer's disease or related dementia impairments as a result of advance age. Although Golden Alerts specifically address adults, a juvenile who by age or mental condition fits the criteria as endangered shall also trigger a Golden Alert. In the event a Golden Alert is necessary, responding officers shall notify a supervisor who shall advise dispatch to initiate a Golden Alert. If the missing individual is located, the dispatcher shall cancel the Golden Alert.
- h) Missing Persons reports shall be completed and turned in to the dispatcher within two (2) hours from receiving the call for service. Dispatchers shall enter the missing person into LINK / NCIC and send an attempt to locate to all agencies.
- i) Missing juveniles who have an active warrant and are located by an officer shall be taken into custody and transported to the location identified on the Warrant. If the warrant does not list a location to transport, the juvenile the Court Designated Worker (CDW) shall be contacted for assistance. If no warrant exists, juveniles shall be

- released into the custody of a parent or guardian. Upon location of a missing person, officers shall notify the dispatcher to remove the missing person from LINK / NCIC and dispatch shall cancel the attempt to locate.
- j) All searches for individuals lasting more than two (2) hours shall be reported to the Oldham County Emergency Management Agency by dispatch. If the individual is a juvenile, KSP shall also be notified by dispatch. All searches for individuals lasting more than four (4) hours shall be reported to the Kentucky Division of Emergency Management by dispatch.

23) Child Abuse & Neglect Reporting

When a child abuse / neglect report is taken, the officer shall complete a Child Abuse, Adult Abuse, and Domestic Abuse Standard Report (JC-3).

24) Restraining Orders

Officers have no jurisdiction or enforcement responsibilities concerning restraining orders.

25) Animals – Injury or Threat

- a) Officers should attempt to contact the owner of any animal that is causing a disturbance, is injured, or is posing a threat.
- b) If the owner cannot be contacted, officers should advise dispatch to contact Animal Control.
- c) Animals that appear to be critically injured, rabid or posing an immediate threat may be put down. Discretion should be used when putting an animal down, when necessary.

26) Animal or Human Bites

- a) Officers shall instruct a victim of an animal or human bite to seek medical treatment.
- b) Owners of an animal shall be required to confine the animal for 10 days, or until notification by Oldham County Animal Control.
- c) Officers shall complete an E-call documenting the animal bite and contact the Oldham County Animal Control, who may conduct a follow-up investigation.
- d) If an owner is unknown or cannot be contacted, Animal Control shall be notified to pick up the animal.
- e) Officers bitten by an animal or human shall immediately report the incident to their supervisor who shall follow the procedures outlined in policy and procedures.

27) Medical Assistance

Medical care and transportation shall be the responsibility of Emergency Medical Services (EMS). Officers may provide medical care within their competency until relieved by EMS.

a) Use of Intranasal Naloxone

- i. **Purpose:** The purpose of this policy is to provide officers with guidelines, instructions, and procedures to utilize naloxone to reduce fatal opioid overdose.
- ii. **Policy:** It is the policy of this Department to aid any persons(s) who may be suffering from an opioid overdose. Officers trained in accordance with this policy

and the provisions of Kentucky law should make every reasonable effort to use naloxone to revive victims of any apparent drug overdose.

iii. **Definitions:**

- **EMS:** Emergency Medical Service, medical care rendered by Emergency Medical Technicians or Paramedics, which ensure the provisions of emergency medical assistance in the field for those persons suffering from an illness or injury.
- **Naloxone:** An opioid receptor antagonist and antidote for opioid overdose which is produced in intramuscular, intranasal, or intravenous forms. Use NARCAN® (naloxone hydrochloride) Nasal Spray for known or suspected opioid overdose in adults and children.
- **Opioid:** An opioid is a psychoactive chemical pain medication such as, fentanyl, morphine, heroin, buprenorphine, codeine, hydrocodone, methadone, and oxycodone.
- **Universal Precautions:** An approach to infection control whereby all human blood and human body fluids are treated as if they were known to be infectious for HIV, HBV, and other blood-borne pathogens. The use of personal protective equipment (PPE) for the purposes of this policy is a highly recommended best practice.

iv. **Signs of Overdose:** A person who has overdosed may:

- be breathing very slowly or not breathing.
- have blue or purplish lips or fingernails.
- be limp.
- pinpoint pupils
- be vomiting or gurgling.
- not wake up or respond if you try to rouse him.

v. **Issuance of Naloxone:**

- Naloxone for intranasal issued to designated personnel will include:
- Instructions for administering intranasal naloxone.
- (2) single-use dose delivery devices,

vi. **Procedure:**

- Officers shall receive appropriate training, based upon manufacturer's recommendations, on responding to persons suffering from an apparent opioid overdose and the use of naloxone prior to being issued and intranasal naloxone kit and/or being authorized to administer naloxone.
- No Officer shall discriminate in the administration of Naloxone based on age, race, sex, sexual orientation, religious beliefs, national origin, or any other protected class of persons.
- With general Officer safety considerations being paramount, whenever an Officer encounters a person who appears to be the victim of a drug overdose, the Officer should:

- a. Maintain universal precautions throughout the event.
 - b. Contact and advise the dispatcher of a possible overdose, request EMS response, and obtain an estimate of the EMS response times.
 - c. Perform an assessment of the victim checking for unresponsive and decreased vital signs.
 - d. Check for Medic Alert tags or the like, which may indicate a pre-existing medical condition, around the wrist or neck of the victim.
 - e. Ask witnesses, family, or friends of the victim what type of drug the victim ingested.
 - f. Observe your surroundings for any evidence of drugs that may indicate what the victim ingested such as prescription drug bottles, heroin packages, needles, and syringes.
 - g. Keep the dispatcher apprised of the condition of the overdose victim and request they relay the information to responding EMS personnel.
 - h. Prior to the administration of naloxone, officers should consider the victim's location and remove any sharp or heavy objects from the victim's reach, as the sudden onset of immediate opioid withdrawal may result in physical symptoms such as agitation, rapid heart rate, nausea, seizures, and difficulty breathing.
 - i. Administer naloxone and monitor for any of the following reactions:
 - i. Extreme combativeness or agitation,
 - ii. Vomiting,
 - iii. Seizures,
 - iv. Worsening of symptoms requiring additional medical attention such as a need for CPR or ventilation of the airway and assistance in breathing.
 - j. Officers shall notify the dispatcher and responding EMS of the naloxone use and victim's reactions.
 - k. Continue to actively monitor the victim until EMS arrives. Officers shall not request EMS to cancel any active response to the scene.
 - l. Seize all illegal and/or non-prescribed narcotics found on the victim or around the area of the overdose and process in accordance with Department policy and inform medical personnel of the drugs recovered.
 - m. Once used, the intranasal naloxone device is considered bio-hazardous material and shall be turned over to EMS or hospital personnel for proper disposal.
- vii. **Reporting:** After utilization of naloxone, officers shall:
- Prepare a KY OPS Naloxone report to include a description of the individual's condition, symptoms, and behaviors; the fact that naloxone was deployed; EMS response; the hospital to which the victim was transported; any narcotics seized; and the outcome of the agency and EMS response.

- The officer's supervisor will review and approve the report and issue a replacement Naloxone intranasal device, if replacement is available.

28) Abandoned Vehicles

- a) Vehicles within the County parked on the streets for extended periods of time that appear to be abandoned may be towed pursuant to Kentucky Revised Statutes 189.450.
- b) Officers shall complete a Tow Form for all vehicles towed.
- c) Vehicles left on private property are the responsibility of the property owner to remove them.
- d) Officers may provide the vehicle owner's name and address to property owners.

29) Recovered Vehicles

- a) Officers that recover a vehicle stolen from Oldham County shall notify a supervisor to determine the need for evidence processing.
- b) Recovered vehicles reported stolen from other jurisdictions may be processed at the request of that agency.
- c) Officers that recover a vehicle used in the commission of a crime shall notify the Detective Sergeant who shall make arrangements for Detectives to process the vehicle for evidence, if necessary.

30) Vehicle Impound, Hold, & Release

- a) Officers who arrest a vehicle operator may at the request of the vehicle owner or operator, release the vehicle to another valid licensed driver or park and secure the vehicle near the location of the arrest.
- b) Officers shall contact a supervisor if they believe the vehicle may have evidentiary value. A supervisor will make the determination to impound vehicles.
- c) Officers may use discretion in determining the appropriate vehicle disposition in all vehicle dispositions except the impoundment of vehicles.
- d) When a vehicle is towed by an officer's request a Tow Form shall be completed and a vehicle inventory shall be conducted by an officer.
- e) Vehicle inventory searches shall include all areas of the vehicle to include but not limited to passenger compartments, trunk, hatchback, and all containers inside the vehicle.
- f) Officers shall not dismantle any part of the vehicle or look inside areas where valuables are not normally kept inside vehicles.
- g) A vehicle inventory search is conducted to protect the owner's property; protect law enforcement against claims or disputes over lost or stolen property; and protect law enforcement from potential dangers located in the property.
- h) Any items of value to include but not limited to cash, mobile phones, computers, computer tablets, etc. shall be noted on the tow forms.
- i) Any items of value may be returned to the owner or secured in the vehicle per owner request.
- j) Any items discovered in the inventory search that are evidence of a crime or illegal items will be handled as evidence.
- k) Officers shall not tow vehicles as a precursor to perform inventory searches of vehicles.
- l) A copy of the Tow Form shall be given to the wrecker driver and a copy shall be

turned into the Patrol Room Box by the end of shift.

- m) Officers may place a hold on any vehicle and its contents, when approved by a supervisor, if necessary for acquisition of a search warrant, evidence collection, or other investigative reason and shall list the reason for the hold on the Tow Form.
- n) Officers shall not place a hold on any vehicle for proof of operator's license, insurance, or registration. Officers shall verify that all vehicles towed are not reported stolen and visually verify that the vehicle has the correct Vehicle Identification Number.
- o) A vehicle hold shall only be released by the initiating officer, a Supervisor, or a Detective by signing the Tow Form
- p) The Department contract wrecker service shall be responsible for the verification of all documentation prior to the release of impounded vehicles.

31) Off-Duty Enforcement Action

- a) Officers who become involved in any off-duty enforcement action shall immediately notify the dispatcher of their location and situation unless an exigent circumstance.
- b) If an exigent circumstance exists and the officer cannot immediately notify dispatch, the officer should notify dispatch as soon as possible.
- c) Officers transporting passengers in their police vehicles while off-duty shall use discretion to ensure the safety of all occupants in their vehicle.
- d) Officers involved in off-duty enforcement action shall complete any appropriate paperwork regarding such action.
- e) On-duty officers shall be requested to respond to incidents as needed.

32) Body Worn Cameras

The purpose of this policy is to direct officers and supervisors in the proper use and maintenance of Body Worn Cameras (BWC) as well as directing how video will be utilized as a quality control- mechanism and evidence.

a) Procedure

- i. The policy of this Department is to provide uniformed officers with body worn video recording devices in an effort to collect evidence to be used in the prosecution of those who violate the law, for officer evaluation and training, and to provide accurate documentation of law enforcement and citizen interaction.
- ii. The use of a BWC system provides persuasive documentary evidence and helps in regard to civil litigation and allegations of officer misconduct.
- iii. Officers assigned to the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the BWC and the integrity of evidence and related video documentation.
- iv. It is the intent of this policy that all officers who will be using BWC equipment shall be trained on the manner in which the BWC shall be tested, maintained, used and how the recorded events will be
- v. properly documented and maintained as evidence in future judicial proceedings.

- vi. It shall be the responsibility of each individual officer to test the BWC equipment at the beginning of each tour of duty.
- vii. Officers equipped with the BWC will ensure that the batteries are charged prior to the beginning of their shift or special event.
- viii. In the event that the equipment is found to be functioning improperly, the officer shall report the problem immediately to their immediate supervisor so that the information can be documented, and arrangements made for repair.
- ix. Uniformed Officers, to include uniformed officers working in a secondary employment or off duty capacity, assigned Body Worn Cameras will wear them at all times while on duty in any type of uniform.
- x. BWC will be worn according to manufacturer's specifications and/or recommendations. Officers should make a reasonable effort to ensure that the BWC recording equipment is capturing events by positioning and adjusting the BWC to record the event.
- xi. Officers are authorized to utilize body worn cameras during law enforcement events when the officer is a party to the conversation.
- xii. Uniformed Officers should position the BWC at or near the center of the chest area that most likely will capture events.
- xiii. Officers should activate body cameras when receiving a call for service and prior to arrival at the scene of a self-initiated response: (example) backing up another officer. It is the policy of this agency to record with audio and video all calls for service, self-initiated law enforcement activity, or other incidents the officer reasonably believes should be recorded for law enforcement purposes other than; directed patrols, house watches or vacation checks, extra patrol requests, or neighborhood checks that do not cause the officer to engage in additional enforcement activities or interactions with the public.
- xiv. The recording shall continue until the law enforcement event or citizen contact is completed and the citizen involved departs or until the officer, who is recording the event through a BWC discontinues his or her participation in the law enforcement event or citizen contact by leaving the scene.
- xv. In the event an officer deems it necessary to stop recording, he or she will make a verbal statement of their intent to stop the recording and the reason.
- xvi. It is permissible to temporarily discontinue the recording if the officer finds it necessary to consult with other officers or supervisors outside of direct contact with involved citizens to determine the appropriate course of action needed.
- xvii. The BWC should be activated prior to any continued law enforcement actions or additional contact with involved parties.
- xviii. When a BWC recording is being entered into the property and evidence storage and management area of the agency it should be done according to existing agency policy governing the retention of evidence.
- xix. If an officer assigned BWC equipment participates in a law enforcement event or citizen contact and becomes aware that the event was not recorded using the BWC equipment, the officer shall notify their supervisor that the stop was not recorded and should notify them as to the reasons. The notification to the supervisor shall be via email and shall be forwarded through the chain of command.

b) Issues Related to Privacy

- i. The BWC should not be activated when the officer is on break or otherwise engaged in personal activities or when the officer is in a location where there is a reasonable expectation of privacy, such as a restroom or locker room.
- ii. For safety and confidentiality reasons, encounters with undercover' officers or confidential informants should not be recorded.
- iii. Undercover contacts or plainclothes contacts are exempt from this policy where utilizing a camera may create a dangerous situation or otherwise diminish the investigative success of the operation.
- iv. BWC activation is limited to situations involving official police activities authorized by law or court order, including consensual citizen encounters and investigation of law violations.
- v. The purposeful-intentional activation of BWCs during personal conversations between officers and between officers and supervisors involving counseling, guidance sessions, or personnel evaluations is prohibited by this policy unless all parties present agree to be recorded.

c) Supervisory Responsibility for Recordings or Other Storage Media

- i. The original digital files from body worn cameras will be downloaded and stored in a designated storage location to prevent destruction. Officers will make every reasonable attempt to download video and audio files before the end of each shift.
- ii. Non-evidentiary video and audio recordings will be maintained at the designated storage location according to KRS and/or the applicable records retention schedule after their creation.
- iii. This media will be subject to the same restrictions and chain of evidence safeguards as detailed in the agency evidence control procedures.
- iv. Media will be released to another criminal justice agency for trial or other reasons by having a duplicate copy made.
- v. All recording media recorded images and audio recordings are the property of this agency. Dissemination outside the agency, other than for court proceedings, is strictly prohibited without specific authorization of a Sergeant or member of the Command Staff.
- vi. To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed, or otherwise inserted into any device not approved by the office BWC technician or forensic media staff.
- vii. Unauthorized and/or malicious destruction, editing, or deletion of video and audio files is prohibited.
- viii. All digital video and audio files are subject to open records request as allowed by Kentucky law.
- ix. Recordings that are the subject of a denied open records request must be maintained until the dispute between the agency and the person or entity requesting the recordings is resolved.
- x. Digital media from the BWC shall be stored on a secured server with access limited to supervisory personnel designated by the Chief.
- xi. At least once every 60-day period, supervisors should review a taped event of

- each officer. The supervisor will document this review under the officer's name on a form provided for such purposes by the Chief of Police or their designee.
- xii. Supervisors should use these reviews as a quality control measure. Following such a review, the supervisor will hold a meeting with the officer and provide the officer with either positive reinforcement or constructive criticism with respect to the activity reviewed. Constructive criticism may relate to officer safety issues, demeanor, policy issues or legal issues related to the stop as well as any other supervisory observation relative to performance.
 - xiii. In cases of infractions, the agency head or his/her designee shall determine proper disciplinary or corrective action.
 - xiv. Officers may be afforded an opportunity to review BWC video prior to any meeting regarding possible disciplinary action at the discretion of the Chief of Police.

d) Use of BWC Recordings as Evidence in Criminal/Motor Vehicle Prosecutions

- i. When an officer makes a recording of any action covered by this policy and a citation is issued or an arrest is made, the officer shall note on the uniform citation that a video has been made by selecting the appropriate checkbox and typing a notation of such video footage in the citation narrative.
- ii. Where there is any indication that the BWC may contain "Brady" material, that recording must be saved and turned over to the prosecutor assigned to the case in accordance with the "Duty to Disclose?" policy of this department.
- iii. Civilians shall not be allowed to review recordings except as: approved by the Chief of Police or their designee; through the process of evidentiary discovery; and/or by proper public records request.

e) Special Considerations: SRO's recording in Schools and/or Educational Facilities

- i. Audio/Video captured by an SRO implicates a number of privacy issues related to juveniles.
- ii. SRO's SHALL not release any audio/video recordings to school personnel.
- iii. All requests for audio/video recordings captured by SRO will be submitted to the custodian of records.
- iv. The custodian of records will not release without a proper review by legal authority. (KRS Chapter 600-645)

CHAPTER 20: CANINE UNIT

1) Introduction

- a) Canines may be deployed to assist in the location of suspects, evidence, lost / missing persons, to clear buildings, or in any incident in which their specialized support is needed.
- b) Canines support officers in performing their duties in a more efficient and effective manner, but mainly provide them with a safer alternative.
- c) Canine Officers shall follow Department policy and procedure with respect to search and seizure and use of force.
- d) The Operations Commander shall review all canine deployments and apprehensions to calculate and track canine bite ratios on a quarterly basis to assess the overall performance of the canine unit.
- e) The Operations Commander shall make recommendations to the Chief of Police for any changes in policy and procedure, training, or other related issues.

2) Certification & Training

- a) The Canine Officer will complete training records and all other documentation of a canine's certification for drug and search detection.
- b) The Canine Officer will submit all paperwork to a supervisor for review.
- c) After review by a supervisor, the paperwork and all other documentation shall then be submitted to the Operations Commander for further review and archiving.
- d) Canines and their Officers shall be trained in accordance with certification guidelines and shall continue regular weekly and in-service training.
- e) Canine Officers are responsible for ensuring their canine is maintained at the proper level of proficiency after initial training and certification testing. This will be accomplished through regular refresher training exercises as well as training during normal working hours.
- f) Any Canine Officer noting a problem or deficiency in their canine's performance shall notify the Operations Commander.
- g) Remedial training shall be conducted upon determination of a deficiency in canine.
- h) Canines shall be removed from service during remedial training and only reinstated upon successful completion of the training.
- i) The Operations Commander shall suspend the use of any canine upon determination that the canine creates an unreasonable risk to the safety of the Canine Officer or others. Documentation of the problem shall be in writing and forwarded to the Chief of Police.
- j) Officers shall not use a canine nor rely upon a canine and/or Canine Officer that is not fully certified in order to justify a search.

3) Notification & Authority

- a) Officers shall notify the Canine Officer, if on duty, when a canine is needed to conduct a search for either contraband or a person. If the Canine Officer is off duty, officers shall notify a supervisor who will determine if the use of a canine is warranted and if so, shall advise dispatch to contact the on-call Canine Officer.
- b) The Canine Officer shall consult with the officer in charge at the scene; however, the Canine Officer shall have sole authority over the canine and its use. The Canine

Officer shall determine the most appropriate use of the canine at a scene, considering all available information including but not limited to: reason for the call-out, environmental conditions and terrain, size of the scene, time lapse for search purposes, etc.

4) Announcements

- a) Canine Officers shall give loud and clear announcement(s), appropriate for the deployment area at issue, indicating that a canine will be deployed and advising the suspect to surrender and remain still if approached by the canine.
- b) The Canine Officer shall allow sufficient time between the announcement and the deployment to allow the suspect to surrender.

5) Deployment

- a) Canine Officers shall deploy their canines to locate and apprehend a suspect only if reasonable suspicion exists that the suspect committed a felony offense.
- b) Canines may also be deployed for the purpose of tracking a lost or missing person.
- c) The following is a list of general situations in which a canine could be used: to conduct a building search for felony suspects concealed inside a building; to locate felony suspects that have fled the scene of a crime; to search for and locate felony suspects concealed in large outdoor areas; to search areas to locate property or evidence; to apprehend a fleeing felon; to search for suspects by walking along suspected hiding areas with the canine on a lead and air scenting for the odor of a person; to clear a building; or to respond to an attack on the Canine Officer.
- d) Canines shall not be used for crowd control unless authorized by the Chief of Police or his/her designee.
- e) A back-up officer shall be utilized during all canine deployments to accompany and provide protection for the canine and Canine Officer.
- f) The Canine Officer shall keep the canine on a leash when in the presence of other officers or the public.
- g) Canine Officers shall announce their presence as outlined in policy and procedures and visually check areas to be searched prior to entering.
- h) Canine Officers shall ensure the removal of any unnecessary officers or the public from an area to be searched.
- i) Canines shall not be used to conduct searches on persons.
- j) The Canine Officer shall maintain control of the canine at all times with a leash and/or through the use of verbal commands, unless in an approved kennel or an enclosed run or yard.
- k) The Canine Officer shall not use a canine in any way to coerce or intimidate any person.
- l) Off-leash canine deployments should be limited to searches of public and commercial buildings following an announcement as outlined in policy and procedures.
- m) Under exigent circumstances, a canine can be used or deployed off-leash in a residence; however, the Canine Officer shall verify that no innocent third parties are at risk.

6) Bites & Calling Off the Canine

- a) In cases where the canine may bite a suspect, it shall constitute a use of force and must meet the requirements of this section and Chapter 21.
- b) Canine Officers shall not allow a canine to bite a suspect except: where the suspect poses a risk of imminent danger (i.e., is armed with a weapon or other instrument capable of producing significant bodily injury) to the Canine Officer, other officers, or the public; is actively resisting; is escaping after committing a felony; or if there is reasonable suspicion to believe that a felony has been committed.
- c) In all cases where a canine is permitted to bite or apprehend a suspect by biting, the Canine Officer shall call off the canine at the first possible moment that it is safe to do so, considering that the average person will struggle if being seized or confronted by a canine. Struggling alone does not justify allowing the canine to continue to hold the suspect.
- d) The Canine Officer shall make every effort to prevent the canine from biting a non-resistant subject.

7) Reporting & Medical Treatment

- a) The Canine Officer shall complete an Incident Report prior to the end of the shift whenever it is known or alleged that a canine has apprehended or otherwise injured an individual.
- b) Whenever a canine related injury occurs, EMS shall be notified as soon as the scene is secure, and the injured person shall be treated as soon as possible. A supervisor shall proceed to the scene if not already there and examine the affected area to determine the severity of the injury or bite. A supervisor shall ensure photographs are taken of the injury before and after treatment if possible.

8) Narcotics Detection

- a) The use of a drug-detecting canine for the purpose of sniffing an inanimate object, including a vehicle, in a public place does not constitute a search for 4th Amendment purposes.
- b) Officers do not need to establish reasonable suspicion to use a canine during a traffic stop.
- c) Furthermore, officers may not prolong the traffic stop for an unreasonable period of time awaiting arrival of a canine unless they have reasonable suspicion to believe there is contraband present.
- d) In cases where the traffic stop resulted from reasonable suspicion to believe the vehicle contains contraband, the officer may reasonably detain the vehicle for the arrival of a canine.
- e) In cases where a certified canine alerts for narcotics in a vehicle, probable cause to believe the vehicle contains narcotics has been established.
- f) The use of a drug-detecting canine for the purpose of sniffing lockers in a school hallway does not constitute a search for 4th Amendment purposes.
- g) The use of a canine at a school should be with the authorization of the Chief of Police or his/her designee working in cooperation with local school authorities.
- h) In cases where a canine alerts on a locker, the Canine Officer shall notify school

authorities that shall then be responsible for all further action. Canines shall not be used to sniff students.

- i) In cases where a drug-detecting canine alerts on an inanimate object in a public place such as luggage, packages, etc., officers shall obtain a search warrant to open the item unless consent can be obtained, exigent circumstances exist or the item(s) to be searched are contained in an occupied vehicle.

9) Care & Maintenance

- a) Canine Officers are responsible for the health and general care of their canine and shall ensure the canine receives prompt and proper medical attention in the event of any illness or injury.
- b) Canine Officers are responsible for administering all medications to their canine as prescribed by a veterinarian.
- c) The Department authorized veterinarian shall perform all veterinary services. Exceptions can be made for medical emergencies or by approval of a Command Officer.
- d) Canine Officers are responsible for scheduling appointments and planning to have any necessary or required veterinary services performed.
- e) Canines shall be housed at a Department approved kennel or at the Canine Officer's residence, the Canine Officer shall be responsible for all security, care, and conditions listed, the same as the kennel.
- f) The kennel shall provide for bathing, grooming and general care of the canine.
- g) Canines shall always be kept clean and well-groomed.
- h) The kennel shall be responsible for maintaining a clean and disinfected facility and for routine maintenance to ensure good order and appearance.
- i) The kennel is responsible for the care, safety and security of all canines housed at the facility.
- j) Canine Officers shall ensure the kennel is maintaining fresh water and food daily per their instructions. Canine Officers shall also provide written instructions to the kennel for all medications to be administered to the canine while housed at the kennel.
- k) Canine Officers shall lock all doors to their police vehicle when leaving their vehicle and the canine unattended.
- l) Canine Officers shall determine the appropriate type of ventilation and heating or cooling system to use.
- m) Canine Officers shall be mindful of prevailing weather conditions and shall not leave their canine unattended for extended periods of time without a break.
- n) Under no circumstances shall any canine be abused or mistreated, and no canine shall be agitated while in the kennel.
- o) In the event a canine is lost or missing, the Canine Officer shall immediately notify the on-duty supervisor who shall notify a Command Officer. The Command Officer shall immediately organize a search for the canine using all available resources and advise dispatch to notify Animal Control.
- p) A microchip shall be implanted into the canine with sufficient information to identify them as a Department canine to assist in their recovery. Information contained in the microchip shall be maintained at the Department authorized veterinarian.

10) Off-Duty Employment

- a) Canine Officers engaged in any off-duty employment shall not have their canine with them or in their police vehicle.
- b) The use of canines during off-duty employment is prohibited.

CHAPTER 21: USE OF FORCE

1) Policy

- a) The use of physical force by an officer upon another person is justifiable when the officer, acting under color of authority, is making, or assisting in making an arrest and they: believe that such force is necessary to effect the arrest; make known the purpose of the arrest, or believe that it is otherwise known, or cannot be reasonably be made known to the person to be arrested; and believe the arrest to be lawful.
- b) The use of deadly physical force by an officer upon another person is justifiable only when: the officer, in effecting the arrest, is authorized to act as a peace officer; and the arrest is for a felony involving the use of threatened physical force likely to cause death or serious physical injury; and the officer believes that the person to be arrested is likely to endanger human life unless apprehended without delay.
- c) Officers shall only fire their weapons to stop a potentially deadly act.
- d) Officers should not discharge a firearm at or from a moving vehicle unless exigent circumstances exist, and deadly force is authorized.
- e) Officers shall not fire warning shots under any circumstances.
- f) Officers should remember there is a duty to intervene when witnessing unnecessary force being used.

2) Less Lethal Devices & Techniques

- a) Officers are authorized to utilize Department approved less lethal control devices and physical control techniques.
- b) These devices and techniques may be used if lower levels of force are proven to be unsuccessful and deadly force is not an option or justified.
- c) Officers who deploy OC spray or deploy a Taser shall complete a Response to Resistance Form. In both instances an Incident Report shall be completed.
- d) When a Taser is deployed, medical personnel will remove any probes that are hard to remove or located in sensitive areas such as the head, neck, breast, and groin. Probes that have been removed from the body will be treated as biohazard sharps. Probes should be placed down in the expended cartridge bores and secured with evidence tape.
- e) Officers will locate and collect samples of the micro dots dispersed at the time of the cartridge firing and these dots will be placed in a separate bag or container and entered into evidence with the expended cartridge.
- f) Officers shall also photograph any Taser-related injuries.
- g) The Taser shall be turned into the Operations or Administrative Commander for download after each deployment.

3) Chemical Agents

- a) The Department maintains a supply of two (2) types of chemical agents (other than OC spray and pepper ball), designed to be used in indoor or outdoor environments with the approval of a supervisor.
- b) Chemical agents are stored in the weapons room and can only be accessed by Firearms Instructor(s) or a Command Officer.
- c) The Department currently utilizes a chemical agent pyrotechnic (burning) grenade that disseminates CS tear gas to be used in crowd control situations.
- d) The pyrotechnic grenade shall only be used outdoors due to its incendiary nature.
- e) The Department also utilizes non-pyrotechnic 40 mm barricade piercing and gas projectiles that are suited for barricaded subjects and indoor use.

4) Impact Munitions

- a) The Department maintains less lethal 12-gauge, and 40mm impact munitions for use against potentially dangerous suspects as an alternative to deadly force. These impact munitions should only be utilized when the level of force is justified.
- b) 12-gauge less lethal munitions may be deployed by any officer trained in their use, at their own discretion, based on the situation at hand. 12-gauge less lethal munitions shall be utilized in accordance with Department training standards and Kentucky Revised Statutes.
- c) 40mm less lethal munitions may be deployed by any officer trained in their use with authorization by a supervisor. 40mm less lethal munitions shall be utilized in accordance with Department training standards and Kentucky Revised Statutes.
- d) Impact munitions shall not be deliberately fired at the head, neck, or groin unless deadly force is justified.
- e) Less lethal munitions should also be deployed with a lethal force back-up.
- f) Individuals struck by a 12-gauge or 40mm direct fire less lethal munitions shall be evaluated by EMS as soon as practical after exposure.

5) After Action

- a) Officers shall notify EMS for medical evaluation when a less lethal device is utilized on a subject or when a subject is unconscious, has profuse bleeding, and/or broken or disjuncted bones.
- b) Officers shall also notify EMS at the request of a subject or as deemed necessary by the officer once control is gained following a use of force incident.
- c) A supervisor shall investigate any use of force incident involving apparent or alleged injury.
- d) Photographs should be taken of any injuries and noted in the report.

6) Criminal Investigation

- a) Officers who use or attempt to use any form of deadly physical force or force that results in death or serious physical injury shall advise dispatch to notify a supervisor of the incident and location as soon as it is safe to do so.
- b) A supervisor shall then notify a Command Officer as soon as basic details of the incident are known.
- c) Once officer safety is established and notifications are made, officers should then determine the physical condition of any injured person(s) and request EMS. Officers may provide medical care within their competency until relieved by EMS. A supervisor shall immediately proceed to the location to assist officers in securing the scene.
- d) A supervisor shall assign a peer support officer to all involved officers at the scene who shall be responsible for remaining with and supporting the involved officer. Peer support officers shall not discuss details of the use of force incident with the involved officer, as these conversations are not legally privileged. Peer support officers shall assist the involved officer with contacting and notifications to family members, legal counsel, etc., and any personal needs they may have. Peer support officers shall keep involved officers segregated from other officers, victims, witnesses, and the media.
- e) Prior to involved officers leaving the scene, a supervisor shall obtain preliminary information consisting of the following: type of force used; direction and approximate number of shots fired by the involved officers and suspects; location of injured persons; description of wanted suspects and any weapons; direction of travel and time elapsed since

last seen; description and location of any known victims or witnesses; description and location of any known evidence; and any other information to ensure officer and public safety and assist in the apprehension of wanted suspects.

- f) A supervisor shall gather preliminary information and known facts regarding the incident and advise the involved officer(s) that a more detailed interview may be conducted at a later date.
- g) Officers should not be asked any specific questions to inquire as to why they utilized deadly force.
- h) Following the preliminary investigation all involved officers shall be transported to a location where they shall be evaluated by medical personnel and submit to a blood and urine sample for testing.
- i) All weapons, magazines and ammunition shall be collected for evidentiary purposes and replaced with the same type of weapon, magazine, and ammunition.
- j) All other officers at the scene shall have all weapons inspected by a Department Firearms Instructor to verify that they have not been discharged.
- k) A medical evaluation shall be conducted if the officer needs treatment to ensure officer safety, and a gunshot residue test may be administered if practical.
- l) The Criminal Investigations Sergeant and Criminal Investigations Detectives shall be the primary investigators and conduct a thorough investigation of every deadly force incident.
- m) Outside agencies may be requested to assist at the discretion of the Chief of Police.
- n) Officers should be instructed not to discuss the incident with fellow officers until permitted to do so; however, they may discuss the incident with a family member, their attorney, a certified labor representative, health care provider, or clergy.
- o) Officers shall be respected as professionals and treated as victims, not criminal suspects, in all deadly force incidents.
- p) Officers shall be entitled to have legal counsel present and involved officers shall make themselves available to be interviewed and submit a written narrative statement of the incident no earlier than 48 hours and no later than 72 hours following the incident.
- q) Before interviewing or requesting written statements of the involved officer(s), investigators shall advise the officer of their rights in a criminal investigation.
- r) The FOP President shall be notified to assist the officer in arranging legal counsel.
- s) The interview shall be conducted in a comfortable environment, not the usual environment used for suspect interviews, and shall be at a mutually agreeable location.
- t) The interview shall be recorded by digital voice recorder only.
- u) Officers shall be allowed to conduct a walkthrough of the scene as close to the same conditions as possible at the time of the incident. Walkthroughs shall not be recorded. Walk-throughs shall consist of the officer, legal counsel, and Department employees who may be involved in a security capacity only. Officers shall be allowed to view photographic and videotape evidence.

7) **Administrative Investigation**

- a) The Chief of Police shall designate a supervisor to conduct an administrative investigation that shall be separate from and subordinate to any criminal investigation.
- b) The purpose of the administrative investigation shall be to determine whether the action was within or outside of policy and shall be conducted in accordance with Kentucky Revised Statutes 15.520.
- c) The investigator shall submit a detailed report to the Chief of Police.

8) Administrative Leave

- a) Officers who use or attempt to use any form of deadly physical force or use any force that results in death or serious physical injury will be placed on paid administrative leave or reassigned within the Department by the Chief of Police or his/her designee, after completing requirements per agency policy and procedures.
- b) Should an Officer be placed on administrative leave, it shall not be interpreted to imply or indicate that the officer's actions were improper or criminal in nature.
- c) The officer shall remain available at all times for official Department interviews and statements regarding the critical incident and shall be subject to recall to duty at any time.

9) Psychological Evaluation

- a) Any employee involved in a critical incident including but not limited to the use of force, vehicle collision, pursuits, any incident involving death or serious physical injury, at the request of the employee, or by order of the Chief of Police may be required to undergo an emotional debriefing with the Department Chaplain and/or psychologist within five (5) days of the incident.
- b) The purpose of the debriefing is to allow the officer and their family members to express their feelings and to deal with the moral, ethical and/or psychological aftereffects of the incident.
- c) The debriefing shall be protected by the privileged Professional Psychologist Code of Ethics and shall not be included as part of any Department investigation.

10) Review

- a) The Command Staff will review all use of force incidents that are submitted, per policy, on the Response to Resistance Form.
- b) The Command Staff shall convene as needed and review all evidence from the criminal and administrative investigations and any other available sources.

11) Civil Rights Investigation

- a) The Department shall respect the right of the Federal government to conduct an independent investigation to identify any potential civil rights violations regarding use of force incidents.
- b) The Department shall not order or request any employees to confer with Federal investigators without the advice of legal counsel.

12) Duty to Intervene

- a) Officers of this department have a duty to intervene when they observe or hear conduct by a fellow officer that is unethical, and clearly violates the law or policy of this department.
- b) Officers have an affirmative duty to intervene if witnessing a response to resistance that is clearly unreasonable and that exceeds the degree of force permitted by law.
- c) Officers shall, when in a position to do so safely, prevent the use of unreasonable force, render aid if necessary and promptly report that incident to a supervisor.

13) Annual Review

All use of force incidents that are reported will be reviewed on an annual basis by the Command Staff to determine if trends may exist that indicate adjustments to training, policy and procedure for individual officers or the department.

CHAPTER 22: TRAFFIC

1) Conducting Traffic Stops

- a) Officers shall advise dispatch of the following when conducting a traffic stop: unit number, location, and license plate number and may provide additional details such as: a description of the vehicle, or any other details the Officer deems pertinent.
- b) If a vehicle fails to stop in a reasonable amount of time, officers shall advise dispatch of their direction of travel and location.
- c) When conducting traffic stops at night, officers should seek a well-lighted area whenever possible and utilize their patrol vehicle's emergency lighting equipment to illuminate the interior of the stopped vehicle.
- d) Officers have the discretion to order any vehicle occupant(s) to remain in or exit the vehicle.
- e) Officers should generally stop their patrol vehicle approximately twenty (20) feet to the rear of the stopped vehicle in an offset position to the left.
- f) Distance and positioning may vary according to any perceived threat.
- g) Emergency lighting equipment should remain on until the completion of the traffic stop, and the public address system may be used to give verbal directions to vehicle occupants.
- h) High-risk traffic stops should be conducted by at least two (2) units whenever possible.

2) Speed Measuring Devices

- a) Officers shall be trained in and may utilize speed-measuring devices with an emphasis in areas where collisions or complaints of speeding are prevalent.
- b) Officers are responsible for maintaining any assigned speed-measuring devices to include inspection of the equipment for proper function, damage, or missing parts.
- c) Speed measuring devices shall be calibrated at least annually and regularly maintained.
- d) Calibration and maintenance records shall be kept on file and available for inspection.

3) Collision Investigation

- a) Officers shall respond to and investigate all reported vehicle collisions including those that occur on private property.
- b) A minimum of two (2) officers shall respond code three (3) to collisions involving a physical injury.
- c) A supervisor and Collision Reconstructionist shall be notified when any collision involves a life-threatening injury or death.
- d) Upon arrival at a collision scene, officers shall: protect the scene; administer first aid and basic life support commensurate with their training; request additional assistance from other agencies; conduct traffic control; interview persons involved and gather information for the collision report; and coordinate removal of debris and vehicles.
- e) Officers shall be responsible for securing a victim's property at a collision scene and if necessary, may log a victim's belongings into property for safekeeping.
- f) An offense report for Failure to Render Aid or Assistance shall be completed in addition to a collision report on all occupied hit and run collisions.
- g) Photographs and a diagram shall be completed on all collisions involving physical injury or fatalities.
- h) The collision report number should be written on any damage to state, county, or city signs, devices, or traffic control items/property. For example, guardrails, street signs, etc. The officer shall also advise dispatch to contact the appropriate state, county, or city to inform them of the property damage and the collision report number.

- i) The coroner shall be notified on all collisions involving death and shall be responsible for inspection and removal of the deceased from the scene.

4) Civilian Traffic Collision Reports

- a) Drivers may electronically complete and submit a Commonwealth of Kentucky Civilian Collision Report, on the Kentucky State Police website.
- b) Officers may refer drivers to the Kentucky State Police website for the following types of collisions:
 - i. When vehicles have left the immediate area
 - ii. Single vehicle collisions involving wildlife (not domesticated animals)
 - iii. Single vehicle collisions not involving any other property.
 - iv. Single vehicle collisions on private property owned by the driver.
 - v. With Supervisor approval.
- c) For the following types of collisions, Officers shall investigate and shall not make referrals for drivers to complete online Civilian Collision Reports:
 - i. Hit and Run Collisions
 - ii. Injury Collisions
 - iii. Collisions involving suspected alcohol or drug involvement.
 - iv. Collisions involving any Hazardous Materials
- d) Supervisors may temporarily authorize Officers to refer drivers to the Kentucky State Police website to complete a Civilian Collision Report during inclement weather conditions or exigent circumstances.
- e) It is the responsibility of the involved drivers to complete and submit the report via the Kentucky State Police website.
- f) Drivers may only obtain copies of completed Civilian Collision Reports from the Kentucky State Police.

5) County Owned Vehicles & Property

- a) A collision report shall be completed, and a supervisor notified for any vehicle owned or leased by the county involved in a traffic collision.
- b) Collisions that occur outside the county limits may be investigated by other agencies when appropriate.
- c) In cases involving a police vehicle, a supervisor shall complete the collision report prior to the end of the shift.
- d) In cases involving damage to other county owned property, officers shall complete an offense or incident report.
- e) Pictures shall be taken of all traffic collisions involving county owned or leased vehicles and damage to county owned property.
- f) Copies of all reports shall be forwarded to the Command Officers.

6) Civilian Traffic Collision Reports

- a) Officers who suspect a driver to be incapable of safely operating a motor vehicle may request a re-examination by completing a form provided by the Kentucky State Police.
- b) The requesting officer shall submit the form along with their daily paperwork and will be notified of the results of the re-examination.

7) Roadway Safety Study

- a) Officers may request and conduct studies of high collision locations to identify possible engineering problems.
- b) If possible, deficiencies are identified; a preliminary report shall be compiled and forwarded to the responsible agency for consideration of improvements.

8) Direction & Control

- a) Officers may conduct manual traffic direction to alleviate congestion when traffic control signals are inoperable or malfunctioning, at school safety crossing zones in the absence of assigned school crossing guards, at construction zones, collision scenes, natural disasters and during special events.
- b) Officers shall wear their issued traffic vest when conducting traffic direction and control unless prevented by exigent circumstances.
- c) Officers may manually override traffic signals by setting them on flash to facilitate traffic movement.
- d) A supervisor may authorize the use of temporary traffic control devices such as barricades and/or stop signs as needed and ensure their removal immediately after use.
- e) The Operations Commander shall be responsible for traffic control planning for special events to determine the time, location, and attendance. Traffic routes shall be coordinated with the media and other agencies including KY Highway Department and County Road Department to provide barricades and necessary signs.
- f) Officers shall continually monitor roadways for any adverse conditions, advise dispatch to notify affected agencies, and may provide traffic direction and control until the condition is corrected.

9) Fire Department

- a) Officers shall request assistance from the fire department during a working or potential fire, rescue situation, or any hazardous materials incident.
- b) Officers shall conduct traffic direction and control, exercising caution to protect fire equipment and hoses from vehicular traffic, and reduce fire hazards by minimizing the possibility of any ignition source such as electricity, flares, or smoking.

10) Vehicle Escorts

- a) The Chief of Police or his/her designee must approve all vehicle escorts and escorts shall be restricted to within the boundaries of Oldham County, Kentucky.
- b) Officers shall use due regard for the safety of the public at all times and marked police vehicles equipped with emergency lights and siren during an escort.
- c) Officers have the discretion to refuse to begin or stop any vehicle escort they believe will pose a hazard to involved officers, escort participants or the public.
- d) Officers may withdraw from a vehicle escort in cases where they are needed for an emergency response involving a threat to human life, or when ordered by a supervisor. Prior to withdrawal, the officer shall notify the person responsible for the escort of the need to withdraw and make it clear to the lead vehicle of their intent to withdraw and inform the operator of the lead vehicle not to attempt to follow.
- e) Officers shall consider the safety of the escort participants as a factor in determining where and when to withdraw. A reasonably safe location providing for the safety of others will be selected.
- f) Officers may provide vehicle escorts for civic events including but not limited to parades, athletic celebrations, celebrities/dignitaries, etc., only when the requesting party has

- provided advance notice.
- g) Notice should be in writing and should specify the following: date and approximate times of the anticipated escort; approximate number of participants (pedestrians, vehicles, floats, etc.); staging area where the escort is to begin; list of all intersections along the route and the ending location.
 - h) Officers may provide vehicle escorts for funeral processions involving the death of a County or Department employee or their family member, or for any procession that due to its anticipated size and/or publicity could be expected to pose crowd control or traffic hazards to participants or the public.
 - i) Funeral processions are exempt from obedience to traffic control devices, but all participants are required to act with due caution with regard to all crossing traffic. Funeral processions do not have the right of way on interstates, parkways or limited access highways, and traffic shall not be stopped on any of these roadways. Officers shall consult with the funeral director prior to the start of the procession to determine the following: approximate number of vehicles in the procession; most appropriate route of the procession considering available resources for assisting with critical intersections, traffic, and weather conditions; time of day; and any existing road hazards. Officers shall request the funeral director to direct all participants of the procession to illuminate their headlights and/or display a pennant (flag) on their vehicle pursuant to Kentucky Revised Statutes 189.378 (1). During the procession, officers shall activate their emergency lights and turn on their headlights, may use their siren intermittently to warn motorists of the procession, and shall come to a complete stop at all stop signs and red lights to ensure the intersection is clear before proceeding. Officers shall not assume the right of way is granted to the procession without exercising due caution with regard to crossing traffic.
 - j) Officers may provide vehicle escorts to other emergency vehicles only when the escort is necessary for the protection of life and time critical.
 - k) Officers shall not provide escorts to oversize vehicles or to any private vehicle for any reason.
 - l) Operators of private vehicles who have a medical emergency shall not be escorted and officers shall call EMS to respond to the scene and may provide medical care within their competency until relieved by EMS. If the officer believes it would be more dangerous to the life of the person to wait for EMS and the person can be safely moved to a police vehicle, the officer may transport the injured person code three (3) to the nearest hospital. The officer should advise dispatch to contact the hospital and relay the person's condition and anticipated arrival time at the emergency room for assistance.

11) Towing Procedures

- a) Officers shall ensure vehicles rendered inoperable and blocking the traveled portion of the roadway are removed as soon as possible by owner or the officer requesting a wrecker through dispatch.
- b) Officers shall ensure that all debris is removed from the traveled portion of the roadway.
- c) When any employee requests a wrecker through dispatch, the dispatcher will notify the department contract wrecker service.
- d) Officers requesting wreckers through dispatch shall remain with the vehicle to be towed until the arrival and departure of the wrecker unless exigent circumstances exist.
- e) Officers should assist stranded motorists to the extent possible by notifying a wrecker service or other agency or person for assistance, assisting in moving the vehicle off the traveled portion of the roadway, and/or providing transportation to a safe location.
- f) Officers shall not use their police vehicle to push or pull any other vehicle unless valid

circumstances exist.

- g) Officers may use jumper cables or jump box type starters in valid circumstances.
- h) Officers should not attempt to enter any vehicle when the operator has locked their keys inside unless a juvenile, elderly, distressed, incapacitated, or endangered person is in the vehicle. If in the officer's opinion the person's life is in danger or in the event of exigent circumstances, the officer may use any device capable of entering the vehicle.
- i) Officers should encourage vehicle owners who are AAA members to contact AAA directly for a wrecker when feasible. Officers may request dispatch to do so but officers will not be required to wait or stand by for AAA wrecker service or similar type of auto club response.
- j) Officers should attempt to contact the registered owner of any abandoned vehicle on the traveled portion of the roadway to arrange for its removal. If contact is not made with the owner or the owner is unable to remove the vehicle in a reasonable amount of time, officers should contact dispatch for a wrecker.
- k) When a vehicle is towed by an officer's request a Tow Form shall be completed.

12) Traffic Safety Checkpoints

- a) A traffic safety checkpoint is a preplanned, systematic stopping of vehicles to check motorists for compliance with motor vehicle laws including driving under the influence.
- b) The Oldham County Police uses traffic safety checkpoints to promote safety for motorists using the public roadways and to provide a deterrent for those who violate laws contained in the Kentucky Revised Statutes.
- c) The intent of a traffic safety checkpoint is to improve highway safety by using high visibility public safety activity, focusing on vehicular equipment deficiencies, confirming appropriate registration of vehicles and the licensing of drivers.
- d) Violations of law or other public safety issues that arise shall be addressed.
- e) Traffic safety checkpoints will allow the Oldham County Police the opportunity to periodically concentrate its efforts in checking for violations of Kentucky traffic and regulatory laws that will ultimately increase the safety of the citizens within Oldham County and the Commonwealth of Kentucky.
- f) The following guidelines shall be followed when establishing traffic safety checkpoint locations:
- g) On an annual basis, the department shall establish and maintain a list of authorized traffic safety checkpoints.
- h) These locations shall be justified by a documented analysis of highway safety data and/or other enforcement activity.
 - i. The documented analysis may include and is not limited to:
 - CRASH data
 - CRIME data
 - Data Driven Enforcement Program
 - Enforcement data
 - Other traffic safety issues
- i) Any traffic safety checkpoints held at locations other than those on the list shall be justified by a reasonable explanation.
- j) Locations of traffic safety checkpoints shall be selected based on considerations of safety and visibility to the public.
- k) For safety reasons, all traffic safety checkpoints shall only be established on roadways with reasonable visibility in all directions of travel.
- l) Any adverse weather conditions impacting safety shall be considered when establishing or continuing a traffic safety checkpoint.

- m) Non-supervisory officers may request traffic safety checkpoints at approved locations and times consistent with the above guidelines.
- n) Media Press Releases regarding traffic safety checkpoint areas shall be issued quarterly but may be issued more frequently. The specific locations, times, and dates need not be provided.
- o) The documented analysis described above and the media press releases for traffic safety checkpoints shall be retained for a minimum of two (2) years from the checkpoint date.
- p) The following procedures shall be followed when conducting traffic safety checkpoints:
 - i. Traffic safety checkpoints shall be utilized to enforce laws relating to:
 - a. Motor vehicle equipment safety
 - b. Licensing of drivers
 - c. Registration/Insurance of motor vehicles
 - d. Operation of a motor vehicle while under the influence of intoxicants
- q) The decision to conduct a traffic safety checkpoint must be approved by a supervisor.
- r) Assigned personnel shall conduct traffic safety checkpoints at the scheduled time & location unless:
 - i. Other law enforcement activities obligate the officer(s)
 - ii. There are extenuating circumstances that make the detail unreasonable, or a supervisor cancels the detail.
- s) Traffic safety checkpoints may be conducted by one or more uniformed officer(s) and shall include a supervisor, or an officer designated by a supervisor as the officer-in-charge to monitor the traffic safety checkpoint.
- t) Traffic safety checkpoints shall include uniformed officers and marked vehicles with blue lights operating.
- u) All officers conducting a traffic safety checkpoint shall wear their agency issued reflective safety vest.
- v) All vehicles entering the checkpoint shall be checked unless the officer is involved in investigating or enforcing an observed or suspected violation of the law, or the volume of traffic creates congestion.
- w) Should the officer(s) be unable to check each vehicle due to enforcement obligations or traffic congestion, all vehicles shall be passed through the checkpoint until one or more officer(s) becomes available for an orderly check of traffic. In these circumstances, a traffic stop shall not be made unless there is an observed violation of traffic or criminal law or a reasonable and articulable suspicion of some violation prior to the stop.
- x) Each motorist stopped should be requested to present an operator's license, registration and proof of insurance.
- y) The vehicle may be inspected for obvious safety defects and registration violations. Any apparent or suspected violation of a traffic or criminal law may also be investigated and enforced.
- z) If the officer detects any violation, the motorist may be directed to a nearby location out of the traffic flow where appropriate enforcement action shall be taken.
- aa) All motorists should be treated uniformly and promptly allowed to proceed unless a violation or suspected violation is detected based on reasonable suspicion.

CHAPTER 23: FOOT PURSUITS

1) Introduction

- a) Foot pursuits are any situation in which an officer on foot chases a suspect in an effort to detain or arrest an individual.
- b) Based on reasonable suspicion to believe the individual is about to commit, is committing or has committed a crime and/or poses an imminent threat to the safety of the public, other officers, or themselves, and who is resisting apprehension by fleeing from the officer.
- c) Officers shall continually conduct a risk assessment to evaluate the risk involved to themselves, the public and the suspect versus the benefit of initiating or continuing a foot pursuit.
- d) Factors to consider in conducting the risk assessment include but are not limited to: number of suspects and whether they are armed; seriousness of the offense; number of officers present and their physical condition; availability of immediate backup; location and environmental conditions; communications issues; and ability to identify and/or apprehend the suspect at a later time.
- e) Officers should consider the following alternatives to foot pursuit to the extent that resources are available: area containment, additional officers and surveillance until additional resources become available.

2) Officer & Supervisor Responsibilities

- a) As soon as possible upon initiating a foot pursuit, the involved officer shall advise dispatch of the following: their unit number; location and direction of travel; suspect description, and if armed; reason for the pursuit; and shall coordinate with other responding officers to establish a perimeter for containment.
- b) The primary officer should maintain a sufficient tactical gap between themselves and the suspect to allow time to maintain cover and allow for the arrival of backup officers before engagement.
- c) Officers should not enter a building, structure, or area of limited or no cover without a backup officer unless necessary.
- d) Officers shall not continue a foot pursuit if they have lost their firearm or radio during the foot pursuit unless exigent circumstances exist.
- e) A supervisor shall direct all available resources to assist the involved officer(s) to quickly bring the pursuit to a safe and successful conclusion with the apprehension of the suspect.
- f) A supervisor shall continually monitor and evaluate the need to continue the foot pursuit.
- g) Foot pursuits shall be terminated if the pursuing officer(s) or a supervisor believes the risks to the officer(s), the public or the suspect outweigh the need for immediate apprehension, or if the suspect's identity is known and they can be apprehended at a later time and are not an imminent threat to the safety of the public or other officers.
- h) Upon receiving notification that a foot pursuit has been initiated, the dispatcher shall immediately activate the alert tone, dispatch backup units to the location and notify a supervisor.
- i) As the information becomes available and without compromising radio traffic of the involved officer(s), the dispatcher shall broadcast additional information including but not limited to: suspect description, direction of travel and any weapons involved. If the foot pursuit is terminated prior to the apprehension of the suspect, the dispatcher shall broadcast the last known location and/or direction of travel of the suspect.

CHAPTER 24: VEHICLE PURSUITS

1) Purpose

- a) The purpose of this policy is to provide guidelines and directions for the establishment of responsibility for the operation of OCPD vehicles during a pursuit; for the initiation or discontinuation of pursuits; for the responsibility of participating officers and supervisors; and to provide the essential balancing of the necessity for the pursuit and the immediate apprehension of the fleeing subject against the risks involved.
- b) In fulfilling Departmental objectives, officers will occasionally encounter dangerous subjects who will attempt to avoid capture by fleeing in motor vehicles.
- c) In these cases, officers should attempt to anticipate flight and utilize tactics to prevent a pursuit.
- d) If tactics to prevent a vehicle pursuit fail, tactics should be utilized to minimize the duration of the pursuit, and if possible, to influence the subject vehicle's direction in ways that reduce the risk of harm to others.

2) Policy

- a) OCPD recognizes its responsibility to apprehend criminals, but it also recognizes a responsibility to operate police vehicles with due regard for the community. Officers, operating under pursuit conditions, shall consider the need to pursue and periodically reevaluate the initial decision to pursue throughout its course (KACP 21.2a).
- b) In initiating any pursuit, the officer shall consider the facts, driving environment, seriousness of the offense, need for apprehension, consequences, and due regard for the community (KACP 21.2b).
- c) An officer operating an authorized law enforcement vehicle to overtake a motorist that is not yet aware that he or she is being overtaken is not a vehicle pursuit.

3) Definitions

- a) Terminate the pursuit: the officer ends his or her involvement in the pursuit by slowing down to the posted speed limit and turning off his or her emergency lights and siren.
- b) Aerial support: the use of aerial surveillance to monitor a pursuit or take over the pursuit allowing vehicles to back off to a supportive role.
- c) Boxing-in: surrounding an offender's vehicle with emergency vehicles that are then slowed to a stop, forcing the offender's vehicle to do likewise.
- d) Channelization: a technique where objects or vehicles are positioned in a manner intended to direct or redirect a fleeing vehicle into a clearly identifiable and unobstructed path. Caravan: operating emergency vehicles in a line or alongside each other in a pursuit.
- e) Deadly physical force means force which is used with the purpose of causing death or serious physical injury or which the defendant knows to create a substantial risk of causing death or serious physical injury.
- f) Interjurisdictional pursuit: Any pursuit that crosses into a neighboring jurisdiction, such as across municipal, county, or state line.
- g) Paralleling: operating an emergency vehicle on streets or a route parallel to the pursuit route.
- h) Primary unit: The authorized police vehicle that initiates a pursuit or any other unit, which assumes control of the pursuit.
- i) Secondary unit(s): Any authorized police vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- j) Precision immobilization technique (PIT) maneuver: a controlled deliberate contact with the rear of a fleeing vehicle by a police vehicle with the intention of spinning the vehicle in a

- predetermined direction to bring it to a stop.
- k) **Ramming**: deliberate contact with an offender's vehicle by a police vehicle to force the offender's vehicle off the roadway.
 - l) **Roadblock**: a barricade or other physical obstruction across a roadway set up to stop or prevent the escape of a fleeing vehicle.
 - m) **Stop stick/spike strip**: a rigid column or a strip of belting containing specially designed hollow spikes which when deployed across a lane of roadway, penetrates tires, slowing the pursued vehicle usually to a complete stop.
 - n) **Vehicle pursuit**: an active attempt by a police officer operating an authorized law enforcement vehicle to apprehend a fleeing suspect who is actively attempting to elude the police.
 - o) **Video recording (MVR)**: a recording device that records video and/or audio of a police event from a camera.
 - p) **Supervisor**: For the purpose of this policy, a supervisor is defined as a sergeant or higher-ranking officer.

4) Procedure Initiating the Pursuit

- a) Officers may only initiate a pursuit when there is reasonable suspicion that the driver or an occupant of the vehicle is fleeing from having committed a violent felony which includes:
 - i. Offenses where a suspect has killed a person.
 - ii. Assault in the first, second, or third degree
 - iii. Kidnapping
 - iv. Wanton endangerment in the first degree
 - v. Unlawful imprisonment in the first degree
 - vi. Rape in the first degree
 - vii. Sodomy in the first degree
 - viii. Burglary in the first degree
 - ix. Sexual abuse in the first degree
 - x. Robbery in the first or second degree
 - xi. Escape in the first degree.
 - xii. Arson in the first degree
 - xiii. Or the attempt of any of the above offenses.
- b) Prior to initiating the pursuit, the officer has reasonable suspicion that the driver is engaged in dangerous or reckless driving such that the necessity of immediate apprehension outweighs the level of danger created by the pursuit, excluding serious traffic offenses such as DUI, unless there are extenuating circumstances.

5) Restrictions

- a) In the event a supervisor is not available, officers are to strictly follow the pursuit restrictions. If a supervisor is not on duty, one will be notified as soon as possible.
- b) Only properly equipped police vehicles with emergency lights and sirens shall initiate a pursuit.
- c) In the event that an unmarked police vehicle with emergency lights and siren initiates a pursuit, the unmarked police vehicle shall give way and terminate the pursuit as soon as a primary and secondary marked police vehicle is available to take over the pursuit unless otherwise authorized to remain in the pursuit by a supervisor.
- d) Only two properly equipped (emergency lights and siren) vehicles, a primary vehicle, and a secondary vehicle, shall engage in a pursuit, unless additional vehicles are authorized specifically by a supervisor. Any officer not involved in the pursuit should remain aware of the direction of travel and progress of the pursuit and may shadow, but not be directly involved in the pursuit unless authorized by a supervisor.

- e) Officers shall not set up roadblocks or deploy tire deflation devices without the approval of a supervisor unless extenuating circumstances exist that would necessitate the immediate apprehension of the driver thereby outweighing the level of danger created by the deployment of the tire deflation devices.
- f) Officers shall not box in a vehicle without supervisory authorization.
 - i. Low-speed box-in is a seizure and therefore may only be utilized in accordance with the OCPD Response to Resistance policy.
 - ii. High-speed box-in is a seizure by means of force which may cause serious bodily harm or death and thus constitutes a use of deadly force. Before a supervisor may authorize the use of a "high-speed box-in" deadly force must be justified.
- g) Pursuits shall not be undertaken when the officer is operating a two- or three-wheeled police vehicle or ATV.
- h) If a pursuit is terminated by the primary vehicle, (unless for mechanical reasons), or the supervisor, then all officers shall terminate the pursuit.
- i) Officers engaged in a pursuit shall not drive vehicles the wrong way (against the regular flow of traffic) on a divided highway, interstate, or expressway or any other street or highway designated for one-way traffic, despite allowances in the state vehicular code.
- j) When a fleeing vehicle goes the wrong way against traffic, the primary officer may, whenever practical:
 - i. Parallel the vehicle in the correct lane of traffic.
 - ii. Notify Oldham County Central Dispatch (OCCD) of a wrong way driver.
 - iii. Request assistance from outside agencies to shut down vehicular traffic on the highway coming in the fleeing subject's direction; and
 - iv. Have OCCD notify Kentucky Department of Transportation to activate reader boards to advise motorists of a wrong way driver.
- k) Officers shall not engage in a pursuit when they are transporting prisoners, witnesses, suspects, complainants, or any person who is not an employee of OCPD.

6) Considerations

- a) Officers, operating under pursuit conditions, may consider the following factors:
 - i. Time of day and day of week.
 - ii. Lighting Conditions.
 - iii. Vehicular and pedestrian traffic.
 - iv. Type of roadway.
 - v. Condition of the roadway (e.g., dry, wet, paved, gravel, icy)
 - vi. Weather Conditions
 - vii. Condition of the emergency vehicle and the condition and type of the fleeing vehicle,
 - viii. driving ability of the officer; and
 - ix. Speeds of the emergency vehicle and the fleeing vehicle.

7) Responsibilities of Primary Unit

- a) Immediately and continuously activate emergency lights and siren.
- b) Immediately notify OCCD of the following:
 - i. Officer unit number
 - ii. The location, speed, and direction of travel of the offender
 - iii. Reason(s) for the pursuit
 - iv. The description of the vehicle being pursued.
 - v. The approximate number of occupants in the vehicle being pursued.
 - vi. Other agencies involved; and

- vii. Location when the pursuit is terminated.
- c) Provide updated information regarding direction of travel, speed, and other pertinent details until the secondary vehicle is available to take over the radio broadcast.
- d) Allow the secondary unit to assume all communications.
- e) Disengage from the pursuit if any mechanical problems develop in the primary unit's vehicle.
- f) Terminate the pursuit if hazardous circumstances or environmental factors present an unreasonable risk to public safety.

8) Responsibilities of Secondary Unit

- a) The first officer arriving to assist the primary vehicle driver shall notify OCCD and he/she becomes the secondary unit.
- b) The secondary unit shall receive immediate authorization from a supervisor to assist in the pursuit to the extent that a supervisor is available and monitoring the pursuit.
- c) The secondary unit shall activate and operate continuous emergency lights and siren from the point of entry into the pursuit until it is ended while following the primary unit at a safe distance and assume the radio communications for the primary unit.
- d) If the primary unit becomes disabled, the secondary unit shall take over as the primary unit.

9) Responsibilities of Supervisors

- a) Immediately assert control over the pursuit.
- b) Control the number of authorized vehicles in the pursuit.
- c) Immediately authorize continuation of the pursuit or order discontinuation depending on the hazardous circumstances and environmental factors present as communicated by the officer.
- d) Request aerial assistance when necessary. The air unit shall establish communications with and coordinate the movement of all involved units on OCPD's main radio channel.
- e) Order units to clear intersections in the likely path of the pursuit where appropriate.
- f) Ensure that no more than two (2) vehicles engage in the pursuit unless additional vehicles are required based on the following circumstances:
 - i. The severity of the offense
 - ii. The number of occupants in the suspect vehicle; and
 - iii. The likelihood of the suspects being armed.
- g) Direct and approve necessary tactics in the pursuit including authorizing termination of the pursuit through approved use of force tactics.
- h) Continuously evaluate the pursuit.
- i) Assign additional officers to traffic control, accident investigation, foot pursuit, and/or perimeter security.
- j) Notify affected agencies, if necessary.
- k) Respond to the scene of the termination of the pursuit.

10) Responsibilities of Oldham County Dispatch

- a) Assure that the supervisor of the pursuit is clearly identified and that the approval to initiate or continue the pursuit is broadcast.
- b) Assure that a supervisor is notified, and that all critical information is received from the officers involved and relayed to other units.
- c) Keep the supervisor apprised of all relevant traffic problems and other actions that might impact the conduct of the pursuit.
- d) Record all information received from the pursuing officer.
- e) Clear the radio channel.
- f) Conduct an inquiry of the license plate through NCIC.

- g) Notify adjacent jurisdictions of the pursuit and the potential that it may enter their jurisdiction.
- h) Continue monitoring the pursuit.

11) Use of Force/Termination of Pursuit

- a) Roadblocks, the PIT maneuver, and the use of firearms constitute seizures.
- b) Officers should recognize that the use of a tactic that is likely to result in a serious crash constitutes deadly force and shall not be used unless deadly force is justified.
- c) Use of firearms - The use of firearms to affect the apprehension of a fleeing suspect is a use of deadly force. Officers shall not shoot at or from a moving vehicle unless:
 - i. The officer has a reasonable belief that an occupant of the vehicle poses an imminent threat of death or serious physical injury to the officer or another person; or
 - ii. The officer has a reasonable belief that an occupant is using the vehicle in a manner that poses an imminent threat of death or serious physical injury to the officer or another person, and there is no avenue of or time to escape.
- d) Roadblocks - Only as a case of last resort where there is an imminent threat to public safety, and where authorized by a supervisor, may a roadblock be established. This decision to establish a roadblock shall consider the following:
 - i. The safety of the officers.
 - ii. The risk of physical injury to the occupants of the pursued vehicle.
 - iii. The protection of citizens and their property.
 - iv. Stationary roadblocks must be clearly visible at a distance sufficient to enable approaching vehicles to stop safely. The officer in charge of the roadblock shall notify OCCD of the exact location.
- e) PIT maneuvers are not allowed.
- f) Stop sticks/spike strips - Only officers trained in the use of stop sticks/spike strips shall deploy them. Officers are responsible for making sure that their use is contained in the pursuit report. The deploying officer shall advise pursuing units and all other units that they should distance themselves from the pursued vehicle and be prepared to slow down before entering the deployment site.
- g) Other traffic shall be diverted from the site if at all possible. Stop sticks/spike strips may be used with a supervisor's authorization on pursuits entering OCPD's jurisdiction where an outside pursuing agency is actively engaged to promote the safety of innocent persons in the vicinity. Stop sticks/spike strips/tire deflation devices could, under certain circumstances, constitute the use of deadly force. As with any use of force tactic, prior to the deployment of such a tactic, officers must be trained with respect to the tactic. Officers shall not use tire deflation devices on motorcycles or ATVs unless deadly force is justified.
- h) Officers shall remove the stop sticks from the roadway as soon as it can be accomplished in a safe manner. The stop sticks shall be secured and examined for damage. Any stop sticks that are damaged shall be placed into property as evidence. An Incident Report should include the use of stop sticks and any relevant information about the officer's use and the effectiveness of the stop sticks. The officer shall advise their shift supervisor of any stop stick usage and request immediate replacement if necessary.
- i) In all cases, officers should employ high-risk traffic stop techniques at the end of pursuits.

12) Reasons for Discontinuation of Pursuit

- a) Any officer involved in a pursuit shall terminate the pursuit, and immediately notify OCCD of his or her point of discontinuation under any of the following conditions:
 - i. An officer whose emergency lights/siren malfunction during a pursuit shall terminate

- his or her involvement in the pursuit.
 - ii. When ordered by a supervisor, or any other higher-ranking member of OCPD.
 - iii. When any officer involved in the pursuit believes the level of danger created by the pursuit outweighs the necessity for immediate apprehension.
 - iv. When the risk conditions have increased, and the subject's identity has been established to the point where later apprehension can be accomplished and there is no longer any need for immediate apprehension.
 - v. When it is known that the suspect is a juvenile and is wanted for a minor offense or nonviolent felony.
 - vi. When the location of the pursued vehicle is no longer known.
 - vii. When motorists/pedestrians are involved in an accident as a result of the pursuit, immediate assistance shall be given. If only the marked primary police vehicle is involved, then this vehicle must stop to aid.
- b) Discontinuation of a pursuit requires the officer(s) to abandon all active attempts to stop and/or follow the suspected vehicles and officer(s) shall turn off all emergency equipment.
 - c) An officer will not be disciplined when, in the officer's opinion, circumstances warrant terminating the pursuit.
 - d) The termination of a pursuit does not prohibit the following of the suspect vehicle at the posted speed limit or remaining in the area to attempt to locate the suspect vehicle.

13) Interjurisdictional Pursuits

- a) Officers may pursue a suspect for a violent felony anywhere within the Commonwealth of Kentucky, arrest the suspect and immediately return them to the Oldham County Detention Center.
- b) If the return of a prisoner is delayed for any reason, they shall be detained in either a medical or correctional facility until they can be taken before a judge in that jurisdiction.
- c) Officers may pursue a suspect for a violent felony outside the Commonwealth of Kentucky but may not arrest or return the prisoner.
- d) Outside state lines, officers may only detain a suspect and shall then contact local authorities to make the arrest. The prisoner shall be taken before the local judge and if they waive extradition, the officer may return the prisoner to Oldham County Detention Center. If the prisoner refuses to waive extradition, they shall be left with the local authorities. The officer must then return to Oldham County and begin the process to extradite the prisoner.
- e) If pursuits from this jurisdiction proceed into another jurisdiction the following guidelines shall be observed:
 - i. Notify, through OCCD, the other jurisdiction as soon as possible of the reasons for the pursuit, the vehicle description, and request assistance.
 - ii. Under Kentucky law, a peace officer in actual pursuit may continue a pursuit across corporate or county lines for the purpose of making an arrest.
 - iii. When pursuits enter an adjoining state, officers are required to follow that state's laws. If pursuits from another jurisdiction proceed into this jurisdiction the following guidelines shall be observed:
 - iv. OCCD should determine the number of law enforcement vehicles from the other jurisdiction that are involved in the pursuit, find out the circumstances of the pursuit to include the offense, vehicle description, and if assistance is requested.
 - v. Supervisors will only approve assistance from this jurisdiction if the pursuit is justified under OCPD policy and limited to only one OCPD vehicle. In the event that the pursuit is not justified under OCPD policy, an officer may maintain contact and assist as necessary.

- vi. Stop sticks/spike strips may be used with a supervisor's authorization on pursuits entering this jurisdiction where an outside pursuing agency is actively engaged to promote the safety of innocent persons in the vicinity.
- vii. A supervisor from this jurisdiction shall proceed to the completion point of the pursuit as quickly as possible.
- viii. The initiating agency will remain in control of any pursuit that crosses into this jurisdiction and will remain responsible for the pursuit, unless requested otherwise.
- ix. This provision only applies when the initiating agency has jurisdiction within the Commonwealth of Kentucky to pursue within this state.
- x. Generally, officers will not continue a pursuit that has passed through this jurisdiction once the pursuit has left this jurisdiction.

14) Report & Review Process

- a) A supervisor shall conduct an immediate investigation of the circumstances of the pursuit and shall submit a written report regardless of whether the pursuit was terminated, or the subject was apprehended.
- b) The Departmental Pursuit Report Form (or state-designated pursuit) shall be completed after a pursuit.
- c) In addition to providing the required information on the form, the supervisor will indicate in the narrative section the following:
 - i. The reasonable suspicion articulated for engaging in the pursuit.
 - ii. An account of all violations committed during the course of the pursuit.
 - iii. A summary of tactics employed to apprehend the subject.
 - iv. The exact point of the apprehension or termination of any pursuit.
 - v. If the subject is apprehended, there should be an account of the officer's involvement in that arrest.
 - vi. Officers assigned to the pursuit and the assignment of all those involved in the pursuit in various roles.
 - vii. A summary of any collisions or other incidents arising from or related to the pursuit. • A complete evaluation on the adherence of the pursuit's conduct to OCPD's pursuit policy.
 - viii. If the supervisor terminated the pursuit, the time and location that the pursuit was ordered terminated.
 - ix. The following will be collected in regard to any pursuit:
 - x. Copies of reports and police vehicle video from all officers involved in the pursuit; • A copy of the OCCD tapes.
- d) The shift supervisor shall analyze and critique the pursuit to determine compliance with state law and Department policy. An Incident Report and review letter of each pursuit shall be submitted to the Operations Commander.
- e) After review by the Operations Commander, the Incident Report and review letter shall be forwarded to the Chief of Police.

15) Video Recordings

Officers shall record pursuits utilizing video recordings. These recordings are for law enforcement purposes only and must be held and disseminated in accordance with K.R.S. 189A.100.

16) Training

Officers should be trained to utilize any equipment or tactic used during a pursuit.

17) Annual Review

The Operations Commander shall conduct an annual review of all pursuits and the pursuit procedure and submit an analysis to the Chief of Police (KACP 21.2j).

CHAPTER 25: ARRESTS:

1) Introduction

- a) Arrest laws come from various sources including the United States and Kentucky Constitutions, Kentucky Revised Statutes, Kentucky Rules of Criminal Procedure, statutes, court rules and case law.
- b) Officers must have probable cause to make an arrest by carrying out their official duties as a sworn peace officer or by making a private citizen's arrest for a felony.
- c) To have probable cause, an officer must have facts or reliable information giving them reasonable belief that the person arrested has committed a crime. If necessary, officers may use reasonable force to affect an arrest.
- d) Exceptions to a fresh arrest include registered voters traveling to and while in attendance at polling locations; Congressmen or members of the General Assembly traveling to and while in attendance at sessions of the legislative body (although they may be arrested for any public offense); and Kentucky National Guardsmen traveling to and while at a place of active service (although they may be arrested for a felony).
- e) The statute of limitations in Kentucky is one (1) year for a misdemeanor or violation and there is no statute of limitations for a felony.

2) Jurisdiction

- a) The primary jurisdiction of the Department is contained within the geographical boundaries of Oldham County, Kentucky.
- b) An officer may make arrests and issue citations anywhere within Oldham County.
- c) If an officer needs to serve an arrest warrant elsewhere in the Commonwealth, they shall notify the primary law enforcement agency of that jurisdiction to make the arrest.
- d) They may then transport the prisoner back to Oldham County.
- e) Officers may also make arrests or take enforcement action in conjunction with any inter-local agreements abiding by the terms in the agreement.
- f) Other agencies having jurisdiction within the County are the Kentucky State Police, Kentucky Motor Vehicle Enforcement, Oldham County Sheriff's Department, LaGrange Police Department, Pewee Valley Police Department and any first through fifth class city.
- g) If any offenses occur within a city, complainants may be referred to the appropriate agency where the offense occurred.

3) Discretion

- a) Department policy provides officers with guidelines to use discretion in the performance of their duties.
- b) It is up to the individual officer to consider the situation, relevant factors, previous knowledge, training, and good judgment when making decisions.
- c) Officers using discretion shall not usually be held at fault by a supervisor, although the supervisor may recommend more appropriate alternatives.
- d) Situations may arise where officers elect to exercise other alternatives such as issuing a warning or citation, or referral to a social service agency.
- e) When determining whether a citation or summons should be issued, officers should consider the nature of the offense committed, if the accused poses a danger to themselves or the public, and if the accused may disregard a citation or summons.
- f) Patients from mental or other medical facilities who leave without permission shall be returned to the appropriate facility when possible.

- g) Military personnel who are absent without leave must be classified as deserters before they may be arrested.

4) **Strip Searches**

- a) Officers may conduct a strip search of any person arrested based upon reasonable suspicion that they are concealing contraband, evidence, or weapons.
- b) The strip search shall only be conducted in the privacy of the police department or in Oldham County Detention Center during the booking process. The strip search shall be conducted with at least two (2) officers present of the same gender as the subject to be searched.
- c) Under no circumstances shall subjects be strip searched by members of the opposite gender.
- d) The most efficient means of searching an individual's person and clothing is to have them remove all clothing and then perform a systematic and thorough search of their body and of each item of clothing.
- e) Officers should examine the individual's body from head to toe, looking for any item that may be attached to the body or concealed within a body cavity.
- f) If it is necessary to search the interior of a body cavity, a physician shall conduct the search and a warrant may be necessary.
- g) Officers shall obtain permission from a supervisor prior to conducting any strip search and complete an Incident Report prior to the end of their shift.
- h) Persons who wish to voluntarily remove contraband concealed within their own body cavity may do so in the presence of officers of any gender.
- i) Officers should provide as much privacy as possible without compromising officer safety.
- j) Voluntary removal of concealed contraband shall not be considered to be a strip search.

5) **DUI: Evidentiary Testing**

- a) Officers who stop a suspected intoxicated driver may request they submit to a Preliminary Breath Test (PBT).
- b) The driver has the right to refuse testing; however, a refusal will not initiate the implied consent under Kentucky Revised Statutes. All PBTs must be approved by the Department prior to use.
- c) PBTs should be used as a screening test in conjunction with other field sobriety tests.
- d) Smoking, eating, or drinking within 20 minutes of a breath test may contaminate the sample.
- e) Officers shall not allow a test subject to smoke, eat or drink until after the testing is completed.
- f) If a test subject is physically unable to give a breath sample, the officer may initiate a blood test as an alternative. If a test subject has refused a blood test a court order must be obtained. Blood draws may be conducted by any trained medical personnel.
- g) Testing kits provided by the Kentucky State Police Lab shall be used to obtain blood and urine samples.

6) **Citations**

- a) Officers may cite the accused to appear in court in lieu of making a physical arrest for any misdemeanor committed in their presence, if they have reasonable belief the accused will appear in court, unless the misdemeanor offense is a violation of a protective order issued during the course of a domestic violence situation.

- b) Officers **SHALL** make a physical arrest for a violation of that protective order:
Mandated by KRS 431.015(1)(c): *“A peace officer shall make an arrest for violations of protective orders, issued pursuant to KRS 403.715 to 403.785.”*
- c) Officers may issue a citation for any violation committed in their presence. Officers may arrest for a violation committed in their presence when they have reasonable belief the accused will not appear in court, or the violation is one of the following: KRS 189.290 (reckless driving); KRS 189.520 (operating a vehicle, other than a motor vehicle, under the influence of intoxicants or other impairing substance); KRS 189.580 (failure to stop and render aid); KRS 511.080 (criminal trespass in the third degree); or KRS 525.070 (harassment); or a violation of KRS 189A.010 (probable cause DUI of Motor Vehicle not committed in the officer’s presence).
- d) Officers shall complete a citation when making a physical arrest.
- e) A memo shall be submitted for all voided citations stating the reason, Citation Control #, date, Offender name, Offender identifiers, and charges.

7) Suicide Attempts

- a) Officers may take suicide attempt victims into custody for their own safety pursuant to Kentucky Revised Statute 202A.041 and transport them to the University of Louisville Hospital for evaluation.
- b) A citation and JC-3 for self-abuse report shall be completed.
- c) If the subject has committed a criminal offense in conjunction with the suicide attempt, they may also be charged with that offense.

8) Medical Facilities

- a) No patient shall be removed from a medical facility for the purpose of making an arrest without the approval of a physician.
- b) Supervisors may authorize an officer to issue a citation in lieu of arrest.
- c) If in the supervisor’s opinion a citation is inappropriate, they shall arrange for a long-term prisoner detail.

9) Diplomats

- a) Foreign consular officers and diplomats, their family members and employees should not be arrested, detained, or searched for any criminal offense.
- b) Officers may warn or cite these individuals for a traffic violation.
- c) These individuals are issued identification cards by the U.S. State Department and should be released upon verification of their identification and credentials.
- d) In addition, any property to include correspondence, working papers, place of residence or work, and vehicles should not be subject to search or seizure.
- e) Honorary consular officers who may temporarily perform consular duties are not immune from arrest, detention, or search; however, consular working papers are not subject to search or seizure.
- f) Officers shall notify a supervisor immediately upon contacting a foreign consular officer or diplomat, family member, or employee and complete an Incident Report prior to the end of their shift.

10) U.S. Post Office Mail Delivery Personnel

- a) Officers shall not make a misdemeanor arrest of a U.S. Post Office mail delivery employee during their tour of duty unless they are unable to safely operate their postal vehicle.
- b) It is preferred to make the arrest at the end of their tour of duty unless prior arrangement is made with a postal supervisor.
- c) Felony arrests shall be made immediately; however, an officer shall remain with the postal vehicle until a postal supervisor arrives.

CHAPTER 26: PRISONERS

1) Custody & Control

- a) Officers shall conduct a thorough search of any prisoner upon arrest and prior to transport.
- b) Officers shall not allow any weapon or object capable of being used as a weapon in any area accessible to a prisoner.
- c) Officers shall not allow any unauthorized persons to communicate with a prisoner.
- d) Officers should inspect their vehicle for any contraband or weapons prior to and after transporting a prisoner.
- e) Vehicles used for transporting prisoners shall be equipped with a safety barrier separating the front and rear seats that does not impair communications and observation.
- f) Vehicles used for transporting prisoners should have the rear doors and windows rendered inoperable and the controls should be operated from the front seat or from outside the vehicle.
- g) Vehicles without a safety barrier may be used for prisoner transport in exigent circumstances.
- h) Leg shackles and hobble restraints may be used.
- i) EMS may be used as an alternative for transport and must be accompanied by at least one (1) officer.
- j) Officers shall observe prisoners at all times while in their custody and monitor for any medical problems such as excited delirium syndrome which may require immediate medical treatment.
- k) Officers shall remain in close proximity to a suspect or prisoner to handle any problems when allowing them the private use of a bathroom or during medical treatment.
- l) Department civilian employees may be asked, but are not required, to assist in accompanying suspects or prisoners, who are of the opposite gender to the officer, to the bathroom; however, the officer must maintain visual observation of the employee to ensure their safety.
- m) Supervisors may authorize an officer to issue a citation in lieu of arrest if a prisoner is to be admitted for long-term medical treatment. If in the supervisor's opinion a citation is inappropriate, they shall arrange for a long-term prisoner detail.
- n) Officers may transport juveniles and prisoners of the opposite gender. Officers shall advise dispatch of their beginning and ending mileage on all prisoner transports. Officers transporting prisoners should proceed directly to their destination and shall not divert unless exigent circumstances exist. Officers should be cautious of the risk to prisoners and third parties if diverted during transport.
- o) Upon arrival at any detention facility prohibiting firearms, officers shall secure their weapons in the trunk of their vehicle or in a lock box provided by the detention facility.
- p) Officers shall advise the intake officer regarding any risks posed by a prisoner upon arrival at any detention facility.
- q) During extended transport where a meal is necessary for a prisoner, the officer shall select a location and obtain a receipt.

2) Restraints

- a) All prisoners shall be handcuffed while in custody and during transport when practical.
- b) Handcuffs should be secured with the prisoner's hands behind their back when practical and shall be checked for tightness and double locked.
- c) If it is physically impractical due to handicap or size to handcuff a prisoner's hands behind their back, officers may handcuff them with their hands to the front.
- d) If a prisoner complains handcuffs are too tight, officers shall check at least once to ensure proper fit, taking into consideration prisoner comfort and officer safety.
- e) Officers may use a transport belt or leg/ankle restraints when necessary.

- f) Prisoners should be seated in an upright position and seat belted in the back seat of the police vehicle.
- g) At no time shall prisoners be transported on their stomach, with their handcuffs secured to leg or ankle restraints, or in any other position that may restrict or impair their breathing.
- h) No more than three (3) prisoners shall be transported in a police vehicle at a time.
- i) Prisoners who cannot wear a seatbelt may be transported by other means such as EMS.
- j) Prisoners should not be handcuffed to any object, vehicle, or any person during transport.
- k) Exceptions to this would be when transporting by EMS prisoners may be handcuffed to stretcher or gurney.
- l) Prisoners may be handcuffed or restrained to a rail at a detention facility, during medical treatment (i.e., stretcher, gurney, or bed) and other objects when exigent circumstances may exist.

3) Escape

- a) Officers shall make every attempt to minimize the potential of escape by a prisoner.
- b) If a prisoner escapes from custody, officers shall immediately advise dispatch and have dispatch notify a supervisor.
- c) The officer shall complete an Incident Report.

4) Interaction

- a) Employees shall not offer legal advice, arrange for legal advice, or compromise any legal proceedings involving any complainant, victim, suspect or prisoner.
- b) Employees shall not post bond for any person under arrest except where an employee's immediate family is involved.

CHAPTER 27: JUVENILES

1) Alternative Options

- a) Officers may utilize the following options regarding juveniles: warnings, citation or juvenile petition, informal referral, consulting with and arranging for corrective action by parents, not filing formal charges and dropping charges upon agreement of all parties involved.
- b) Officers should consider the following factors when making their decision on the best corrective measure for a juvenile: the nature of the offense, age and circumstances of the juvenile, prior record, and availability of community-based rehabilitation programs.
- c) Court designated workers (CDW) are available to assist officers with juvenile offenders.

2) Processing

- a) Juvenile traffic, misdemeanor and felony offenders may either be cited or taken into custody based upon the seriousness of the offense. Juveniles will be notified of their court date and time by a Court Designated Worker (CDW). Juvenile traffic offenders 16 to 17 years old shall be assigned to appear in District Court in the same manner as adults.
- b) Officers charging juveniles who commit serious criminal offenses may contact the CDW to determine if the seriousness of the offense warrants immediate detention. If the seriousness of the crime fits necessary criteria for immediate detention, the CDW will contact a Judge for a Court Order for detention.
- c) Juveniles taken into custody shall be read their Miranda Rights prior to interview or interrogation.
- d) The juvenile's parent, guardian, custodian, or responsible person shall be notified as soon as possible and advised of the charges.
- e) Juveniles shall not be detained for more than two (2) hours unless a CDW or their representative grants an extension. In addition to interview and interrogation during the detention period, officers may: verify the juvenile's identity; photograph and/or fingerprint the juvenile; perform records checks; and perform evidence collection.
- f) When releasing a juvenile, officers shall have a parent, guardian, custodian, or responsible person sign the citation and place a contact phone number next to their signature.
- g) Officers shall provide dispatch with their beginning and ending mileage when transporting a juvenile and shall follow all other procedures as outlined in policy and procedures.
- h) Juveniles shall be separated by sight and sound from adult prisoners at all times while in custody.

3) Dependency, Neglect & Abuse

- a) Officers who have reason to believe or have obtained information that a juvenile is dependent, neglected or abused shall complete an offense report, JC-3.
- b) Officers who believe a juvenile is in imminent danger may take the juvenile into protective custody and should contact The Cabinet for Family and Health Services.
- c) Officers who take a juvenile into protective custody shall attempt to notify a parent, guardian, custodian, or responsible person and advise where the juvenile is to be taken.
- d) If unable to contact, officers shall contact the Cabinet for Family and Health Services advising of the juvenile's removal.
- e) Officers shall coordinate with the Cabinet for Family and Health Services for proper and safe placement of the juvenile.
- f) If medical treatment is necessary EMS should be notified.

4) Abandoned Infants

- a) Any person may place a newborn infant, defined as an infant less than 72 hours old, with any employee or on Department premises and express intent to leave the infant and not return.
- b) The person(s) shall have the right to remain anonymous and to leave at any time and shall not be pursued or followed unless there are indications of child physical abuse or neglect.
- c) Officers should attempt to voluntarily obtain non-identifying information from the person(s) leaving the newborn infant regarding the infant's medical condition and history to facilitate proper medical treatment.
- d) Upon taking custody of a newborn infant, officers shall immediately arrange for the infant to be transported to Kosair Children's Hospital and shall have implied consent to any and all appropriate medical treatment.
- e) Officers shall also complete an Incident Report.

5) Juvenile Status Offenses

- a) A status offense is any offense that if committed by an adult would not be a crime.
- b) The only status offenses that juveniles may be taken into custody for are habitual runaway and a court order or warrant.
- c) A juvenile who has been away from home more than three (3) consecutive days or three (3) separate incidents in one (1) year without their parents' permission is considered a habitual runaway.
- d) Probable cause to take a juvenile into custody as a habitual runaway shall be based on the parent(s)' statement and may also be verified by previous missing persons reports.

6) Dependency & Mental Health Actions

- a) Officers shall attempt to mediate any incident in which a parent, guardian, custodian or responsible person refuses to take custody of a juvenile.
- b) If unable to resolve the situation, officers may attempt to place the juvenile with a relative or family friend.
- c) Officers may contact Child Protective Services or the Court Designated Worker (depending on the situation) for placement alternatives only as a last resort.
- d) Juveniles under the age of 18 can only be admitted to a mental health facility by a parent, guardian, custodian, responsible person, by citation, or by court order.

CHAPTER 28: DOMESTIC VIOLENCE

1) Introduction

- a) Officers shall treat all acts of domestic violence as criminal conduct and respond appropriately and consistently to every domestic violence incident.
- b) Officers may make an arrest, utilize dispute mediation, separation, or other police intervention techniques when investigating a domestic violence incident.

2) Communications Procedures

- a) Two (2) officers should be dispatched to respond to all domestic violence calls for service.
- b) Dispatchers should obtain all pertinent critical information and attempt to determine if domestic violence is in progress.
- c) When a domestic violence assault is in progress or imminent, officers should respond code three (3).

3) Investigation

- a) Officers responding to domestic violence calls for service should utilize invisible deployment, quickly assess the situation, and advise other units.
- b) Officers may make a warrantless entry and search for a location when there is probable cause to believe that a victim may be in danger.
- c) Officers shall determine the need and arrange for medical treatment if necessary.
- d) Officers should separate and interview the involved parties and provide the dispatcher with the information necessary to check for protection orders and warrants.
- e) Officers shall complete a JC-3 Form and an offense report in all known or suspected domestic violence or abuse cases.
- f) Officers shall document and take photographs of any reported or actual injuries to all involved parties. Officers having probable cause to believe that two (2) or more parties committed domestic violence against one another shall attempt to determine the primary aggressor and if either party acted in self-defense.
- g) Officers should consider the following factors when attempting to determine the primary aggressor: degree of injury, behavior and statements of involved parties, and domestic violence history.
- h) Arresting all involved parties is not the preferred response.
- i) Officers should advise dispatch to check LINK / NCIC for any active Emergency Protective Orders (EPOs) or Domestic Violence Orders (DVOs) on all involved parties.
- j) Officers who determine that an EPO / DVO has not yet been served shall advise the respondent of the conditions of the EPO / DVO and serve the EPO or DVO or attempt to make arrangements for service if possible.
- k) A respondent cannot be arrested for violation of an EPO / DVO unless such violation occurred after they were served.
- l) An EPO / DVO may require the respondent to surrender their Concealed Carry Deadly Weapons (CCDW) license.
- m) Officers who encounter a respondent who has been served notice but has not yet surrendered their license shall arrest the respondent for violation of the EPO / DVO, if it is listed as a condition on the EPO / DVO.
- n) Officers shall presume all Foreign Protective Orders (FPOs) to be valid on their face and shall enforce all conditions including those not available in Kentucky.
- o) Although an FPO may be entered into LINK / NCIC, entry is not required for it to be considered valid and enforceable.

- p) Some FPOs do not list an expiration date and shall be presumed to be active based upon the statement of the petitioner.
- q) Officers shall make arrests for a violation of an FPO in the same manner as a violation of an EPO / DVO. The charge shall be a violation of a protective order.
- r) The Criminal Investigation Sergeant shall be notified in any of the following domestic violence situations: when an involved party receives a serious physical injury; spousal rapes; kidnapping or hostage situations; stalking cases where the victim is in imminent danger; and any incident where the responding officer needs the assistance of a Detective.
- s) Officers who make an arrest in a domestic violence investigation shall close their offense report as cleared by arrest and the case will not be followed up by Detectives.
- t) Officers shall explain to the victim and any witnesses their responsibility and what steps will be taken during the investigation.
- u) Officers should instruct victims to contact the Department with their report number to provide additional information about their case or to obtain their case status.
- v) If no Detective has been assigned to the case, the victim shall be referred to the original reporting officer.
- w) Officers shall ensure the safety of all involved parties and be able to articulate that the scene is secure, prior to clearing the location of any domestic violence incident.
- x) Officers shall not disclose the location of any victim who chooses to leave the scene for their safety to any persons except those directly involved in the investigation and prosecution of domestic violence.

4) Introduction

- a) Victims shall be informed of community resources such as the Center for Women and Families, 927 South Second Street (581-7200) and the Victim Information and Notification Everyday (VINE) system.
- b) Victims should be informed of their rights involving domestic violence including the availability and enforcement of civil protective orders, emergency shelters, etc.
- c) Many of these rights and services are printed on the Victim Rights Information tear-off portion of the JC-3 form. Officers should assist victims in obtaining protective orders or warrants and transport to a safe location.
- d) Officers should advise victims to report subsequent incidents or threats of domestic violence including stalking.
- e) Officers who become aware of a threat to any individual shall make every attempt to immediately contact the individual.
- f) Officers should inform the victim of the threat and discuss all options available to them.
- g) Officers should document threats of violence and determine if further preventive measures are warranted.

CHAPTER 29: WARRANTS & SUMMONS

1) eWarrants

- a) eWarrants include both arrest and bench warrants and can be located through ewarrants.ky.gov or in LINK.
- b) Employees are not authorized to use eWarrants until they have completed mandatory training.
- c) When an eWarrant is located in the system it is presumed to be active, valid, and no additional verification is required.
- d) Warrants and summons should be served as soon as possible after receipt.
- e) Two (2) officers or more shall be present when serving warrants, when possible.
- f) Officers shall print eWarrants from ewarrants.ky.gov.
- g) Officers shall have custody and control of the subject named on the eWarrant prior to printing the warrant.
- h) Officers shall verify the warrant printed completely and legibly prior to indicating it as served in eWarrants because the system allows only one (1) warrant to be printed and does not allow officers to reprint.
- i) Officers shall complete a citation when serving a warrant.
- j) Officers using eCitation to serve a warrant shall print three (3) copies: one (1) copy is turned into the Department and two (2) copies are turned in to Oldham County Detention Center with the signed eWarrant.
- k) Officers using traditional handwritten citations shall distribute the copies as follows:
 - COURT to Court
 - COURT 2 to Department
 - PINK Copy to Violator
 - DETENTION to Jail
 - AGENCY to Department
- l) Officers shall complete a citation when serving a summons.
- m) Officers using eCitation to serve a summons shall print two (2) copies: one (1) copy is provided to the defendant and one (1) copy is turned in to the Department with the signed summons.
- n) Officers using traditional handwritten citations shall provide the pink violator copy to the defendant and all other copies of the citation shall be turned in to the Department with the signed summons.
- o) Officers who unsuccessfully attempt to serve a warrant or summons shall indicate the service attempt in eWarrants.

2) NCIC Warrants

- a) Dispatchers shall confirm NCIC warrants through the entering agency and if they will extradite prior to an officer's attempt to serve.
- b) Officers shall turn in the arrest citation to Oldham County Detention Center. Officers shall request a faxed copy of the warrant from the entering agency, and it should be attached to the citation.
- c) No offense report is required for an NCIC hit and the citation requirements are the same as eWarrants.
- d) A subject arrested as a fugitive from a jurisdiction outside Kentucky is to be charged as a fugitive without a warrant.
- e) Copies of the NCIC hit confirmation, arrest citation and local charges (if any) shall be faxed

to the Commonwealth Attorney's Office, prior to the end of the officer's shift.

- f) Officers who place local charges against a fugitive are responsible for the disposition of those charges. A subject arrested as a fugitive from a jurisdiction within Kentucky should be charged with the Kentucky Revised Statute charge on the warrant and any local charges.

3) Service Outside Oldham County

- a) Warrants taken out by officers that require service outside Oldham County may be served in one of the following manners: an agency within Kentucky is contacted to serve the warrant and arrangements may be made to transport the prisoner; an agency within Kentucky is contacted and a Department officer shall accompany their officer(s) in making the arrest and transporting the prisoner to Oldham County Detention Center; or an agency outside Kentucky is contacted to serve the warrant or makes contact on their own and serves the warrant, and lodges the prisoner to await extradition.
- b) Extraditions shall be conducted by the Commonwealth Attorney's Office.
- c) Criminal Investigations Detectives should be notified when a fugitive from Oldham County is returned to Kentucky for prosecution.

4) Mental Inquest Warrants

- a) Officers may take mentally ill persons into custody either with a Mental Inquest Warrant (MIW) or pursuant to Kentucky Revised Statute 202A.041 on a citation.
- b) When mentally ill persons are taken into custody on a citation, Adults should be transported to University of Louisville Hospital and Juveniles should be transported to Kosair Children's Hospital for evaluation.
- c) Two (2) officers shall serve an MIW as soon as practical upon receipt.
- d) Officers must complete the appropriate forms as necessary depending on the particular situation but at a minimum a citation will be completed.
- e) A copy of all documentation shall be provided to the hospital as requested.
- f) Officers shall ensure a copy of the citation and/or MIW is provided to the person served.
- g) If the hospital refuses admission, officers shall notify a supervisor.
- h) Officers shall be responsible for providing transportation for the individual back to their original location if requested.

5) Obtaining a Warrant

- a) Officers applying for a warrant shall verify all available information including but not limited to: the identity and address of the defendant; vehicle registration; operator's license; arrest records; informant information; or other available information.
- b) Warrants shall be based on a criminal complaint and issued by a judge.
- c) Warrants can be obtained through ewarrants.ky.gov or in person at the County Attorney's Office. Officers shall log on to the website, click on "create complaint," complete the required fields, submit the warrant, and confirm the submission by clicking the "ok" button in the pop-up window.
- d) Officers are required to physically sign the warrant at the County Attorney's Office.

6) Search Warrants

- a) The Fourth Amendment to the United States Constitution provides that all persons have the right to be secure in their persons, houses, papers and effects against unreasonable searches and seizures.
- b) Kentucky law states that a search is an examination of a person's premises or property for the purpose of locating contraband or evidence to be used in a criminal prosecution.
- c) A search warrant is a written order from a judge authorizing an officer to search a person,

- location, or property and seize specific evidence.
- d) Unless exigent circumstances exist, officers should obtain a search warrant and a copy shall be maintained in the case file.
 - e) Officers shall complete a search warrant affidavit describing the facts of a crime and possible location of evidence to be seized.
 - f) Officers shall describe in detail the person or location to be searched enabling serving officers to clearly identify the individual or area to be searched.
 - g) A search warrant should be served as soon as practical after receipt and may specify certain restrictions or time limits.
 - h) A Command Officer shall be notified prior to the execution of any search warrant.
 - i) A Detective or a supervisor shall be designated as the officer in charge and shall be responsible for the overall supervision of the service of a search warrant.
 - j) The officer in charge shall notify the Special Response Team (SRT) Commander in the following situations: any information exists that indicates any high risk or unusual circumstances.
 - k) If the SRT is utilized the SRT Commander shall be in charge of entry to include strategies, tactics and security.
 - l) The SRT shall only assist with the entry and security search of the warrant service.
 - m) Nothing in this chapter prohibits an officer in charge from consulting with the SRT Commander.
 - n) A supervisor and any other affected agencies shall also be notified of the nature and location of the operation.
 - o) A briefing will be conducted with all involved officers to discuss assignments, strategies, and tactics for the service of the search warrant.
 - p) A seizure occurs when the officer takes a person or property of another into custody.
 - q) Criminal Investigations Detectives shall be notified and responsible for the seizure of any computer equipment.
 - r) The Criminal Investigations Sergeant or his/her designee shall coordinate specialized assistance from outside agencies if needed.

7) Use of Informants

- a) Officers may use information from named or unnamed informants to show probable cause for a warrant.
- b) Reliability does not have to be proven in the affidavit when a named informant is used.
- c) Officers using an unnamed informant must include sufficient information in the affidavit to demonstrate that the informant is reliable, knows sufficient facts to show probable cause, and how such information was obtained.

CHAPTER 30: EVIDENCE & PROPERTY

1) Policy

- a) The Chief of Police or his/her designee shall be responsible for Department property, evidence, and all other items stored in the evidence room, garage, or any other storage area maintained by the department.
- b) Areas within the evidence room shall be physically separated and secured by means of at least two sets of locked doors to provide separation, security, and access control.
- c) The evidence processing station shall be maintained by the Evidence Officer. It shall contain necessary supplies to process and package evidence and has a designated biohazard disposal container.
- d) Evidence Officer(s) shall be the only persons with assigned keys to evidence rooms and lockers.
- e) Employees may enter the inner evidence room only when accompanied by an Evidence Officer and shall be noted on the evidence room entry log.

2) Procedures

- a) Officers shall utilize the Evidence Tracker Program for any evidence or property seized or recovered and secure evidence or property in one of the approved temporary storage locations prior to the end of their shift.
- b) Officers shall package and seal all evidence in an appropriately sized container, envelope, or bag in accordance with the Kentucky State Police Physical Evidence Collection Guide. An evidence package is properly sealed when the contents cannot readily escape and if entering the container will result in obvious damage or alteration to the container or seal.
- c) Employees shall clean the evidence processing area before and after use.
- d) Recovered, found or seized U.S. Currency, narcotics, weapons, ammunition, jewelry and biohazards shall be packaged separately.
- e) U.S. Currency shall be counted by the officer logging the property and verified by the Shift Supervisor.
- f) If a Supervisor is not available, another officer may verify the amount of U.S. Currency entered in the Evidence Tracker Program, for any amount less than \$2,500.00.
- g) The Evidence Officer shall verify, reseal, and initial the evidence package prior to placing the evidence in the evidence room for long-term storage.
- h) Oversized property that will not fit into evidence lockers shall be secured in the hallway near the evidence lockers with the location noted in the Evidence Tracker Program, and the Shift Supervisor shall be notified.
- i) Officers shall attempt to return found property to its owner prior to the end of their shift.
- j) Officers who are unable to return found property by the end of their shift shall secure the property in accordance with the evidence procedures described in this chapter.
- k) When any property is released to its owner, legal guardian, or the owner's designated representative, they shall sign the release form acknowledging the receipt of the property.
- l) Blood alcohol kits, sexual assault, and DNA kits shall be collected, maintained, and transferred to a Kentucky State Police (KSP) Forensic Laboratory for testing, per the procedures described in this chapter.
- m) All kits collected by officers shall be submitted to a KSP Forensic Laboratory for examination. Evidence may be submitted to other qualified forensic laboratories if approved by the County Attorney, Commonwealth Attorney, or as ordered by the Court.

3) Sexual Assault Kits

- a) Entering DNA (deoxyribonucleic acid) evidence from sexual assault evidence kits increases the likelihood of prosecution. The importance of DNA evidence in sexual assault cases cannot be overstated.
- b) Not only does DNA evidence carry weight in court, but it may prevent future sexual assaults from occurring.
- c) Even if the perpetrator is not prosecuted, their DNA may be added to the national database, making it easier to connect the perpetrator to a future crime or a past crime.
- d) The policy of this department will be that when notification of an alleged sexual assault is received from a collecting facility, generally a hospital, clinic or medical provider that the procedures and timelines outlined in the policy below be utilized.
- e) Sexual Assault Evidence Kit (SAEK) is a container that includes a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam. The contents of the kit may include:
 - Bags and paper sheets for evidence collection
 - Comb
 - Documentation forms
 - Envelopes
 - Instructions
 - Materials for blood samples
 - Swabs
- f) Procedures: Once DNA is collected, there is a protocol for how the evidence is handled and used in an investigation. The evidence will be provided to law enforcement who will send it to the crime lab. The lab will analyze the material and develop DNA profiles that are unique to a specific person. The lab works with law enforcement officials to compare these profiles to the DNA of potential suspects. If the perpetrator is unknown, they may compare the DNA profile against a large database run by the FBI called CODIS, the Combined DNA Index System. This way, law enforcement can identify suspects that the victim doesn't know or isn't familiar with.

When this department receives notification that a sexual assault examination has been conducted by a collecting facility/medical provider performed under KRS 216B.400 and a sexual assault evidence kit has been completed and is ready for pick up a member of this department shall within five (5) days of notification respond to the facility and take custody of it. The Chief of the Department shall designate the officer or bureau responsible for the collection of these kits.

The Chief of Police or their designee shall ensure that all evidence retrieved from a collecting facility be transmitted to the Department of Kentucky State Police forensic laboratory within thirty (30) days of its receipt by this department.

This Department shall handle the sexual assault evidence kit in compliance with best practices associated with crime scene evidence collection:

In cases where no criminal report has yet been generated, the receiving officer will generate a department case number.

The receiving officer will prepare an evidence form and maintain a proper chain of custody by documenting the date, time and name of the person who turned over the sexual assault evidence kit to him.

On arrival at the department the receiving officer shall ensure the sexual assault evidence kit is turned into the property/evidence custodian or placed in a department authorized temporary storage facility. The facility must be designed to preserve the evidentiary value of the sexual assault evidence kit while it awaits transfer to the Kentucky State Police forensic laboratory.

The decision to report the crime rests completely with the victim. It is not required for the victim to file a criminal complaint. Having a sexual assault forensic exam ensures that the forensic evidence will be safely preserved while the victim decides how to proceed. Regardless of the victim's decision, this department shall collect the sexual assault evidence kit and comply with stated procedures of this policy.

In cases where a victim receives treatment at a collecting facility in this jurisdiction, but it is determined the sexual assault occurred outside the jurisdiction of this department officers shall:

Respond to the collecting facility to receive the evidence.

Ensure that evidence will be collected and maintained in accordance with this department's property and evidence storage policy, as stated above.

Ensure that the department will transmit the evidence to a department with jurisdiction of the sexual assault within ten (10) days of its receipt by this department.

- g) Suspect Standard: During the course of investigation, a suspect sample (DNA), may be obtained by this department. A suspect standard, if available, shall be transmitted to the Kentucky State Police forensic laboratory with the sexual assault evidence kit received from a collecting facility.

If the suspect standard is not available at the time of the transmission of the sexual assault evidence kit, it shall be transmitted to the Kentucky State Police forensic laboratory by the obtaining agency as quickly as practical once it is collected.

- h) Victim Notification: This department will work collaboratively with the Kentucky State Police forensic laboratory and the prosecutorial authority regarding victim notification on the progress of testing and whether the testing resulted in a match to other DNA samples.

This department will work collaboratively with the Kentucky State Police forensic laboratory and the prosecutorial authority regarding victim notification if any of the evidence is going to be destroyed.

The investigator(s) assigned to a sexual assault investigation is not required to immediately disclose to the victim the identity of any person to whom the evidence matched. This department may delay notice until a suspect is apprehended, or the Commonwealth's Attorney consents to the notification.

- i) Kentucky State Police Forensic Laboratory: The Kentucky State Police Forensic Laboratory will analyze and classify all sexual assault evidence kits it receives. In cases where a suspect has been identified, the Kentucky State Police Forensic Laboratory may give priority to analysis and classification of sexual assault evidence kits where the reference standard for comparison is provided with the kit.

Kentucky State Police Forensic Laboratory testing times: Except as provided in subsection Section 3. KRS 17.175 (3)(e) by July 1, 2018, the average completion rate for this analysis and classification shall not exceed ninety (90) days, and by July 1, 2020, the average completion rate for this analysis and classification shall not exceed sixty (60) days.

Officers of this department shall use the above testing completion turnaround times to guide them when making requests for testing results.

- j) Property and Evidence Function: It shall be the responsibility of the Evidence Officer and/or investigating officer to ensure the sexual assault kit received from a collection facility is maintained in such a manner as to preserve the integrity of the evidence. The Evidence Officer shall forward all sexual assault kits to the Kentucky State Police Forensic Laboratory in accordance with this policy.
- k) Auditing: It is the policy of this department that during department auditing procedures of the property and evidence room the auditor shall examine all sexual assault kits held by this department to ensure compliance with this policy and Kentucky Revised Statues. Any discrepancies or violations of this policy shall immediately be reported to the Chief of Police in writing.
- l) Disposal: No item of evidence collected by this law enforcement agency shall be disposed of except as provided by KRS 524.140. Destruction of evidence in violation of this statute could result in conviction of a Class D Felony. Prior to any decision to dispose of evidence, the Evidence Officer shall consult with the Commonwealth Attorney's office to ensure compliance with KRS 524.140.
- m) Notes on Hospital Standards
KRS 216B.400 sets forth the standards for hospitals, or "sexual assault examination facilities" KRS 216B.015.

KRS 216B.400 (4) -The Secretary of the Justice Cabinet, in conjunction with SART AC, shall develop a statewide "medical forensic protocol."

Also, this section states that physicians and SANE nurses shall provide both basic medical care related to the incident, as well as a sexual assault examination upon request of an officer or a prosecutor (with the victim's consent) or upon the request of the victim.

KRS 216B.400 (5), (6) - The facility shall inform the victim of available services for treatment of sexually transmitted infections, pregnancy (not to include abortion counselling or referral) and any other medical or psychiatric problems; the facility shall also inform the victim about crisis intervention and mental health services provided by regional rape crisis centers.

KRS 216B.400 (7) - A minor may consent to this exam without a parent or guardian.

KRS 216B.400 (8), (9) – The crime victim's compensation board shall pay for the exams and the victim is not to be charged.

KRS 216B.400 (10) – A victim shall not be denied an examination due to refusing to report the assault to law enforcement.

If a victim chooses to report, the facility shall notify law enforcement within 24 hours.

If a victim chooses not to report, samples shall be stored, released and destroyed where appropriate in accordance with KAR to be promulgated by the Justice Cabinet and SART AC as mandated by KRS 403.707

All samples shall be stored for at least one year from the date of collection.

Notwithstanding KRS 524.140, samples collected during exams where the victim chose not to report within one year may be destroyed as set forth in the KAR required by KRS 403.707

4) Chain of Custody

- a) Collection, transfer, and disposition of evidence or recovered property shall be recorded in the Evidence Tracker Program.
- b) Employees shall be responsible for ensuring evidence and property is safeguarded while in their possession.
- c) The Evidence Tracker Program shall note when evidence and property is transferred from one location to another.
- d) Employees shall attempt to preserve the integrity of evidence in its original state by minimizing the number of transfers and limiting the number of persons handling the evidence.
- e) Officers shall use Kentucky State Police Forensic Laboratory results for court appearances in lieu of actual evidence or property.
- f) Officers shall notify the Evidence Officer at least two weeks in advance, when possible, when the court requests the actual evidence or property.
- g) Evidence or property retained or released by the court shall be documented by a receipt or order from the court.
- h) Officers who have evidence or property assigned to them for a case that has been assigned to a Detective shall notify the Evidence Officer to change the officer assignment in the property database.

5) Biohazards

- a) Evidence contaminated with blood or other potentially infectious bodily fluid, or material shall be transported in leak-proof containers.
- b) Such evidence shall be stored in an appropriate container and biohazard stickers shall be placed on the evidence package and annotated in the Evidence Tracker Program to indicate the presence or potential presence of a biohazard to all employees handling evidence and property.
- c) Evidence requiring refrigeration shall be placed in the refrigerator located in the property room.
- d) Needles and other sharps shall be placed in puncture resistant, leak-proof containers and labeled with a biohazard sticker if the container is not already marked as biohazard.

6) Firearms & Ammunition

- a) Firearms and their magazines shall be packaged together and entered into the Evidence Tracker Program.

- b) Ammunition shall be packaged separately.
- c) All firearms should be unloaded and secured with a flex cuff / zip tie to render the action inoperable prior to packaging unless circumstances necessitate otherwise.
- d) If the officer is unable to unload the firearm, they shall contact a supervisor, department firearms instructor, or department armorer for assistance.
- e) Loaded firearms may be taken into possession for investigative purposes with supervisor approval.
- f) No loaded firearms shall be placed into the evidence lockers without prior approval from the Evidence Officer.
- g) After verifying the unloaded condition of the firearm, the Evidence Officer shall store firearms in the evidence room firearms storage area or designated location in the armory. In rare cases a loaded firearm may be stored in the evidence room if it is **clearly marked and/or tagged** to indicate it remains loaded.
- h) Evidence Officers or Detectives shall submit a Bureau of Alcohol, Tobacco & Firearms E-Trace request on all firearms, when appropriate.
- i) Evidence Officers or Detectives shall submit shell casings from crime scenes, and test fired casings from all firearms other than those held for safekeeping purposes, for examination in the National Integrated Ballistic Information Network (NIBIN).

7) Narcotics

- a) Narcotic field-testing kits shall be available to all officers and stored in the Criminal Investigation Division Offices and evidence processing room.
- b) Drugs and narcotic evidence shall be properly packaged in accordance with the Kentucky State Police Physical Evidence Collection Guide to prevent cross contamination or loss of loose particles altering the weight of the evidence and entered in the Evidence Tracker Program.
- c) Drugs and narcotic evidence shall be counted or weighed by the officer logging the evidence and described in detail in the Evidence Tracker Program.
- d) A second officer, or supervisor, shall verify the quantity of drugs and narcotic evidence prior to it being secured in the evidence locker. A supervisor shall be notified of quantities of drugs and narcotics resulting in Felony violations. The investigating officer shall complete the lab examination request form for any felony drug cases at the time the evidence is entered if a suspect is known or when otherwise appropriate.
- e) Packaging containing drug and narcotic evidence shall be properly sealed, labeled, and secured in the evidence lockers.
- f) The Evidence Officer should promptly remove all drug and narcotic evidence placed in evidence lockers, verify proper documentation and packaging, and secure it in the evidence room.
- g) Officers shall complete either a Kentucky State Police (KSP) Evidence Examination Request or print a lab request from the Evidence Tracker Program to request testing of any drug or narcotic evidence and place it in the locker with the evidence or submit it directly to the Evidence Officer. The lab examination request shall be submitted when the evidence is initially entered, when possible.
- h) Drug and narcotic evidence shall be transported by the Evidence Officer or his/her designee to the appropriate KSP Forensic Lab for testing. Marijuana shall not be routinely tested unless requested by the court.
- i) The Evidence Officer, Criminal Investigation Sergeant, and/or Detectives shall routinely check the status of all evidence submitted to the KSP Forensic Lab through their online portal, or by directly contacting the lab. When available, all reports

- documenting examination results shall be downloaded or scanned into the appropriate case file and the investigating Officer shall be notified the report is ready.
- j) Found drug and narcotic evidence shall not be routinely tested unless a lead or suspect is known.
 - k) Officers shall use KSP Forensic Lab reports of examination results for court appearances in lieu of actual drug and narcotic evidence. Officers shall notify an Evidence Officer in advance when the court requests the actual drug or narcotic evidence.
 - l) Drug and narcotic evidence shall only be destroyed by court order as outlined in this chapter unless otherwise directed by law, regulation, or the Court.

8) Combustibles & Explosives

- a) Officers who come into contact with combustible or explosive evidence or property shall immediately notify a supervisor prior to moving or handling the evidence or property. The supervisor shall then contact the Operations Commander and/or Chief of Police who will determine if the Louisville Metro Police Department Bomb Squad, Kentucky State Police Hazardous Devices Team, Bureau of Alcohol Tobacco, & Firearms, or other agency with qualified explosives technicians should be contacted to arrange for investigation, transportation, storage, or destruction.
- b) Combustible or explosive evidence or property should not be transported in a department vehicle or stored on Department property without approval from the Command Staff and Evidence Officer.

9) Final Disposition

- a) Officers shall contact the Evidence Officer by the end of their next shift worked with the disposition of any court case involving evidence or property being held in the evidence room.
- b) Evidence or property shall be designated for final disposition by signature of a supervisor, the officer who collected or logged the property, or a Detective assigned the case in one of the following manners: release to owner when there is no hold placed on it or it is not of evidentiary value, or release by court order, auction, destruction, or Department use.
- c) An Evidence Officer, Supervisor, or Officer shall contact Dispatch and request a query of LINK/NCIC Criminal History, Wanted and Protection Order Files; and verify there are no felony convictions, arrest warrants, or EPOs / DVOs prior to releasing any firearm to its owner or their designated representative.
- d) Evidence or property related to an active investigation ordered by the court to be released shall be photographed prior to its release demonstrating the nature and identity of the property to be used as evidence.
- e) The Evidence Officer or his/her designee notify property owners advising them of property held by the Department and the procedure for release and pick up. If unable to contact the property owner via telephone, email, or in person a letter shall be mailed to the last known address of the owner via the United States Postal Service requiring a signature for proof of delivery.
- f) Property owners shall be required to show photo identification and sign to receive their property.
- g) The Evidence Officer shall obtain a court order for all evidence or property to be auctioned, destroyed, or forfeited for Department use.
- h) Unclaimed property stored for more than 90 days may be auctioned, donated, destroyed, or

forfeited for Department use pursuant to court order.

- i) Unclaimed currency stored for more than 90 days shall be forfeited to the Department pursuant to court order.
- j) Unclaimed firearms not retained for Department use shall be transferred to the custody of the Kentucky State Police per court order as required by Kentucky Revised Statutes.
- k) The Evidence Officer and either the Criminal Investigations Sergeant or his/her designee shall transport, witness, and sign all destruction orders.

CHAPTER 31: BLOOD BORNE PATHOGENS

1) Quarantinable Diseases

- a) When an employee is suspected of having been exposed to a quarantinable disease, they should immediately isolate themselves and contact a supervisor.
- b) EMS will be contacted for proper preventive procedures and treatment.

2) Prevention of Exposure

- a) Blood and other potentially infectious bodily fluid or material shall be treated as if contaminated.
- b) All employees shall be trained to reduce the risk of contracting diseases from occupational exposure to blood borne pathogens.
- c) Occupational exposure is generally defined as contact of blood or other potentially infectious bodily fluid or material to the eyes, mouth, nose, non-intact skin (cuts, chapped, or abraded skin), or needle stick.
- d) A vaccine is currently available to prevent infection of the Hepatitis B virus and shall be made available to all employees.
- e) Employees who decline inoculation shall sign a declination form.
- f) Employees aware of individuals who are infected with diseases such as but not limited to HIV (AIDS), or Hepatitis B or C shall advise other employees by using radio keywords **“Universal Precautions”**.
- g) This information should be considered confidential and not be released to the public.
- h) Employees shall not eat or drink in areas designated for evidence processing.
- i) No food or drink shall be present in any area where blood or other potentially infectious bodily fluid or material may be present.
- j) Personal protective equipment shall be made available to and shall be used by all employees when there is a risk of exposure to any blood borne pathogen.
- k) All used equipment shall be considered contaminated and properly disposed of in biohazard disposal bags and transferred to a hospital, medical facility, or Oldham County EMS.
- l) Biohazard bags shall not be used for normal trash.
- m) Hand washing is the best means of preventing the spread of infection and employees shall wash their hands immediately after removing personal protective equipment (PPE).
- n) Employees are provided with alcohol gel when running water is not available; however, hands should be washed as soon as possible.
- o) Shower facilities are available if needed at the Department.
- p) Contaminated uniforms shall be removed as soon as possible, packaged in a biohazard bag and transferred to a hospital, medical facility or Oldham County EMS for cleaning and disinfection.
- q) Contaminated equipment and vehicles shall be cleaned as soon as possible but prior to completion of the employee's shift.
- r) Employees shall wear PPE during cleanup and should disinfect the contaminated area with a chemical germicide approved for use as a hospital disinfectant or any Environmental Protection Agency approved disinfectant (household bleach in a 1:100 mix with water is best).
- s) Employees who have contact with any individual and are unable to use PPE due to exigent circumstances shall notify a supervisor who shall complete an Incident Report.
- t) All contaminated evidence shall be collected, processed and stored appropriately.

3) Prevention of Exposure

- a) Any area of the body exposed to blood and other potentially infectious bodily fluid, or material shall be immediately flushed with water and washed with soap.
- b) Exposed employees shall contact a supervisor immediately.
- c) If an employee is exposed to bodily fluids via their eyes, mouth, nose, an area of non-intact skin (cuts, chapped or abraded skin), or a needle stick, they shall immediately notify a supervisor.
- d) A supervisor shall then notify a Command Officer.
- e) The affected employee and source / suspect individual(s) shall be immediately transported to a Hospital and shall report directly to the emergency room for evaluation and treatment.
- f) It is critical that the evaluation and treatment take place as soon as possible but no later than the first four (4) hours following exposure.
- g) A supervisor of the exposed employee(s) shall complete an Incident Report.
- h) Results of any testing performed on both the affected employee and source / suspect individual(s) shall be kept in a separate file to be maintained in the confidential medical files.

4) Exposure Control Plan

- a) The Oldham County Police Department is committed to providing a safe and healthful work environment for all staff.
- b) In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens."
- c) The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting our employees.
- d) The ECP includes:
 - i. Determination of employee exposure
- e) Implementation of various methods of exposure control, including but not limited to:
 - ii. Universal precautions
 - iii. Engineering and work practice controls
 - iv. Personal protective equipment
 - v. Housekeeping
- f) Hepatitis B vaccination
- g) Post-exposure evaluation and follow-up
- h) Communication of hazards to employees and training
- i) Recordkeeping
- j) Procedures for evaluating circumstances surrounding an exposure incident.
- k) The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.
- l) Program Administration
 - i. The Department Safety Coordinator is responsible for the implementation of the ECP. The Department Safety Coordinator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location / phone number: Oldham County Police Department (502) 222-1300.
 - ii. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP. The Department Safety Coordinator will maintain and provide all necessary personal protective equipment (PPE),

engineering controls (e.g., sharps containers), labels, and red bags as required by the standard.

- iii. The Department Safety Coordinator will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Oldham County Police Department (502) 222-1300.
- iv. The Department Safety Coordinator will be responsible for ensuring that all medical actions required are performed and appropriate employee health and OSHA records are maintained. Contact location/phone number: Oldham County Police Department (502) 222-1300.
Department Safety Coordinator will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: Oldham County Police Department (502) 222-1300.

m) Employee Exposure Determination

- i. The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

<u>JOB TITLE / RANK</u>	<u>DEPARTMENT/LOCATION</u>
Chief of Police / Colonel	OCPD / Oldham County Police Department
Assistant Chief of Police / Major	OCPD / Oldham County Police Department
Shift / Section Supervisors / Sergeant	OCPD / Oldham County Police Department
Detective / Police Officer	OCPD / Oldham County Police Department
Patrol Officer / Police Officer	OCPD / Oldham County Police Department
Administrative Specialist	OCPD / Oldham County Police Department
Administrative Assistant II	OCPD / Oldham County Police Department
Administrative Assistant I	OCPD / Oldham County Police Department

n) Methods of Implementation & Control

- i. Universal Precautions.
- ii. All employees will utilize universal precautions.

o) Exposure Control Plan

- i. Employees covered by the blood borne pathogens standard receive an explanation of this ECP during their initial training session.
- ii. It will also be reviewed in their annual refresher training.
- iii. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Department Safety Coordinator.
- iv. If requested, the employee will be provided with a copy of the ECP free of charge and within 15 days of the request.

p) The Department Safety Coordinator is responsible for reviewing and updating the ECP annually, or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

q) Engineering Controls and Work Practices: Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens.

- r) The Oldham County Police Department identifies the need for changes in engineering control and work practices through the following methods:
- Review of OSHA records
 - Employee interviews
 - Safety Committee activities / recommendations
 - Standard Operating Procedure changes
 - Law Enforcement Training and/or standards
 - Kentucky Revised Statutes.
- s) New procedures or new products will be reviewed on a regular basis to include but not limited to:
- Relevant literature
 - OSHA website
 - Oldham County Safety Committee.
- t) Department Supervisors are responsible for exposure control in their respective areas. Supervisors work directly with the Department Safety Coordinator and employees to ensure that proper exposure control procedures are followed. The Department Safety Coordinator will ensure effective implementation of these recommendations.
- u) Personal Protective Equipment (PPE)
- PPE is provided to our employees at no cost to them. Training is provided by the Department Safety Coordinator in the use of the appropriate PPE for the tasks or procedures employees will perform. The types of PPE available to employees are as follows:
 - Gloves
 - Eye & face protection
 - Disposable mask or respirator
 - Hearing protection
 - Antiseptic wipes or hand cleaner
 - Protective coveralls
 - Shoe covers.
 - Sharps container
 - Biohazard bag
 - Body armor.
 - PPE is located in each employee's assigned vehicle, at the evidence processing station, in the patrol room, and may be obtained through each Shift Supervisor and the Department Safety Coordinator.
 - All employees using PPE must observe the following precautions if feasible:
 - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - Remove PPE after it becomes contaminated, and before leaving the work area.
 - Used PPE shall be placed in a clearly marked biohazard bag and placed in the departmental biohazard container at the Police Department.
 - Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated

items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Disposable gloves, disposable masks, coveralls, and shoe covers are disposable items and should be disposed of in a Biohazard bag after one use and never be cleaned for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

5) Housekeeping:

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled, or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

6) Labels:

The following labeling method(s) is used in this facility: Biohazards will be placed in a clearly marked red bag and disposed of in the designated can. Red Biohazard stickers may also be used to identify potential items that may be a Biohazard.

7) Hepatitis B Vaccination:

Department Safety Coordinator will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

8) Post Exposure Evaluation & Follow-Up

- a) Should an exposure incident occur, contact a Shift Supervisor that will follow up with the Department Safety Coordinator detailing the incident at (502) 222-1300.
- b) Following initial first aid (wound cleaning, flushing of eyes or other mucous membrane, etc.), BaptistWorx will conduct an immediate confidential medical evaluation.
- c) The following activities will be performed:
 - i. Document the routes of exposure and how the exposure occurred.
 - ii. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
 - iii. Obtain consent (if applicable by KRS's) and arrange to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
 - iv. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
 - v. Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- vi. After obtaining consent (if applicable by KRS's), collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- vii. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

9) Exposure Control Plan:

- i. The Shift Supervisor ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard.
- ii. The Shift Supervisor ensures that the healthcare professional evaluating an employee after an exposure incident receives the following:
 - iii. A description of the employee's job duties relevant to the exposure incident
 - iv. Route(s) of exposure
 - v. Circumstances of exposure
 - vi. If possible, results of the source individual's blood test
 - vii. Relevant employee medical records, including vaccination status.
- viii. Department Safety Coordinator provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

10) Procedures for Evaluating the Circumstances Surrounding as Exposure Incident

- i. Department Safety Coordinator will review the circumstances of all exposure incidents to determine:
 - Engineering controls in use at the time
 - Work practices followed.
 - Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
 - Location of the incident
 - Procedure being performed when the incident occurred.
 - Employee training.

11) Employee Training

- i. All employees who have occupational exposure to blood borne pathogens receive training coordinated by the Department Safety Coordinator.
- ii. All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases.
- iii. In addition, the training program covers, at a minimum, the following elements:
 - A copy and explanation of the standard
 - An explanation of our ECP and how to obtain a copy.
 - An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.

- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for PPE selection.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and people to contact in an emergency involving blood or OPIM.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility.
- An opportunity for interactive questions and answers with the person conducting the training session.
- Training materials for this facility are available at the office of the Safety Coordinator or his/her designee.

12) Recordkeeping

- i. Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the office of the Safety Coordinator. The training records include dates of training, contents or summary of training, name(s) of person(s) conducting training, qualifications of person(s) conducting training, names of persons attending the training and titles of persons attending training sessions.
- ii. Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Department Safety Coordinator.
- iii. Medical Records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."
- iv. The HR Director is responsible for maintenance of the required medical records. These **confidential** records are kept at the HR Office for at least the **duration of employment plus 30 years**.
- v. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to: HR Director, OCFC, 100 W. Jefferson Street, Lagrange, KY 40031.
 OSHA Recordkeeping: An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Department Safety Coordinator.

CHAPTER 32: DIGITAL IMAGING

1) Introduction

- a) Department issued cellphones equipped with cameras (hereafter referred to as cameras) may be used to visually document any law enforcement activity that includes but is not limited to collision and crimes scenes, evidence, historical documentation, department training, and public relations events. Digital photographs / images taken for historical documentation, department training, public relations events and any other event of a non-criminal nature are not subject to any chain of custody requirements.
- b) Department issued cameras may not be used for personal photography outside the scope of law enforcement.
- c) Officers may use personal cameras when department owned equipment is unavailable. The use of any personal camera shall be documented in the report narrative.

2) Chain of Custody

- a) Digital images that record collisions or crime scenes shall be treated as evidence and employees shall safeguard their integrity.
- b) Employees shall not alter or delete any digital images that document collision or crime scenes.
- c) Images may be deleted as part of the record retention purging process when required by Kentucky Revised Statutes or by court order.
- d) Digital images shall be uploaded to the Department's secure network as soon as practical after being recorded.
- e) Digital images shall be stored in individual case folders on the Department's secured network server.

3) Distribution

- a) Images shall not be released to any individual, agency or organization without proper authorization and documentation.
- b) Employees shall not make copies of any digital images for any reason other than those related to an investigation or other law enforcement purpose.

4) Image Enhancements

- a) Alterations shall not be made to an original digital image.
- b) However, certain enhancements to digital images, which have been uploaded to the Department's secure server, are permissible when used to improve image visibility.
- c) The following guidelines outline the procedure for performing image enhancements:
- d) The original digital image shall be maintained without any enhancement.
- e) Enhancements shall only be performed on a copy of the original image.
- f) Image enhancements shall be documented and labeled.
- g) Image enhancements include but are not limited to: contrast and brightness; color balance; cropping; sharpness enhancement; and adding digital marks or labels to identify important areas of the image.

CHAPTER 33: ASSET FORFEITURE

1) Seizure of Assets

- a) Officers may seize property for forfeiture under the Kentucky Controlled Substance Act if they determine one (1) of the following: the seizure is incident to arrest or a search under a search warrant; the property subject to seizure has been the subject of a prior final order of forfeiture; there is probable cause to believe the property is directly or indirectly dangerous to health and safety; or there is probable cause to believe the property is subject to forfeiture pursuant to Kentucky Revised Statute 218A.410.
- b) Probable cause seizures taking place at the time of violations may be made without court order.
- c) Property not seized at the time of violation located on private property shall be seized pursuant to court order, unless authorized by law.
- d) The Department may seize real property such as real estate only with a court order.
- e) If there is probable cause to believe real property is subject to forfeiture, the investigating officer shall consult with the Commonwealth Attorney to draft a lien against the property.
- f) A lien is preferred over seizure of real property.
- g) As soon as possible following the seizure of any property taken from an individual other than the property owner, or if ownership of the property seized is unknown, an Evidence Officer shall attempt to determine ownership of the seized property including the registered owner, title holder and bona fide lien holder, if any.
- h) The Evidence Officer shall then provide written notification to the owner and/or bona fide lien holder, if any, within 21 days after ownership is determined via certified mail with return receipt requested.
- i) The seizing officer shall complete an offense report and seizure form, copies of which shall be forwarded to the Commonwealth Attorney.

2) Maintenance of Assets

- a) Officers shall have seized aircraft, vehicles, and vessels transported or towed to a secure storage facility or other authorized storage location.
- b) A complete inventory of the seized property and all containers, open or closed, found therein shall be conducted.
- c) As soon as possible after seizure the Department shall make a good faith attempt to release all personal property not being retained as evidence or for forfeiture to its owner(s).
- d) If the owner is unknown, incarcerated or is otherwise unavailable to take possession of the property, the property shall be placed in a secure location to be released to the owner at a later date.
- e) All property seized as evidence shall be processed in accordance with policy and procedures.
- f) Reasonable attempts shall be made to maintain property in time-of-seizure conditions.
- g) Seized property shall not be used until a final order of forfeiture is issued; however, property may be operated or used as necessary for reasonable maintenance of the property.
- h) The Evidence Officer shall make periodic inspections of all seized property to ensure time-of-seizure conditions are being maintained.

3) Release of Seized Property

- a) Seized property shall be released to its owner at the discretion of the Department or when the claimant prevails in court.
- b) If the claimant prevails, all seized property shall be immediately released to its owner and no towing charges, storage fees, administrative or maintenance costs shall be assessed unless authorized by court order.
- c) In all other cases when seized property is released to its owner, the Department may assess the actual costs of towing, storage and maintenance of the property against the owner.
- d) Absent settlement, administrative costs that do not reflect actual expenses shall not be assessed.
- e) Property seized as having evidentiary value shall not be released until final disposition in court or by court order.

4) Official Use, Sale, & Distribution

- a) Vehicles seized and forfeited to the Department may be retained for official use and/or sale.
- b) Proceeds from the sale of retained vehicles shall be expended on a specific law enforcement purpose and shall not be distributed.
- c) Property seized and forfeited to the Department may be sold during advertised, public sales.
- d) Following deduction of any direct expenses related to the sale of forfeited assets, the Department shall divide the sale of assets between other agencies per established guidelines.
- e) When currency or property is seized in a joint operation involving the Department and another agency, the apportionment of funds shall be made among the involved agencies.
- f) Apportionment shall be in such a manner to reflect the degree of participation of each agency in the forfeiture, taking into account the total value of all property forfeited, and the total law enforcement effort with respect to the violation of law on which the forfeiture is based.
- g) The trial court shall determine the proper division and include the determination in the final order of forfeiture.

5) Reporting Requirements

The Administrative Commander shall submit an annual report of all property seized and awarded to the Department to the U.S. Department of Justice and the Kentucky Justice and Public Safety Cabinet on forms provided by those agencies.

CHAPTER 34: CRIME PREVENTION:

1) Officer Responsibilities

- a) The Chief, or his/her designee, shall coordinate the development of community and department-based prevention programs, as well as work with local businesses, residents, and schools to educate the community of the need for crime prevention.
- b) The Chief's designee shall assist in the organization and implementation of programs such as the Business and Neighborhood Block Watches, Child Identification Programs, and the Drug Alcohol Education Programs.
- c) The Chief's designee shall attend Homeowner, Neighborhood, and City meetings periodically or as requested.
- d) All officers of the department may provide crime prevention information and advice when requested.
- e) For the purpose of this section, Sergeants will be the Chief's designee.

2) Educational Materials

- a) Educational materials will be available to the public on request.
- b) The Chief and his/her designees are responsible for maintaining liaison with various community groups and distributing educational materials including but not limited to bicycle and pedestrian safety, domestic violence, Business and Neighborhood Block Watches, and school safety.

3) Analysis of Crime Data

- a) Crime analysis includes the collection, collation, analysis, and dissemination of data regarding trends in criminal activity to allow for agency planning addressing specific issues.
- b) Crime analysis data may be collected from various sources including but not limited to offense reports, arrest citations, field interrogation reports and other documents.
- c) Crime data will be analyzed to determine patterns or trends to include the type, location, and frequency of offense; victims, suspects, or vehicle descriptions; and any recurring modus operandi or evidence information.
- d) Crime analysis data shall be distributed to all affected units.
- e) Information to the public through Block Watch newsletters or other means may be distributed when approved by the Chief or his/her designee.
- f) All employees are encouraged to provide feedback on crime analysis that will be used to determine the effectiveness of and improve the crime analysis function.

CHAPTER 35: CRIMINAL INVESTIGATIONS

1) Case Assignment

- a) Patrol officers should conduct the preliminary investigation in most cases; however, Detectives should investigate serious or complex cases.
- b) The Criminal Investigations Sergeant shall determine if Detectives are needed for the initial investigation based on the following criteria: severity of injury and crime; total amount of damage or loss; amount or type of evidence to be processed or seized; and any other incident in which the specialization of a Detective is needed.
- c) The Criminal Investigations Sergeant shall review all offense reports and assign cases requiring further investigation to Detectives in Criminal Investigations.
- d) Open cases with lead or suspect information shall be assigned to a Detective who shall be responsible for the management of the case.
- e) Open cases with no lead or suspect information shall be supplemented as open/inactive and a letter shall be mailed to the victim(s) informing them of the case status.
- f) Closed cases or cases not requiring further investigation shall be reviewed by Detectives for information purposes only.
- g) Case reviews shall be completed between every 90 and 120 days, which shall include following up with case victim(s) for potential updates.
- h) Misdemeanor cases may be closed after ninety (90) days with supervisory authority, once:
 - i. All leads are exhausted.
 - ii. Suspects, if possible, contacted.
 - iii. All court actions and e-dispositions are completed, if applicable; and
 - iv. Evidence dispositions are completed.
- i) Felony cases shall remain open for a minimum of six (6) months and must have a ninety (90) day case review/victim follow up and a supplement completed. These cases may be closed with supervisory authority, after all of the following occur:
 - i. All leads have been exhausted.
 - ii. All suspects have been contacted, if possible.
 - iii. All court actions and e-dispositions are completed, if applicable.
 - iv. Two (2) Ninety (90) day reviews completed to include a case supplement(s) submitted; and
 - v. Evidence disposition has been completed.
- j) The Criminal Investigations Sergeant shall keep a log with all case assignments.

2) Victim Notifications

- a) Detectives shall make and maintain contact with victims within a reasonable amount of time after case assignment in order to gather information and inform them of the case status.
- b) Notification to victims may be made in person, by telephone or letter and shall be conducted with any change in case status including an arrest or charges are filed.
- c) Victims shall be informed about and how to register with the Victim Information and Notification Everyday (VINE) system.
- d) Detectives shall notify victims in advance of any scheduled line-up, interview or other purpose requiring their appearance or cooperation.
- e) A victim's schedule should be taken into consideration and transportation shall be provided if necessary.

3) Interview & Interrogation

- a) Officers shall explain and complete the Waiver of Rights Form prior to questioning any individual in their custody and control. Officers shall respect an individual's Constitutional rights and questioning shall cease when an individual invokes their right to remain silent or upon their request for an attorney.
- b) Interviews and interrogations should be recorded if possible.
- c) Forensic interviews shall be scheduled with and conducted by the Child Advocacy Center (CAC) at Family Children's Place, if possible.
- d) If exigent circumstances exist, Detectives may conduct the forensic interview in accordance with Kentucky Revised Statute 620.050.
- e) If a Detective conducts the forensic interview, all recordings of the interview shall be turned over to the CAC upon completion of the interview.

4) Sketches, Photos, & Video

- a) Officers conducting a sketch of a crime scene shall include the following information: specific address; scene dimensions; relation of other geographical features to the scene; location of evidence; officer's name, date and time of the sketch; and any other pertinent information.
- b) Officers photographing a crime scene shall attempt to photograph all evidence prior to it being disturbed or removed in an effort to portray the crime scene in its natural state.
- c) Evidence should be photographed with and without scale from the same angle and distance to accurately portray its dimensions and location within the crime scene.
- d) Officers are encouraged to take as many photographs as they deem necessary to accurately portray the crime scene and should ensure they vary their angles, distances, or any other adjustable features of the camera to maximize the photographic documentation of the scene.
- e) Photos shall be considered evidence and processed in accordance with policy and procedures.
- f) Officers may videotape a crime scene in addition to but not in place of taking photographs.
- g) Video documentation shall be considered evidence and processed in accordance with policy and procedures.

5) Pawn Shop Procedures

- a) Criminal Investigations shall be responsible for the review of all records of items pawned within the County.
- b) Pawn records shall be reviewed at least monthly and items of investigative interest with an identifying number shall be checked for stolen through LINK / NCIC.
- c) The originating agency shall be contacted, and a hold placed on any items verified as stolen.
- d) Officers who identify stolen property at a pawn shop shall contact a Detective who will be responsible for verifying the item(s) as stolen and placing a hold on the property.
- e) If a Detective is not immediately available or cannot be contacted, the officer may place a hold on the property and shall notify the Criminal Investigations Sergeant of the action taken.
- f) Pawn shops may be contacted by phone to request that an item(s) be removed from the sales floor prior to an officer's arrival at the pawn shop to formally place a hold on the property.
- g) The officer shall make every attempt to arrive at the pawn shop prior to the close of business on the same day as the phone notification.
- h) The item(s) held shall be considered evidence and will remain in the custody and control of

the pawn shop unless confiscated by court order.

- i) A pawn shop employee shall be subpoenaed to bring held property retained by the pawn shop to court or may voluntarily surrender the property to an officer.
- j) Upon final disposition of the court, held stolen property shall be released back to its owner and restitution shall be requested from the suspect to the pawn shop through the court.
- k) Any held property later determined not to be stolen shall be released to the pawn shop.

6) Informants

- a) Officers are encouraged to develop and utilize informants in an effort to collect information on criminal offenses and offenders.
- b) Officers shall advise Criminal Investigations Detectives of information gathered in an effort to coordinate investigative activities.
- c) The Criminal Investigations Sergeant or his/her designee shall be responsible for the coordination and management of, and payment to informants.
- d) The Criminal Investigations Sergeant or his/her designee shall be responsible for maintaining files on all informants being used for undercover operations and/or receiving payment for information.
- e) Informant files shall include but are not limited to: photo identification; personal information and family/associate history; criminal history; area of knowledge and expertise; record and receipts of payments made; and code number for confidential informants.
- f) The Criminal Investigations Sergeant shall monitor the credibility and reliability of all informants and note any discrepancies in their file.
- g) Informant files shall be secured in the Criminal Investigations office and shall only be accessible to the Chief of Police, Command Staff, and Criminal Investigations Sergeants and Detectives.
- h) A ledger shall be maintained by the Criminal Investigations Sergeant or his/her designee listing all informants.
- i) The safety of informants is paramount and shall override the necessity to gather information.
- j) Juvenile informants shall only be used as a last resort and shall be approved by the Chief of Police and a parent or guardian.
- k) Officers shall maintain a professional relationship at all times and only communicate or meet with informants to obtain or exchange information.
- l) Contact or involvement with informants for other than business purposes shall not be permitted.
- m) To maximize officer safety, officers should select the location for meeting with an informant; advise another officer of the date, time, and location of the meeting; and when meeting with an informant of the opposite gender arrange for a second officer to observe the meeting as a witness.
- n) Informants may be paid for information provided to officers that leads to an arrest and/or seizure of illegal drugs and narcotics or stolen property, clearance of multiple cases, or apprehension of a fugitive.
- o) A ledger and receipts shall be maintained in the Criminal Investigations office to document all transactions involving informant payments and undercover investigations involving the purchase of drugs and/or weapons.
- p) The Criminal Investigations Sergeant Officer shall conduct a quarterly audit of the ledger.
- q) The Administrative Commander shall conduct a biannual audit of the ledger.
- r) The Criminal Investigations Sergeant or his/her designee shall approve all payments.
- s) The Command Staff shall be informed of all transactions.

- t) The Criminal Investigations office safe shall contain no more than \$2500.00 of informant payment money and may be replenished by request of the Criminal Investigations Sergeant or his/her designee to a Command Officer.
- u) Funds to be used for these operations shall be withdrawn from the Department's Criminal Investigations account upon request of Command Staff.
- v) The Criminal Investigations Sergeant or his/her designee and one (1) officer shall witness all payments made to informants and obtain the signature of the individual receiving payment.
- w) The reason for payment and informant's name shall be listed on the receipt to be maintained in the ledger.

7) Organized Crime & Vice

- a) The Criminal Investigations Division shall be responsible for all organized crime and vice enforcement.
- b) The Criminal Investigations Sergeant shall review and attempt to verify all complaints or organized crime and vice activities and investigate if needed.

8) Intelligence Files

- a) The Criminal Investigations Sergeant shall review all field interview forms and field information reports submitted by officers.
- b) Intelligence files shall be maintained and secured in the Criminal Investigations office with access limited to Command Officers and Detectives.

CHAPTER 36: BARRICADED / HOSTAGE

1) Policy

- a) The purpose of a barricaded subject/hostage plan is to establish command and control of the situation, protect the lives of all involved persons and attempt to bring the situation to a safe conclusion.
- b) Coordination of communications and tactics, and an organized team approach under one (1) commanding officer are essential to the success of any barricaded subject/hostage plan.
- c) A supervisor shall serve as the Incident Commander of any barricaded subject/hostage incident until properly relieved.

2) Initial Response

- a) Responding officers shall proceed to the scene, verify that an actual barricaded subject/hostage situation exists, advise Dispatch of the situation, advise Dispatch to notify a supervisor, contain the situation, and establish an inner perimeter to the extent possible until additional resources arrive.
- b) Persons exiting the inner perimeter shall be detained, identified and interviewed.
- c) If a barricaded subject/hostage taker calls the Department, the call taker should maintain communication in an attempt to obtain as much information as possible regarding the situation without accepting or rejecting any demands.
- d) Call takers should attempt to obtain a call back number and advise the caller they will be connected to the Incident Commander at the scene or a member of the hostage negotiating team.
- e) If contact is established with a perpetrator(s), officers should maintain communication in an attempt to obtain as much information as possible regarding the situation and receive any demands.
- f) Ideally, a trained negotiator should conduct negotiations if possible.
- g) EMS shall be staged nearby and if a mobile hostage situation develops, an EMS unit shall travel in the general direction at a safe distance.
- h) A supervisor shall proceed to and serve as the Incident Commander at the scene; evaluate the situation, advise dispatch, and notify the Command Officers; establish an outer perimeter, begin an evacuation if necessary and detain, identify and interview persons exiting the outer perimeter; and establish a command post and assembly area for responding units per policy and procedures.
- i) A supervisor shall determine if there are any people to be contacted to obtain information on the barricaded subject/hostage taker or on the location of the incident.
- j) The Department Chaplain may be contacted to counsel family members of involved persons and perform additional duties as required.
- k) Detectives may assist officers by gathering background information and criminal records checks and attempting to locate family members and/or acquaintances of known hostages and suspects.
- l) PIO's should be contacted and utilized if necessary.
- m) PIO's shall establish a media staging area if necessary.
- n) The media staging area shall be physically separate from the command post.

3) Mobile Hostage Situation

- a) Officers shall make every effort to keep a hostage situation contained and not allow it to become mobile.
- b) If a hostage situation begins or becomes mobile, officers shall provide dispatch with the following information: location and direction of travel, vehicle description, number of occupants including descriptions of hostages and suspects, and number and type of weapons involved.
- c) A supervisor shall advise dispatch to contact the Louisville Metro Police Department air unit for assistance and notify the affected jurisdictions in the direction of travel.
- d) A supervisor shall maintain command of the mobile hostage situation across jurisdictional boundaries and shall not terminate a pursuit involving a mobile hostage situation.
- e) If the hostage taker's destination is suspected or known, officers shall be dispatched to intercept the hostage taker prior to their arrival.

4) Negotiations

- a) Time is a critical factor that allows an Incident Commander to consider alternatives and all options in an effort to bring the situation to a safe conclusion.
- b) Negotiations are a valuable tactic to buy time with a hostage taker.
- c) The Incident Commander or a trained hostage negotiator shall attempt to establish and maintain communication with the hostage taker.
- d) Providing hostage takers with weapons or ammunition, or officers surrendering their weapons and/or the exchange of officers for hostages are not negotiable.
- e) Ideally, negotiators should be trained and will be responsible for negotiating the safe release of hostages and the surrender of perpetrators.
- f) Negotiators shall have no authority to meet any demands without obtaining permission of the Incident Commander.
- g) Louisville Metro Police Department's Hostage Negotiations Team (HNT) or the Kentucky State Police's HNT may be notified with the approval of the Chief of Police or a Command Officer.
- h) The HNT shall report to the command post for debriefing and shall assume command of all negotiations with the hostage taker.
- i) The Incident Commander shall maintain communication with the HNT commander to coordinate mutual efforts and relay information to involved officers.
- j) The Chief of Police or a Command Officer shall consult with the HNT commander to determine all options in an effort to bring the situation to a safe conclusion.
- k) Officers must be prepared to move immediately to stop a threat involving an active shooter situation.
- l) The Incident Commander shall determine whether to act against a perpetrator when it appears the opportunity to conclude the operation will be successful with minimal risk of endangering involved persons.

5) Special Response Team (SRT)

- a) The Oldham County Special Response Team (SRT) may be notified to respond with the approval of a Command Officer.
- b) The SRT shall report to the command post for debriefing and shall assume command of the inner perimeter.
- c) The Incident Commander shall maintain communication with the SRT team commander to coordinate mutual efforts and relay information to involved officers.

- d) The Chief of Police or a Command Officer shall consult with the SRT team commander to determine all options in an effort to bring the situation to a safe conclusion.
- e) If force is authorized, the SRT Commander shall determine the most effective tactics to be utilized.

6) Debriefing

- a) The Department should conduct a debriefing following a barricaded / hostage incident.
- b) The debriefing should involve all officers holding the rank of Sergeant and above and any other employees requested by the Chief of Police who were involved in the incident.
- c) Outside agencies that assisted in the incident may also be invited to attend at the request of the Chief of Police or his/her designee.

CHAPTER 37: EMERGENCY OPERATIONS

1) Responsibility & Planning

- a) The Operations Commander is responsible for all emergency and critical incident planning, review and updating.
- b) The Operations Commander shall serve as the Department's liaison to other agencies for emergency, disaster and mutual aid planning and operations.
- c) The Chief of Police or his/her designee must authorize practical exercises of any emergency or critical incident plan.
- d) The Oldham County Emergency Operations Plan is located on the Emergency Management page of the Oldham County Fiscal Court Website.

2) Response & Command Post

- a) The first responding officer to arrive at the scene of an emergency operation shall serve as the Incident Commander until properly relieved.
- b) The first responding officer shall advise dispatch of the nature of the emergency, exact location and extent of casualties and damage, and request appropriate notifications and resources.
- c) A Command Post shall be established at or near the scene and be in command and control of all emergency operations.
- d) The command post may initially be a police vehicle until additional officers and resources can be summoned.
- e) Staging or temporary detention areas may be established at other locations if needed.
- f) The command post shall be responsible for the establishment of inner and outer perimeters, communications between all responding agencies, request of equipment and personnel, and coordination with the media.
- g) Employees shall use plain speech and avoid the use of 10-codes during all communications when multiple agencies are involved in emergency operations.

3) Command Responsibilities

- a) The Chief of Police shall be responsible for command and control of all emergency operations either from the office or the command post and will keep the County Judge Executive informed of the incident.
- b) The Operations Commander shall respond to and be in command of the scene, be responsible for coordination between the command post and the scene, establish inner and outer perimeters at the scene, coordinate with a designated Commander to obtain equipment and personnel needed, provide security for all buildings or areas considered to be of vital or strategic importance, and submit a written report to the Chief of Police of any incident involving an emergency mobilization.
- c) A designated Commander shall respond to and coordinate all activities at the office, obtain all needed equipment and personnel, prioritize, and assign officers to respond to all incoming calls for service not associated with the emergency operation, document the Department response to the emergency operation, and compile all records relating to the operation.
- d) The SRT Team Leader shall respond to and be responsible for keeping the Operations Commander advised of the conditions of the inner perimeter at the scene, maintaining security of the inner perimeter, assessing casualties, and arranging for medical attention, and coordinating officer assignments within the inner perimeter of the scene.
- e) A supervisor shall respond to and be responsible for keeping the Operations Commander

advised of the conditions of the outer perimeter at the scene, maintaining security of the outer perimeter, and coordinating officer assignments within the outer perimeter of the scene.

4) **Mobilization Procedures**

- a) When additional manpower is needed during emergency operations, one of the following mobilization plans shall be initiated by a Command Officer.

- **Stage 1 Mobilization:**

A stage one (1) mobilization is designed to supplement short-term manpower needs. A supervisor shall advise dispatch to contact all officers scheduled on the next shift to report to duty in uniform as soon as possible. A supervisor may advise dispatch to contact additional civilian employees to report to duty as needed.

- **Stage 2 Mobilization:**

A stage two (2) mobilization is designed to supplement manpower needs for large-scale emergency operations. A supervisor shall advise dispatch to contact all officers from the previous shift and scheduled on the next shift to report to duty in uniform as soon as possible. A supervisor may advise dispatch to contact additional civilian employees to report to duty as needed. A command post and staging area may be established.

- **Stage 3 Mobilization:**

A stage three (3) mobilization is designed to supplement manpower needs for major emergency operations. A supervisor shall advise dispatch to contact all off-duty officers and civilians to report to duty as soon as possible. Unless directed otherwise, all officers shall report to duty in uniform. All employees shall be assigned to work a continuous shift until released by a commanding officer. A command post and staging area may be established.

- b) The Chief of Police or his/her designee will determine when the emergency mobilization is no longer needed and when the Department can return to normal operations.
- c) The Operations Commander shall be responsible for the de-escalation of manpower and resources.

5) **Evacuation**

- a) An evacuation may be ordered as part of an emergency operation and each business or residence should be personally notified if possible.
- b) Transportation for evacuees may be requested from the Oldham County School System for the use of school buses.
- c) Temporary shelters may be requested for evacuees through community groups including but not limited to the American Red Cross and the Salvation Army.

6) **Casualties**

- a) The EMS commander at the command post shall direct all on-scene activities pertaining to patient triage, treatment, transportation, and information.
- b) The coroner shall be responsible for all deceased persons.
- c) Mass casualty and hospital notification procedures will be conducted in accordance with guidelines as published by the Kentucky Division of Emergency Management.

7) Haz Mat Procedure

- a) The Department shall reference the Oldham County Emergency Operations Plan in all incidents involving hazardous materials when applicable.
- b) Hazardous materials are defined as but are not limited to any harmful substance classified as chemical, biological, radiological, or explosive.

8) Haz Mat Response

- a) The first officer on the scene shall remain upwind of the incident, assess the situation, attempt to determine the material involved, advise dispatch to notify Fire Departments if a hazardous material is involved in the incident other than a routine mitigation, and isolate the immediate area.
- b) Officers should attempt to identify all involved persons and notify the party responsible for the control of the hazardous material.
- c) Officers will follow the procedures specified in the Emergency Response Guidebook to complete the identification of hazardous materials and take appropriate emergency action.
- d) Officers shall request Dispatch to notify a supervisor who will then determine other notifications and initiate an emergency mobilization if necessary.
- e) In all incidents involving hazardous materials the Incident Commander shall be a representative of the fire department.
- f) The Incident Commander shall establish entry and exit points to the scene and determine if an evacuation is necessary. Officers shall be responsible for security of the evacuated area.

9) Crowd & Traffic Control

- a) Crowd and traffic control shall be the responsibility of officers assigned to the scene of an emergency operation.
- b) Officers assigned to the scene shall be responsible for the protection of all first responders and unattended emergency equipment.
- c) Officers should make every attempt to prevent civil disorder and looting in the affected area(s).

10) Civil Disorder & Mass Arrest

- a) In incidents involving civil disorder, a supervisor shall notify a Command Officer who will determine other notifications, establish a command post, and initiate mobilization plans, if necessary.
- b) Shift supervisors shall arrange for any special equipment needed and notify Oldham County Detention Center if mass arrests are probable.
- c) The Chief District Court Judge and Oldham County Attorney's Office shall also be notified. One (1) officer shall be designated to serve as a liaison between the Department, Oldham County Detention Center, and District Court prosecutors.
- d) The command post shall be responsible for the designation of an arrest team and for establishing a processing and detention area.
- e) The arrest team shall escort prisoners to the processing area and then return to the scene. Photographs should be taken of each prisoner, regardless of age, holding a piece of paper identifying their name, charges, and the arresting officer. Injured prisoners shall be escorted to the EMS triage area for treatment.
- f) Evidence shall be secured and transported to the office as soon as possible.
- g) After processing, all prisoners will be transported to Oldham County Detention Center, or a Court designated juvenile detention facility.
- h) Oldham County Detention Center transport vans shall be requested if needed.

11) Downed Aircraft

- a) Officers shall request immediate supervisor notification upon confirmation of a downed aircraft.
- b) The immediate supervisor will then notify the Command Staff as soon as possible.
- c) Dispatch should also be advised to notify the Federal Aviation Administration (FAA), and if a military aircraft is involved, the affected military branch of service.
- d) Officers shall secure the scene, attempt to assess casualties, arrange for medical attention, and begin obtaining initial information.
- e) Except when necessary to rescue survivors, no wreckage or any part of the scene shall be moved or tampered with.
- f) Every piece of wreckage or ground scar, its location and exact position are critical to investigators in determining the sequence and causes of events.
- g) Officers shall secure the scene until the arrival of FAA investigators.
- h) All fatalities shall not be moved until identification is made and the coroner releases the body.

CHAPTER 38: LINE OF DUTY DEATH

1) Overview

The Department shall provide liaison assistance including emotional and tangible support to the immediate survivors of an employee who dies in the line of duty.

A line of duty death shall be considered as any accident or intentional act that causes the death of an employee during the performance of their duties.

Survivors shall include but not be limited to spouses, children, parents, siblings, fiancée and/or significant others.

The following procedures shall be followed in all cases of line of duty deaths and in cases of critically injured employees with the understanding that the wishes of family members take precedence over those of the Department.

Employees providing assistance and services to family members shall take all possible measures to accommodate their desires, needs and wishes, but should not make promises they are unsure can be met.

Employees shall use the recommended practices of the group, Concerns of Police Survivors (C.O.P.S.), as a general guideline for managing a line of duty death. An up-to-date copy of C.O.P.S. line of duty death resource guides for agencies and survivors shall be maintained in printed form by the Operations Commander.

2) Guidelines

- a) Preferably, a Command Staff Officer and the Department Chaplain will make in person notification to the immediate family of an employee's condition or death as soon as possible.
- b) If not immediately available, the Chief of Police or his/her designee shall designate a supervisor, and another officer, to make the notification using separate vehicles.
- c) Efforts shall be made to identify all family members that need to be notified and determine if there are any family members living outside the local area that require notification.
- d) If so, contact shall be made with the law enforcement agency in the area in which the family member resides, and a request should be made for a personal notification as soon as possible.
- e) If an opportunity exists to transport the family to the hospital prior to an employee's death, arrangements shall be made.
- f) Communications concerning the involved employee and incident shall be conducted on encrypted radio channels or by phone.
- g) The name of the employee shall not be released to the media or other parties before immediate family members are notified.
- h) Should the media obtain the involved employee's name prematurely, the Chief of Police or his/her designee shall request the name be withheld until proper notification of the family members can be made.
- i) Attempts shall be made to follow the following procedures and/or guidelines for family members:
 1. Coordinate the arrival of family members, Department employees, the media, and others.
 2. Arrange for separate family waiting facilities; separate from other officers and the public.
 3. Ensure that medical staff provide family members with frequent updates on the employee's condition before any other parties.
 4. Assist the family with gaining access to the employee, if requested

5. Arrange transportation needs for family members.
 6. Assist family members with any other requests while at the hospital.
-
- j) A media staging area shall be established that is separated from the line of sight and sound to the family waiting area, if possible.
 - k) The medical staff shall be provided with all necessary information regarding the employee for billing purposes and ensure that all bills are mailed directly to the County's Human Resources Director and not to the employee's home address.
 - l) The Chief of Police or his/her designee shall assign a civilian employee(s) as needed to answer incoming calls and correspondence offering support to the family.
 - m) The Employee Assistance Program should be implemented to include psychological services and critical incident stress debriefings to assist family members and employees. The program shall include but shall not be limited to the following organizations: Concerns of Police Survivors, Supporting Heroes, and the Kentucky Community Crisis Response Team.
 - n) As appropriate, information will be relayed to the family regarding the circumstances of the employee's death and regarding any investigation(s).
 - o) The department shall advise the family of the role of law enforcement associations and organizations and the nature of support programs they sponsor for law enforcement survivors including Supporting Heroes and Concerns of Police Survivors.

CHAPTER 39: HONOR GUARD

1) Purpose

The Honor Guard, if requested may represent the Department at the funeral of any active or retired Department officer, all law enforcement officers who are killed in the line of duty, and at other official ceremonies at the discretion of the Chief of Police or his/her designee.

2) Structure

- a) The Honor Guard shall be composed of a minimum of five (5) officers and shall be equipped and trained to accomplish their assigned duties in a highly professional and competent manner.
- b) The Honor Guard Commander shall be appointed by the Chief of Police and be responsible for coordinating all Honor Guard activities.
- c) The Honor Guard Commander may designate an Assistant Commander or other Event Commanders as needed.
- d) The Honor Guard may be comprised of members from other law enforcement agencies from Oldham County as authorized by the Chief of Police or his/her designee.

3) Criteria & Membership

- a) Officers requesting to join the Honor Guard must be recommended by their immediate supervisor or by the Law Enforcement Agency Chief Executive if the Officer is from a different Law Enforcement Agency and approved by the Chief of Police.
- b) Honor Guard candidates must present themselves in a professional manner that is in keeping with the highest Department standards and must be willing to commit to a minimum membership term of two (2) years.
- c) All resignation requests shall be in writing to the Honor Guard Commander and shall state the reason for resignation.
- d) The Chief of Police may remove any officer from serving on the Honor Guard upon recommendation of the Honor Guard Commander when it is in the best interest of the Honor Guard and the Department.
- e) The officer to be removed shall be notified in writing including the cause for removal. Cause for removal may include but is not limited to: chronic tardiness, failure to report when assigned, lack of participation, failure to maintain a professional appearance, and/or violation of the Department Code of Conduct that would bring discredit upon the Honor Guard.
- f) Officers removed from the Honor Guard may be considered for reinstatement by the Chief of Police.

4) Assigned Details

- a) Due to the high-profile nature of Honor Guard assignments, all members must make every effort to be punctual and notify the Detail Commander of any possible conflict or delay.
- b) Members shall maintain all equipment to the highest standards.
- c) Members shall notify the Honor Guard Commander of any equipment that needs replacement.
- d) Honor Guard members participating in assigned details outside of their normal working hours shall be considered to be on duty, shall receive their normal pay and benefits, and are covered under workman's compensation.

CHAPTER 40: SPECIAL RESPONSE TEAM

1) Purpose

- a) In response to high-risk situations that require tactical capabilities beyond patrol level tactics, a Special Response Team (SRT) capable of operating in such situations to minimize the threat to police officers, suspects and the public shall be maintained by the agency.
- b) The Special Response Team may be utilized for, but is not limited to, use in hostage and barricaded suspects situations, marijuana search/surveillance, high-risk warrant service, terrorist threats/attacks, "Officer Down" situations, fugitive tracking, missing person searches, rescue efforts, labor unrest, dignitary protection, and high-risk prisoner transportation.

2) Structure

- a) The Special Response Team members shall be equipped and trained to accomplish their assigned duties in a highly professional and competent manner.
- b) The Special Response Team Commander shall be appointed by the Chief of Police and be responsible for coordinating all Special Response Team activities.
- c) The Special Response Team Commander may designate an Assistant Commander or other Team Leaders as needed.
- d) The Special Response Team may be comprised of members from other law enforcement agencies from Oldham County as authorized by the Chief of Police or his/her designee.

3) Selection Criteria & Membership

- a) Special Response Team candidates must present themselves in a professional manner that is in keeping with the highest Department standards and must be willing to commit to a minimum membership term of two (2) years.
- b) To ensure the mental, physical and psychological proficiency of Special Response Team members, the following procedures shall be followed in the selection of the most suitable candidate based on the totality of the circumstances: be selected from voluntary entries of the agency; have a minimum of two (2) years of law enforcement service; be interviewed by the SRT Commander, existing team members, and, if requested, others designated by the Chief of Police; demonstrate an aptitude for compatibility with existing team members, and successfully complete all required SRT training and firearms qualifications.
- c) Officers who laterally transfer from another agency may be considered for immediate appointment if recommended by the SRT Commander after a thorough review of the officer's prior training, experience, and a practical review of their knowledge and proficiency in law enforcement tactical operations.
- d) Officers and deputies from other Oldham County Law Enforcement Agencies must be recommended by their respective Chief Law Enforcement Executive.
- e) All resignation requests shall be in writing to the Chief of Police and shall state the reason for resignation.
- f) The Chief of Police may remove any officer from serving on the Special Response Team upon recommendation of the SRT Commander when it is in the best interest of the Special Response Team and the Department.
- g) The officer to be removed shall be notified in writing including the cause for removal.
- h) Cause for removal may include but is not limited to chronic tardiness, incompatibility with other team members, failure to report when assigned, lack of participation, failure to maintain a professional appearance and/or violation of the Department Code of Conduct that would bring discredit upon the Special Response Team.

- i) Officers removed from the Special Response Team may be considered for reinstatement by the Chief of Police.
- j) The removal of an Officer from the Special Response Team in and by itself shall not be considered a disciplinary action.

4) **Training**

- a) Individual Officers shall complete an initial Kentucky Law Enforcement Council approved tactical officer training class within a year of being selected.
- b) Officers shall be considered to be on probationary status until they have completed basic SWAT officer training.
- c) The SRT shall conduct a minimum of 96 hours of training within a calendar year.
- d) SRT members are encouraged to attend advanced training and conferences and shall receive priority consideration for enrollment in classes related to tactical operations.
- e) The SRT shall strive to remain current with tactics employed by similar law enforcement tactical response teams.

5) **Equipment**

- a) The SRT Commander will ensure that SRT personnel are sufficiently equipped, and all SRT equipment is properly maintained and ready for immediate use. The SRT Commander shall, at a minimum, conduct an annual inspection and inventory of all SRT equipment.
- b) All SRT personnel shall be issued and have readily available in the event of SRT activation:
 - i. SRT uniforms.
 - ii. Ballistic plate armor with NIJ Level III or higher protection rating and plate carrier.
 - iii. Ballistic helmet.
 - iv. Tactical radio communications equipment.
 - v. Tactical duty belt, holsters, and other duty gear.
 - vi. Individual First Aid Kit (IFAK) with tourniquet.
- c) The SRT Commander, or his/her designee, shall ensure that all team equipment, including but not limited to, robots, breaching tools, ballistic shields, less-lethal launchers and munitions, and less-lethal explosive devices are properly stored and maintained so as to be readily available.

6) **Deployment**

- a) The following call-out procedures shall be followed when requesting the Special Response Team:
 - a. Unless exigent circumstances exist with an immediate threat of death or serious injury, the Risk Assessment Matrix shall be completed by Department personnel prior to requesting SRT.
 - b. The SRT Commander, or his/her designee, shall be contacted and fully briefed on all situational information available at the time. They will evaluate the need for SRT and make any necessary recommendations for actions to be taken by personnel at the scene.
 - c. If the SRT Commander determines SRT activation is warranted, he/she will contact the Command Staff for approval.
 - d. The request for utilization of the SRT by another law enforcement agency shall be made to the Chief of Police, or his/her designee, by a Command Officer or supervisor from the requesting agency. Local law enforcement officials shall be

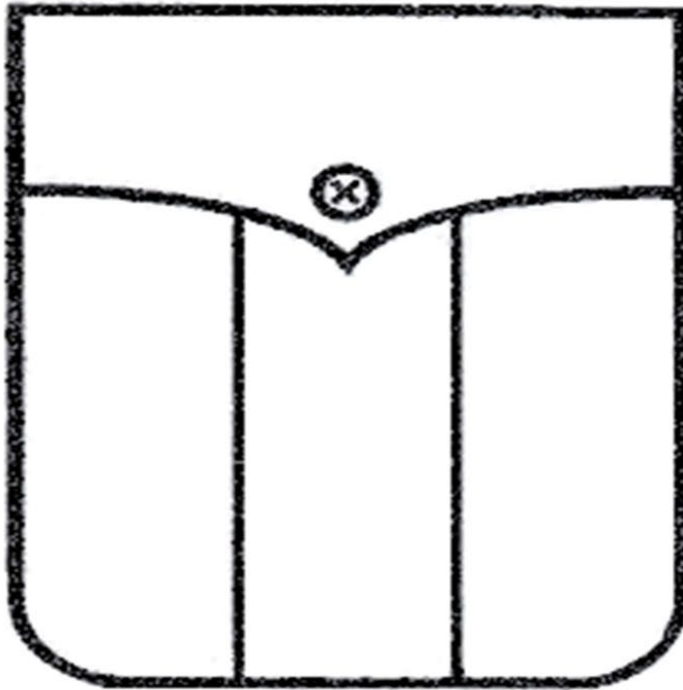
informed that, once the SRT is activated, the entire incident comes under the direct control of the Oldham County Police Department. Once the request has been received, the Chief of Police, or his/her designee, shall dispatch a supervisor to assess the situation and attempt to obtain sufficient information to complete the Risk Assessment Matrix. If, after consultation with the supervisor on the scene, the Chief of Police, or his/her designee, determines the need for SRT assistance, the SRT Commander, if not already informed, will be contacted, and briefed on the activation request.

- b) The on-scene supervisor, or his/her designee, shall be responsible for perimeter containment, prior to arrival of the SRT. Officers utilized in the containment function shall assist the SRT with perimeter control. However, they should not directly participate in any SRT tactical operation unless requested by the SRT or unless exigent circumstances exist.
 - c) Once the SRT has been activated and has arrived on the scene, it shall operate under the direction of the SRT Commander, and the following procedures shall be adhered to: The Chief of Police, or his/her designee, the Operations Commander, and the SRT Commander shall maintain an open line of communication. The Chief of Police, or his/her designee, shall determine the desired objective to be utilized to successfully resolve the situation. Once the Chief of Police, or his/her designee, has determined what objective to pursue the SRT commander shall develop a tactical operations plan and oversee its implementation while maintaining communication with the Chief of Police, or his/her designee. The Chief of Police, his/her designee, or the SRT Commander shall have the authority to terminate an SRT tactical operation at any time.
- 7) The Chief of Police or his/her designee may request assistance from other law enforcement agencies as needed.

8) After Action Review

- a) The SRT Commander shall conduct an after-action briefing with all SRT members to evaluate actions, performance and tactics utilized during deployments.
- b) The after-action briefing should serve to enhance future SRT operations by real world experience and learning.
- c) The SRT Commander or his/her designee shall document the SRT deployment and after-action briefing from the beginning of deployment until the end of the operation.
- d) The Operations Commander shall meet with the SRT Commander and Assistant Commander and review all deployments to assess the overall performance of the Special Response Team.
- e) The Operations Commander and SRT Commander shall make recommendations to the Chief of Police for any changes in policy and procedure, training, equipment, or other related issues.
- f) The SRT Commander, or his/her designee will forward an annual report to the Chief of Police documenting the deployments, training, equipment, and personnel assigned to the SRT.

APPENDIX "A": UNIFORM AWARDS, MEDALS & PIN PLACEMENTS



APPENDIX “B”: OLDHAM COUNTY POLICE MERIT BOARD RULES & REGULATIONS

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1.1 ESTABLISHMENT OF THE OLDHAM COUNTY POLICE MERIT BOARD

1.1.1 DEFINITIONS FOR KRS 78.400 TO 78.480 AND 78.990

As used in KRS 78.400 to 78.480 and 78.990, unless the context otherwise requires the following words and terms shall have the following meaning:

1. "Board" means the county police force merit board or boards hereinafter created.
2. "Chief" means the Chief of the county police forces affected by KRS 78.400 to 78.480 and 78.990.
3. "Assistant Chief" means the next in command to the Chiefs of the county police forces affected by KRS 78.400 to 78.480 and 78.990.
4. "Major" means the next in command to the Assistant Chief of the county police forces affected by KRS 78.400 to 78.480 and 78.990 and serves as the Operations Commander of the Agency.
5. "Secretary" means the executive secretary and examiner employed by the county police force merit board or boards hereinafter created.
6. "Officer" means any members of the county police forces affected by KRS 78.400 to 78.480 and 78.990 including Chiefs and Assistant Chiefs and all commissioned or none commissioned police officer, corporals, sergeants, lieutenants and captains.
7. "Employee" means all other employees of the county police forces affected by KRS 78.400 to 78.480 and 78.990.

1:1.2 KENTUCKY REVISED STATUTES 78.400 TO 78.460 AND 78.990

AUTHORIZING CREATION OF A COUNTY POLICE MERIT SYSTEM

- A. **78.405.** Powers of counties to create police force merit system-appropriations. - (1) Any county of the Commonwealth of Kentucky may, by order of its fiscal court, duly made and entered of record, create a county police force merit system, and for that purpose, establish a county police force merit board, whose duties it shall be to classify and examine applicants seeking employment as officers or employees of the police force of the said county, and in addition thereto to promulgate rules and regulations not inconsistent with **KRS 78.400 to 78.480 and 78.990** governing the classification, qualification, examination, appointment, probation, promotion, demotion, fine, suspension and other disciplinary action within the said county police force of all personnel for the county police force or forces affected and covered by **KRS 78.400 to 78.460 and 78.990**, and in addition thereto, to hold such hearings, public and executive, and impose such penalties upon the personnel affected **by KRS 78.400 to 78.460 and 78.990**.
- B. Fiscal courts affected hereby shall make appropriations of money for the reasonable and necessary expenses of the said board.

78.410 COUNTY POLICE FORCE MERIT BOARDS

- A. The County Judge/Executive, subject to the approval of the Fiscal Court of the county, shall appoint four (4) persons, who shall constitute the County Police Force Merit Board of such county, who shall serve without compensation, and the County Judge/Executive shall be a member ex-officio of said board for determination. Each board appointee shall be at least thirty (30) years of age, a resident of the county affected, and not related by either blood or marriage to either the county judge/executive or any member of the fiscal court of the said county. The first members of any said board shall be appointed within the thirty-day period following the effective date of an order duly made and entered by a fiscal court creating a county police force merit system and merit board, and one (1) member of the board shall be appointed for a term of

one (1) year, one (1) for a term of two (2) years, one for a term of three (3) years, and one (1) for a term of four (4) years. Thereafter, all appointments shall be for four (4) years except that appointments to fill vacancies within the respective terms. Any board member may be removed by resolution of the fiscal court of the county for neglect, incapacity, malfeasance or malfeasance on the part of said board members. No appointed board member shall hold any other public office, elective or appointive during his term as a member of the board, and shall not receive any money, gift or consideration of any type from any person directly or indirectly for or on account of any recommendation, proposal or suggestion bearing upon the business of the board or the county police force. Not more than two (2) members shall be adherents of the same political party.

- B. Each appointee, before entering upon the discharge of his duties, shall qualify by subscribing, taking and filing an oath of office as required by law.
- C. The members of the county police department shall elect for a two (2) year term two (2) patrolmen of the county police department with a minimum of five (5) years of law enforcement service or more who shall serve as members of the county police force merit board for the purpose of deciding discipline cases only, and who may vote on such cases.
- D. These members shall be elected during the month of July each year. In case of a vacancy, a new election shall be held within sixty (60) days of the date when the vacancy occurs and the person elected shall fill the remainder of the unexpired term.

78.415 MEETINGS - MINUTES - SECRETARY

- A. The board shall meet at least once each calendar month and minutes of the business of each meeting shall be kept.
- B. The board shall employ a secretary who shall also conduct all examinations, prepare eligibility lists and keep all records and minutes of the board's business and perform such other duties in connection with the business of the board as may be required by the board. The secretary may be employed on a part-time basis and said secretary shall receive such compensation as may be recommended by the board and approved by the fiscal court. All orders and minutes of the board shall be signed by the chairman thereof, who shall be elected by the board members and the minutes shall be countersigned by the secretary.
- C. All records and minutes of the board shall be considered public records.

78.420 Chairman, Vice-chairman - Administrative regulations - voting, quorum

- A. Upon appointment and qualification of the members of the board, they shall meet within the (30) days following the creation of the board and elect their chairman and vice-chairman and adopt such rules and regulations and bylaws not inconsistent with *KRS 78.400* to *78.480* and *78.990* for the proper conduct of their offices. In all matters requiring a vote, a majority of the board members present and voting shall determine any question, provided that at least three (3) board members be present to constitute a quorum.
- B. In cases of discipline, four (4) members of the board must be present to constitute a quorum, one (1) of which must be a police officer as defined in subsection (3) of *KRS 78.410*.

78.425 Personnel included in merit system

- A. All police officers of whatever rank and title, and all employees of every county police force affected by *KRS 78.400* to *78.460* and *78.990* are covered by the provision hereof, except probationary officers and employees. All such covered officers and employees of every county

police force on active duty or service as of the effective date of a duly made and entered order of the fiscal court of the said county creating a county police merit system and board, shall be deemed fit and qualified to continue their respective duties of employment on or for their respective county police force without examination or further qualification, except and unless the Chief of Police of any county police force shall within sixty (60) days after the establishment of the board certify to the said board that any officer or employee is physically unfit to continue his or her duties.

- B. Where a merit system is established which covers a county fire department, the provisions of subsection (1) shall apply to the county fire department as they apply to the county police force.
- C. All personnel covered by the provisions (a) of *KRS 78.400* to *78.460*, or (b) *KRS 67.323*, *67.325* and this section, or both, except probationary officers and employees, shall be deemed to be permanent employees subject to their ability to satisfactorily perform their respective duties and further subject to their good behavior.
- D. Probationary officers and employees shall not be included in the merit system until such time as they satisfactorily complete their initial probationary periods established by the governing merit board. Officers and employees serving promotional probationary periods, however, shall not be deemed excluded from the merit system during such promotional probationary periods.

78.428 POLICE OFFICERS EXCLUDED FROM CLASSIFIED SERVICE

- A. The provisions of *KRS 78.400*, *78.405* and *78.425* shall not apply to the Chief of Police, or Assistant Chief(s) of Police. Said officers shall be appointed by the County Judge/Executive and shall not be considered covered officers, except as proved in subsection (2) of this section.
- B. Any employee covered by the provisions of *KRS 78.400* to *78.460*, who accept an appointment and qualify as Chief of Police or Assistant Chief of Police, shall be deemed to have received a leave of absence from the classified service for and during the incumbency of any of said respective positions. Should any such Chief or Assistant Chief of Police cease to serve as such, there shall be restored to him the same classification and rank which he held prior to said appointment. Any person not covered by the provisions of *KRS 78.400* to *78.480* when appointed to the position of Chief of Police or Assistant Chief of Police shall not be deemed to be part of the classified service and shall not be returned to any classification or rank in the classified service when he ceases to serve in such capacity.

78.430 COUNTY JUDGE TO CERTIFY INFORMATION CONCERNING PERSONNEL

- A. Within ten (10) days after the creation of any board under *KRS 78.400* to *78.460*, the county judge shall certify to the board the names, rank, rate of pay, the seniority of every officer and employee on the police force as of the effective date of the fiscal court order creating the board.

78.435 POLITICAL ACTIVITIES FORBIDDEN

- A. No officer or employee covered by the provisions of *KRS 78.400* to *78.460* shall directly or indirectly solicit or receive or be in any manner whatever concerned in receiving, soliciting or publicizing any assessment, gift, subscription or contribution to or for any political party or candidate for public office.
- B. No person shall use or promise to use his personal influence or official authority to secure any appointment or promotion to any position of employment covered by the provisions of *KRS 78.400* to *78.460*, as a reward or return for personal or partisan political service. No candidate applying for original appointment or promotion to any position of employment covered by *KRS 78.400* to *78.460* shall be suspended, laid off, demoted, promoted, fined, disciplined or threatened, or in any way changed in rank, duty or compensation for withholding or neglecting

to pay or make any contribution of any sort, or character, either in money, goods or services or anything of value for any political purpose whatsoever.

- C. No examination question in any examination held by the board shall relate to any political or religious opinion, belief, affiliation or service and no appointment, promotion, demotion, suspension, fine or removal shall be brought about, effected, affected or influenced by such opinions, belief, affiliations or services.
- D. No officer or employee covered by *KRS 78.400* to *78.460* shall foster, promote, or be concerned with any actions involving political or religious controversies or prejudices while in uniform.
- E. Nothing contained in *KRS 78.400* to *78.460* shall be so construed as to abridge the rights of any officer or employee with respect to his or her personal opinions or beliefs or right to vote.

78.440 Board to promulgate rules governing certain subjects, Publications, Qualifications, Requirements for promotion

- A. Every county police force merit system board created hereunder shall make, promulgate, and when necessary, amend rules for the qualifications, original appointment, probation, promotion, demotion, transfer, layoff, reinstatement, suspension, fine, and removal of the officers and employees covered by *KRS 78.400* to *78.460*. No rule or regulation made, promulgated, or amended by any county police force merit system board shall be inconsistent with the express provisions of this chapter. The board shall publish its rules and any amendments by supplying a certified copy to the county Judge/Executive, the fiscal court, and the Chief, and by posting a copy conspicuously in the office or place where the headquarters of the county police is maintained. The rules and amendments shall be published in the manner prescribed within three (3) days after the adoption thereof.
- B. The rules in addition to other matters shall specifically provide for and cover the following:
 - 1. Physical, mental, educational, citizenship and age requirements for new employees and officers.
 - 2. Physical, mental, educational, citizenship, and age requirements for new employees and officers and seniority requirements for promotion from lower to higher rank or classification.
- C. A grade "A" police officer shall have three (3) years or 36 months of service as a grade "A" police officer before he may be eligible for the promotion to the rank of sergeant. While the agency is less than fifty, anyone eligible to be promoted during that calendar year may be permitted to test but will not be eligible for promotion until they have completed 36 months of service. Once the agency has reached 50 police officers the calendar year required will no longer apply and the merit board may not waive this service requirement.
 - 1. Open competitive written, oral, and physical tests to determine the relative fitness of all candidates and examinations for original appointment and for promotion.
 - 2. Public notices of examinations provided in subparagraph 1 of paragraph (b) and subparagraph 2 of paragraph (a) of this subsection.
 - 3. Temporary appointments in case of emergency.
 - 4. Organization and meetings of the board.
 - 5. Procedure and conduct of public hearings.
- D. No county police force merit system board shall adopt a rule requiring the retirement of officers or employees prior to the first day of the month following the officer or employee's fifty-eighth (58th) birthday on a voluntary basis.
- E. The board shall employ a Chief examiner who shall be professionally qualified and experienced in the field of testing and who shall formulate, give, grade, and administer all written tests as required by the board. The Chief examiner shall report to the board the results of all tests given by him and he shall be solely responsible to the board. The Chief examiner shall select a panel

of (3) members to conduct an oral examination of the applicants for promotion. The panel shall consist of three (3) persons of a supervisory capacity from an outside agency or agencies in the same field and of the same rank to which the applicant is aspiring. The Chief examiner shall compile the grades of all applicants in strict compliance with procedures and percentages as set out below and shall deliver, in a sealed envelope, the scores of all applicants for promotion to the chairman of the board. The Chief examiner shall not reveal to anyone the results of said tests other than in the manner set forth herein. If there are fewer than fifty (50) applicants for testing, the merit board may waive the requirements of this subsection and substitute other appropriate testing methods as determined by the board, but no testing method or the grading shall depart from or be inconsistent with the procedures and percentages set out below which shall be strictly followed in determining an applicant's eligibility for promotion.

- F. Physical fitness for promotion shall be presumed unless certified to the contrary by the Chief of Police who shall supply the board with medical records of the disability.
- G. At least (90) days' notice shall be given before the promotional examination is conducted.
- H. The grading of promotional tests shall be as follows: sixty percent (60%) for written examination; thirty percent (30%) for oral examination; one percent (1%) such employee or officer shall be given the right within ten for each year in seniority in grade, not to exceed ten percent (10%). Seniority points shall be awarded for each year of service after five (5) full years of service. The results of the written and oral examinations shall be added to the seniority points available to each applicant in determining the applicant's final evaluated rating.

78.445 DISCIPLINARY ACTION BY CHIEF

- A. Any officer or employee may be removed, suspended, laid off, reduced in grade, or fined by the Chief for any cause which will promote the efficiency of the service, but before any such action is taken by the Chief against any officer or employee, the Chief shall furnish the officer or employee concerned with a written statement of the reasons why the described action is taken. The officer or employee may be reduced, removed, suspended, laid off, reduced in grade, or fined, shall be allowed a period of ten (10) days within which he may file written answer to the charges and reasons which shall be made a part of the official records of the police department. No trial or examination of witness shall be required in any such case except in the discretion of the Chief. The Chief shall likewise furnish a copy of the written charges and reasons for his action to the board.
- B. Any citizen who makes written charges of misconduct, under oath, concerning the actions of any police officer hereunder shall present the charges to the Chief of Police, who shall investigate said charges. The Chief of Police shall determine what action, if any, shall be taken against the officer, subject to the limitations set out in this chapter. The citizen may appeal the determination of the Chief of Police to the board.

78.450 DISCIPLINARY ACTION BY THE BOARD

- A. The board shall also have the right to remove, reduce, suspend, lay off, fine or discipline any officer or employee covered by the provisions hereof on written charges of misconduct preferred on its own initiative or the initiative of any citizen, but only after reasonable notice to the accused and after a complete public hearing at which the officer or employee accused shall have the right to be present and represented by counsel and confronted by all of the witnesses preferring the charges against him. Every such employee or officer shall be given the right within (10) days after charges are initiated by the board or a private citizen and before the public hearing prescribed herein, to file written answer to the charges preferred against him.
- B. After full public hearing by the board, the board may retire in executive session to discuss the evidence introduced at the hearing and to make its determination and conclusion. In no case shall

the board in executive session receive any further evidence or communication from any source whatsoever prior to reaching its determination and conclusion.

- C. Before the board shall remove, reduce, suspend, lay off, fine or discipline any officer or employee covered by the provisions hereof, the charges against said officer must be presented to the officer in writing and shall be specific as to the nature of the charge or charges, giving specific, detailed information so as to allow said officer to be able to properly defend himself.

78.455 Action of Chief or Board final, Exceptions, Appeals to Courts

- A. In all cases provided for in *KRS 78.445* and *78.450*, the action of the Chief or of the board shall be final except in the following cases:
 - 1. Every action in the nature of a dismissal, suspension, reduction, or fine made by the Chief, shall be subject by the board at the request of any officer or employee affected by *KRS 78.400* to *78.460*, and the board shall give notice and hold a public hearing. After the public hearing, the board shall retire in executive session to discuss the evidence introduced at the hearing and make its determination and conclusion. While in executive session, the board shall not receive any further evidence or communication from any source prior to reaching its determination and conclusion. The board, while in executive session, may request and receive legal advice from board counsel on specific legal issues which may arise during deliberations. If a majority of the members of the board are of the opinion that the action of the Chief is unjustified or unsupported by proper evidence, the order of the Chief may be set aside and revoked by the board and the board may impose the penalty or punishment it may deem necessary and appropriate, if any.
- B. Every action in the nature of a dismissal, suspension, reduction, or fine made by the board shall be final, except that any person aggrieved thereby may, within twenty (20) days after the rendition of the action, appeal to the Circuit Court of the county in which the board meets. The board shall be named respondent as the county police force merit board, and service shall be had on the chairman thereof. The appeal taken to the Circuit Court shall be docketed by the clerk as a civil action and shall be tried anew, as if no action had been rendered by the board.
- C. The judgment of the Circuit Court shall be subject to appeal to the Court of Appeals. The procedure as to appeal to the Court of Appeals shall be the same as in civil action.

78.460 BOARD HEARINGS TO CONFORM TO DUE PROCESS OF LAW - BOARD MAY ISSUE SUBPOENAS AND COMPEL ATTENDANCE OF WITNESS

Procedural due process shall be afforded to all police officers by the board. The board shall afford any officer, promptly and in writing, of any charges brought against said officer by the board. The officer shall be given a prompt hearing by the board, shall have an opportunity to confront his accusers and the privilege of presenting the board with evidence. The Board shall have the power to issue subpoenas attested in the name of its chairman, to compel the attendance of witnesses, and so far as practicable, conduct said hearing within the Kentucky Rules of Civil Procedure. Any officer who is not given a hearing within sixty (60) days of any charge so placed shall be reinstated in full.

78.470 COLLECTIVE BARGAINING AUTHORIZED

Strikes prohibited. -In any county in the Commonwealth of Kentucky, which has a population of 300,000 or more, and which has adopted the merit system, the county employees in the classified service as police may organize, form, join or participate in organizations in order to engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection, and to bargain collectively through representatives of their own free choice. Such employees shall also have the right to refrain from any or all such activities. Strikes by said members of any such collective bargaining unit shall be prohibited at any time.

78.480 PROPER SUBJECTS FOR BARGAINING

In any county in the Commonwealth of Kentucky, which has a population of 300,000 or more, and which has adopted the merit system for its police force, the fiscal court may contract with representatives of the police employed by said county with respect to wages, hours, terms and conditions of employment, including execution of a written contract incorporating any agreement reached between the fiscal court and representatives of the police. The fiscal court shall not be required to bargain over matters of inherent managerial policy.

78.990 PENALTIES

Any person who shall knowingly violate any of the provisions of *KRS 78.400 to 78.460* shall be guilty of a misdemeanor and shall upon conviction be punished by a fine of not less than fifty (50) nor more than one thousand dollars (\$1,000) or by imprisonment for a term not to exceed six (6) months or by both such fine and imprisonment and if such person be an applicant for any employment covered hereby, he shall be excluded from such examination for a period of three (3) years thereafter and if the name of such person be on any eligible list of the said board, his name shall be removed forthwith there from and be ineligible for any such appointment to public office or employment for a period of three (3) years thereafter.

1:1.3 MERIT BOARD REGULATIONS ESTABLISHED

The Oldham County Police Force Merit Board hereby establishes rules and regulations to be known as the Oldham County Police Merit Board Rules and Regulations.

1:1.4 RIGHT TO AMEND OR REVOKE

In accordance with *KRS 78.405 (1)* the right to amend, add to, or revoke, any of these regulations is reserved to the Oldham County Police Force Merit Board.

1:1.5 PREVIOUS ORDERS

All rules, regulations, procedures and orders previously issued, contrary to those embodied in this manual are hereby revoked.

1:3.1 DISTRIBUTION OF THE MANUAL

One copy of the Merit Board Rules and Regulations Manual shall be distributed to each police officer and to certain civilian employees of the police department. Also, for reference purposes, copies shall be distributed to the County Judge, Fiscal Court, and the Merit Board, and one shall be conspicuously posted at Oldham County Police Headquarters.

1:3.2 RESPONSIBILITY FOR MAINTENANCE

All members and employees who are assigned a Rules and Regulations manual shall be responsible for its maintenance and care. All manuals shall be kept current and supplementary pages, concerning additions, revision or amendments, shall be promptly and properly inserted.

1:3.3 FAMILIARIZATION*

Each police officer and each civilian employee is duty bound to thoroughly familiarize himself with the provisions of the Police Merit Board Manual. Failure to comply shall be considered neglect of duty.

* This manual does not give raise to any rights or responsibilities, any rights must come from KRS statutes and case law.

1:3.4 IGNORANCE OF CONTENTS OF MANUAL

In the event neglect of duty is charged against a member for failure to observe the rules and regulations, department procedures or orders, ignorance of any provision of this manual, or any department procedure or order will not be accepted as an excuse.

1:4 DEFINITION OF TERMS

The terminology listed in this section has been defined to provide the uniformity in usage and to clarify meaning when these terms are used.

1:4.1 BOARD

The Oldham County Police Force Merit Board

1:4.2 CLASSIFIED SERVICE

All employees of the Oldham County Police Department, except the Chief and Assistant Chief are specifically excluded by the KRS. For purposes of clarification, the Chief and Assistant Chief serving in that capacity as of the date of the creation of the Oldham County Police Force Merit Board shall remain at that rank and "classified service" shall apply after the date the Oldham County Police Force Merit Board was created.

1:4.3 CLASS

Refers to the four main divisions of the Classified Service:

1. Permanent
2. Temporary
3. Emergency
4. Transitory

1:4.4 PERMANENT POSITION

Any classified position to which an employee has been regularly appointed.

1:4.5 TEMPORARY POSITION

Any classified position filled by temporary appointment without competition pending the establishment of an eligible list, such appointment not to exceed 120 days, and not to be extended.

1:4.6 EMERGENCY POSITION

Any classified position which requires the services of an incumbent for a period not to exceed 60 calendar days, and not to be extended. An emergency position is to be determined by the Merit Board.

1:4.7 TRANSITORY POSITION

Any classified position which requires the services of an incumbent only during certain parts of the year such a position being intermittent or broken in its natures.

1:4.8 COMPENSATION

Refers to the compensation paid to officers and classified employees of the Oldham County Police Force, such compensation to be recommended to the Oldham County Fiscal Court by the Chief of Police.

1:4.9 TITLE

Used to designate an authorized employment and shall be as nearly as possible descriptive of the duties. The title adopted for each classified position shall be used in all records and payrolls.

1:4.10 DUTIES

Work requirements of each position and extent of supervision or responsibility.

1:4.11 QUALIFICATIONS

Education, experience and/or training requirements which determine the eligibility of an applicant for initial appointment or promotion.

1:4.12 ELIGIBLE LIST

The names of persons who meet the necessary qualifications as determined by adequate and non-discriminatory tests or other suitable measurement devices. The names shall be arranged on a list by order of merit, certified by the Merit Board, for consideration of the County Judge.

1:4.13 CERTIFICATION

Shall mean those candidates on the eligible list submitted to the County Judge, found qualified and

eligible for employment or promotion by the Merit Board.

1:4.14 APPLICANT

A person applying for initial appointment as an officer or employee of the police force.

1:4.15 CANDIDATE

A person on the eligible list.

1:4.16 ANNUAL VACATION

Vacation period granted to all members annually.

1:4.17 BUREAU

A unit immediately subordinate to a division.

1:4.18 CHAIN OF COMMAND

The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution and vice versa.

1:4.19 COMMANDING OFFICER

Any member of the agency designated by the Chief of Police to exercise command authority over any division, branch, section or other operational entity of the Oldham County Police.

1:4.20 DAYS OFF

Those days, determined by the Chief of Police, on which a given member is excused from duty.

1:4.21 DEPARTMENT

The Oldham County Police Department.

1:4.22 DETAIL

A temporary assignment of personnel for a specialized activity.

1:4.23 DETECTIVE

A police officer assigned to conduct criminal investigation while in civilian clothing.

1:4.24 DIVISION

A functional unit having jurisdiction wide coverage of whose commanding officer reports directly to the Chief of Police.

1:4.25 EMPLOYEE

Civilian employee of the department.

1:4.26 GENDER

Use of the masculine gender herein shall also include, where applicable, the female gender.

1:4.27 GENERAL ORDERS

Written directives issued by the Chief of Police. General orders remain in full force and effect until amended, superseded, or canceled by the Chief of Police. Department general orders establish policy, procedure or regulations governing matters which effect the entire department or two or more subordinate units. They are the most authoritative directive issued in the department and may be used to amend, supersede, or cancel any other order.

1:4.28 HEADQUARTERS

The police buildings that house the headquarters staff and the members of this department.

1:4.29 INCOMPETENCE

Incapable of satisfactory performance of police duties.

1:4.30 INSUBORDINATION

Failure or deliberate refusal of any member or employee to obey a lawful order by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence. Disrespectful, mutinous, insolent, or abusive language directed toward a supervising officer.

1:4.31 LAWFUL ORDER

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in

the court of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

1:4.32 MAY/SHOULD

As herein words may or should, shall mean that the action indicated is permitted.

1:4.33 MEMBER

Any duly appointed police officer of the department.

1:4.34 MEMORANDA

Information bulletins which are primarily designed to inform and secondarily to direct issues at departmental and divisional level. Such memoranda are not official orders but express the thinking of the issuing authority on the subject under consideration.

1:4.35 MILITARY LEAVE

The period of time during which an officer is excused from duty by reason of serving the armed forces of the United States in an active capacity as provided by law.

1:4.36 NEGLECT OF DUTY

Failure to give suitable attention to the performance of duty. Examples include but are not limited to: Failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention: absence without leave; failure to report to duty at the time and place designated; unnecessary absence from the beat during a tour of duty; failure to perform duties or comply with provision prescribed in the Police Manual; failure to conform to the department operating procedures.

1:4.37 OFF DUTY

The status of a member during the period he is free from the performance of specified duties. Also may be known as day off, or annual leave.

1:4.38 OFFICIAL CHANNELS

Through the hands of the superior officers in the chain of command.

1:4.39 ON DUTY

The status of a member during the period of the day when he is actively engaged in the performance of his duties. Technically a police officer is subject to call at all times.

1:4.40 ORDER

Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty.

1:4.41 PERSONNEL ORDER

Appointment, assignment, or any other status change of personnel within the department accomplished by department personnel orders issued by the Chief of Police.

1:4.42 POLICE MANUAL

Reference guide specifying the rules and regulations governing the Oldham County Police Force and the conduct of personnel and the operation of the police department as well as specifying department policies and procedures. Department orders will be incorporated into the Police Manual after a provisional period of operation. This manual is issued by authority of the Chief of Police and carries the weight of a general order.

1:4.43 PROCEDURE

The official method of dealing with any given situation prescribed by Chief's order or procedural guide.

1:4.44 RULES AND REGULATIONS

Department legislation consisting of detailed directives binding members and employees of all ranks in terms of authority, responsibility, and conduct.

1:4.45 SECTION

A functional unit subordinate to a bureau or under the immediate direction of the Chief of Police. It may be commanded by any rank, depending on its size and the natures and importance of its function.

1:4.46 SENIORITY

Seniority in the department is established first by rank and second by time served in rank whether on a regular, assigned, or temporary basis. Where conflict occurs because of identical service or dates of appointment, the member with the highest position on the Merit System eligibility list from which the appointments were made is deemed to be the senior.

In situations requiring decision or control where the officers are of equal rank, the senior will make the decision and exercise control unless otherwise directed by a higher ranking command or supervisory officer.

1:4.47 SHALL/WILL

The words shall and will as used herein shall indicate that the action required is mandatory.

1:4.48 SHIFT

An eight hour tour of duty.

1:4.49 SHIFT COMMANDER

A supervisory officer of a shift in the Patrol Division.

1:4.50 SICK LEAVE

The period of time during which an officer is excused from active duty by reason of illness or injury.

1:4.51 SPECIAL DUTY

Police service, the nature of which requires that the member be excused from the performance of his regular duties.

1:4.52 SPECIAL ORDERS

Written directives issued by the Chief of Police. They specify instruction governing particular situations. Special orders are automatically canceled when their objectives are achieved.

1:4.53 SUPERIOR OFFICER

Member of the department assigned to a position requiring the exercise of immediate supervision over the activities of other members and employees.

1:4.54 SUPERVISORY OFFICER

Member of the department assigned to a position requiring the exercise of immediate supervision over the activities of other members and employees.

1:4.55 TENSE OF WORDS

The words used in the present tense include the future.

1:4.56 TOUR OF DUTY

The number of days of work on a given shift during which an individual member is on duty.

1:4.57 TRAINING BULLETIN

Bulletins published and designed to keep officers of the department abreast of current police techniques and procedures. The bulletins and their presentation act as a continuous training program and as a stimulus for further study. The information contained therein constitutes official department policy on the subject matter under consideration in the absence of other instruction to the contrary.

1:5. APPOINTMENT OF MERIT BOARD OFFICERS

1:5.1 OFFICERS AND THEIR ELECTION

The Board, when appointed by the County Judge, or upon the appointment of a new member, shall proceed to the election of a Chairman and a Vice Chairman who shall continue in office until a

subsequent reorganization becomes necessary. The Chairman and Vice Chairman shall not be members of the same political party. The Chairman of the Board, or in his absence, the Vice Chairman shall sign the minutes of the Official Acts of the Board, requisitions for supplies and equipment needed by the Board for its official business, preside at meetings and hearings of the Board and represent the Board as necessary.

The Board shall elect its officers annually at the regular meeting in October and at any other time there is a vacancy in one of the offices. The officers shall serve terms of one (1) year, or in the event of an election to fill an officer's unexpired term, for the duration of that term. The officers may be reelected to these offices.

1:5.2 SECRETARY EXAMINER

The Board shall appoint a Secretary and Examiner, who may be the same person, and shall recommend to the Fiscal Court, the amount of his compensation. The Secretary and Examiner under the supervision of the Board shall be responsible for the preparation and conducting of all examination, the appointment of any special examiners and the certification of eligible candidates. The Secretary Examiner shall be responsible for the keeping of records and of the preparation of regulations prescribing the detailed procedure to be followed in the administration of these rules and in carrying on the routine business of the Board. All orders and minutes of the board shall be signed by the chairman thereof, who shall be elected by the board members and the minutes shall be countersigned by the Secretary Examiner. All records and minutes of the board shall be considered public records.

1:5.3 COUNTY JUDGE/EXECUTIVE

The County Judge/Executive serves as an ex-officio member of the Board and is entitled to vote only in instances where a tie vote has occurred.

1:5.4 POLICE OFFICERS AND ELECTION TO BOARD

In reference to house Bill 570 KRS 78.410 (3) "The members of the county police department shall elect for a two (2) year term two (2) patrolmen of the county police department with a minimum of two (2) years service who shall serve as members of the county police force merit board for the purpose of deciding discipline cases only and who shall be elected during the month of July of the even numbered years. The first election shall be held in July 1992 and every two years thereafter. These two (2) members must be below the rank of sergeant. In the case of a vacancy, a new election shall be held within sixty (60) days of the date when the vacancy occurs and the person elected shall fill the remainder of the unexpired term.

The office of the Attorney General refers to "patrolmen" rather than police officers generally or officers of rank other than patrolmen, the county police officers elected to hold the positions on the county police force merit board mentioned in the statute must come from that group of county police officers holding the rank of patrolmen.

All voting will be done by secret ballot only. The secretary shall provide the method and procedure of election to insure confident-confidentiality of each vote. The two patrolmen receiving the greatest number of votes shall be declared elected. In the event there are no clear winners or a multiple tie exists, additional balloting will be conducted until two (2) patrolmen are elected. After one additional balloting is conducted and a tie still exists, a "flip of the coin" method may be used to decide winner. The counting of the ballots and decision of winners will be witnessed by at least two (2) officers and the secretary. The results of the election will be posted on the police bulletin board of the County Police Department and a copy will be sent to the chairperson of the County Police Merit Board.

1:6 MERIT BOARD MEETINGS AND ORDER OF BUSINESS

1:6.1 MEETINGS

Meetings of the Board shall be held once each month, and at such other times as may be warranted by the business of the Board. Meetings shall be guided in its conduct by the KRS Merit Board Rules, Roberts Rules of Order and Rulings of the Presiding Officer.

1:6.2 ORDER OF BUSINESS

The following shall be the order of business and procedure at the regular meetings of the Board.

1. Call to order
2. Approval of minutes
3. Reading of communications
4. Report of Secretary/Examiner
5. Old business
6. New business Next meeting date
7. Adjourn

1:6.3 SPECIAL MEETINGS

Special meetings of the Board may be called by either the chairperson or by a majority of the members of the Board. Public notice of the special meeting shall be given at least twenty-four (24) hours prior to the time of the special meeting. The notice of a special meeting shall state the date, time and place of the meeting, and what business will be considered. No other business except that stated in the notice shall be considered except by consent of a majority of the members present.

1:6.4 QUORUMS

- A. None-discipline related meetings
 1. At least three (3) Board members, excluding the two members of the Oldham County Police Department and the County Judge/Executive must be present at meetings of the Board to constitute a quorum.
- B. Discipline-related meetings
 1. In cases of discipline, four (4) members of the Board must be present to constitute a quorum, one of whom must be a Police Officer, and that police officer must be one of the members of the Oldham County Police Merit Board.
 2. Business may not be conducted at a meeting unless there is a quorum of the members of the Board present.
- C. VOTING
 1. A majority of the Board members present and voting shall determine any question, provided that a quorum is present.

1:6.5 MINUTES

The Secretary shall be responsible for preparing the minutes of all meetings of the Board. The minutes shall be submitted for approval at the next regular meeting of the Board. The minutes shall be signed by the Secretary and the Chairperson, or in the absence of the Chairperson, by the Vice-Chairperson. The minutes shall include copies of all materials considered by Board members at the meeting. The minutes shall be open to public inspection immediately following the meeting of the Board at which they are approved.

1:6.6 EXECUTIVE SESSIONS

The Board may retire into Executive Session at any time, subject to the provisions of the KRS, upon motion duly made and approved by a majority of members present, stating the purpose for the special meeting. Any action taken in regard to the matters discussed in the Executive Session must be taken in an open public session of the Board.

1:6.7 REPORTS TO THE BOARD

The Chief shall notify the Secretary in writing of all appoint- appointments, reclassifications, disciplinary actions, separations, vacancies and the creation and/or abolition of positions in the Classified Service. The Secretary shall report in writing to the Board at each monthly meeting on such matters occurring in the classified service since the Board's last regular meeting.

1:6.8 RECORDS AND FILES

Unless otherwise provided for, all records and minutes of Board activities shall be considered public records.

1:7 CLASSIFIED SERVICE VACANCIES

1:7.1 VACANCIES IN THE CLASSIFIED SERVICE

The Chief of Police shall determine when a vacancy in the Classified Service occurs through dismissal, resignation, death, necessary growth, or other cause. He should notify the County Judge/Executive of such vacancy; who shall determine that such vacancy may be filled.

1:7.2 REQUESTS TO FILL VACANCIES

The County Judge/Executive shall make requisitions to the Merit Board for certification of eligible applicants to fill vacancies.

1:8 APPLICATIONS

1:8.1 APPLICATION TO BE GIVEN TO THE MERIT BOARD

Applicants must fill out application forms provided by the Merit Board, and print in ink, in their own handwriting, the forms prescribed and furnished by the Board, and signed by the applicant. Each of said applicants shall give all information requested and shall fill out fully all blanks contained in the said form.

1:8.2 DOCUMENTATION

Each applicant shall furnish such certificates or other evidence as may be required by the Board, as to age, citizenship, character, education, residence, fitness for the position applied for and previous or present employment.

1:9 GENERAL QUALIFICATIONS OF APPLICANTS

1:9.1 RESIDENCE

Each applicant for employment in the Classified Service must be a citizen of the United States and reside in the Commonwealth of Kentucky KRS 15.335.1979 Interim Supplement.

1:9.2 OATH OF OFFICE

All new police officers, before their appointment to duty and prior to their promotion to higher ranks shall be required to uphold the "Rules and Regulations" of the Merit Board

1:9.3 AGE LIMITS

Applicants for positions as Police Officers in the Classified Service shall be not less than 21 years of age. The twenty-first birthday is taken as the minimum. Age limit for civilian employees shall be set by the Board prior to each examination.

1:9.4 LITERACY

Each applicant must show proof that he/she is able to read, write and speak the English language well and intelligently.

1:9.5 MORAL CHARACTER

Each applicant shall be of good moral character and shall not have been convicted of any criminal offense involving moral turpitude, or any felony.

1:9.6 PHYSICAL REQUIREMENTS

Each applicant shall be physically qualified to perform the essential functions of the position with or without reasonable accommodation. Each entrance level applicant must submit to a physical agility test and drug screen as determined by the Merit Board which is provided to the applicant at no charge.

1: 9.7 CHARACTER INVESTIGATION

No applicant shall be admitted to a Classified Service unless his background has been comprehensively investigated. Trained investigators shall include the Chief and his designated representatives who will be responsible for the investigations to be made. They shall examine school, credit, and criminal records; interview persons used as references and other persons in the applicant's neighborhood; and interview past and present employers. The interview process should extend to other communities as well, if the applicant has lived elsewhere. To assist in the check of criminal records, fingerprints of each applicant may be obtained and forwarded to the appropriate local, state and federal agencies. Prior convictions, work habits, prejudices, emotional stability, among other characteristics, should be determined to ascertain whether the applicant is fit to perform police work.

1:9.8 PSYCHOLOGICAL REQUIREMENTS

Each applicant shall be examined for personality defects. Prior to final appointment, psychological tests and/or interviews administered by trained professionals, as determined by the Oldham County Police Merit Board, shall be administered to determine emotional stability and is provided to the applicant at no charge.

1:9.9 PROBATIONARY PERIOD

Any person or persons appointed to the Oldham County Police Force will be on probation for a period of one year before their employment is made a permanent position. The period of probation shall be used for a systematic evaluation and correction of deficiencies. Continuation in the police service is dependent upon the conduct of the probationer and his/her fitness to perform his/her duties during the probationary period. During the period of probation, a performance report from the Chief of Police shall be forwarded each month to the office of the Board. Said probationary period may be extended for another six (6) months in the case of minor infractions.

1:9.10 DRIVER'S LICENSE

All members and employees operating department motor vehicles shall possess a valid Kentucky driver's license. Whenever a driver's license is revoked, suspended, or otherwise lost, that person shall immediately notify his/her supervisor, giving full particulars.

1:9.11 EDUCATION

Applicants shall have completed and be able to substantiate at least a high school education or G.E.D. equivalency before the application can be accepted.

1:9.12 TRAINING

Each recruit or Police officer "C" applicant for employment must, during the probationary period, complete at least a sixteen week basic training course conducted or approved by the Kentucky Law Enforcement Council. Each calendar year after the probationary period he/she must successfully complete a forty hour in service training course conducted or approved by the Kentucky Law Enforcement Council as required by the Police Pay Incentive Bill.

1:10 FILING APPLICATIONS

1:10.1 ACTUAL FILING

When an application is presented to the Merit Board, it should be scanned to see that all questions are properly answered. Should any material inaccuracies be detected, the applicant shall be directed to correct them before filing. All applications should be signed and dated upon receipt.

1:10.2 WITHDRAWAL OF APPLICATIONS

Applications once filed with the Board, or any letters or papers attached thereto, cannot be withdrawn or removed from the office of the Board, except by orders of the Board, nor shall information contained in the applications or papers attached thereto be open to the public.

1:10.3 REJECTION OF APPLICANTS

Proof in writing supported by affidavit, produced at any time to the Board, of bad character, dissolute habits or dismissal for cause from any public service shall be deemed sufficient cause to exclude an applicant from examination or for removal of a candidate from the eligible roster. In addition, the Board shall reject any application for the following reasons:

1. The applicant lacks the minimum qualifications necessary for appointment as stated in Section 1:9.
2. The applicant has intentionally made a false statement in his application with regard to any material facts.
3. The applicant was removed for cause from a previous classified position.
4. The applicant, after proper notification, did not present himself at the time and place designated for an examination or appointments as appropriate.

1:11 EXAMINATIONS

1:11.1 NOTICE OF EXAMINATIONS

All notices of competitive entrance examinations to be held by the Board shall be given by one advertisement in at least one newspaper of general circulation in Oldham County. This advertisement shall be placed not less than ten days prior to the date the examination is to be held. A notice of examination shall be posted, in both the Oldham County Courthouse and Oldham County Police Department, setting forth the time, place, filing deadline and other facts pertinent to the examination. Announcement of promotional examination shall be made at least ninety days prior to a promotional examination. Examinations shall be open, competitive, and non-discriminatory and shall be under the direction of the Board. Prior to the date set for the examination, the Secretary shall carefully check each application on file and shall notify each applicant at least one week prior to the date set for the examination of the date, time and location of the examination.

1:11.2 CHARACTER OF EXAMINATIONS (Applicant)

At the hour set for the examination, the examiner in charge will furnish each applicant the necessary papers to be used. Each set of papers shall consist of (1) the examination paper, and (2) an identification

slip. The identification slip and examination paper shall bear identical numbers.

No examination paper or papers will show applicant's name or bear any kind of identification mark, except the identifying number.

Before examinations are started the numbered identification slip will be torn from each applicant's examination paper and the applicant shall write his/her name on the said numbered identification slip and in the presence of all applicants all identification slips shall then be sealed and immediately delivered to a board member. The same procedure shall apply to the examination papers when they have been completed. The envelope containing these numbers shall not be opened until after all examination papers have been graded by the Board or same person or persons under the Board's direction or control. The envelope containing the identification slips shall then be opened in the presence of the Board and the identity of the applicant's test papers established.

1:11.3 ORAL EXAMINATIONS

The Board shall require oral examinations of all applicants, both for original appointment or for promotion, and shall determine the weight to be applied to the oral examination as per KRS 78.440.

1:11.4 EXAMINATION RESULTS

All examinations shall be rated on the basis of 100 percent except those which pertain to physical agility or character investigations. Each applicant, regardless of his average shall be notified of his test results. Only those applicants making a minimum 70% grade on the written examination shall be considered for posting of the candidates name on the eligible register by order of standing. Should two applicants in the same examination make identical average percentages, the Board should use other evaluations in order to properly determine the order of standing.

1:11.5 PROMOTIONAL EXAMINATIONS

Public notice shall be given at least ninety days before a promotional examination is conducted and must state application filing deadline.

Promotional examinations shall consist of written examinations, oral examinations and the consideration of seniority, which shall be valued as follows:

1. 60% Written examination.
2. 30% Oral examination.
3. 1% for each year of seniority in grade up to a maximum of 10 points.
4. 10% - 1/12 of 1% for each full month of service in grade after five (5) full years of service.

The Secretary/Examiner or Chief Examiner shall select a panel, of at least three members, to conduct oral examinations of the candidates for promotion. The panel shall consist of three (3) persons of a supervisory capacity from an outside agency or agencies in the same field and of the same rank to which the applicant is aspiring. If there are fewer than fifty (50) applicants, the Board may waive the requirements of this section.

Physical fitness for promotion is presumed unless certified to the contrary by the Chief, who shall supply the Board with evidence rebutting the presumption of physical fitness.

1:11.6 PROMOTIONAL ELIGIBILITY LISTS

Promotional eligibility lists contain the names of permanent employees in the Classified Service who have completed all numerically-rated promotional examinations and who are eligible for promotion to

positions assigned to the class covered by the list.

The names of all persons who have obtained a score which is equal to or exceeds the passing-point score in an examination shall be placed on the eligibility list for the class for which they were examined. In the event that two or more persons achieve the same final earned rating, the names shall be placed on the eligibility list in the order of rating earned in that part of the examination which was given the greatest value.

Promotional eligibility lists shall be effective until exhausted or for a period of one year unless otherwise directed by the Merit Board. The Merit Board may only extend the promotional list for one (1) additional year upon request of the Chief of Police.

1:11.7 SPECIAL EXAMINATIONS

No applicants shall be granted a special examination.

1:11.8 TESTS TO BE HELD AS ADVERTISED

All examinations shall normally be held upon the dates fixed by the Board in its published notices.

1:11.9 POSTPONEMENT AND CANCELLATION

The Board shall have the right, (1) to postpone any examination because of an inadequate number of applications, because of the non-attendance of special examiner, or for other sufficient cause; or (2) to cancel any examination, the holding of which becomes unnecessary because of a change in the personnel requirements.

1:11.10 INSPECTION OF PAPERS BY APPLICANT

Any applicant in an examination, whether or not he/she has passed, may personally inspect his/her examination papers after the results have been announced, or at the next meeting of the Board following the examination. Should a manifest error affecting the grading of a paper be discovered at such meeting, a candidate affected may be given that position on the list to which his/her correct average percentage entitles him/her.

1:12 ELIGIBILITY LIST (Applicants)

1:12.1 ELIGIBILITY LISTS

When grades of applicants have been determined following all examinations and have been entered in the eligibility register, by order of standing, the same shall become the list from which appointments shall be made.

The Secretary's records shall show:

1. The name of the candidates by order of standing in examinations.
2. The candidate's address.
3. The percentage made.
4. The date of examination.
5. The identification number of the candidate's examination papers.
6. Such other information, including physical agility, psychological, background investigation results as may be necessary in keeping a thorough record of the candidate's application.

1:12.2 ELIGIBILITY LIST, DURATION

When an eligibility list is made up for any grade of a certain position it shall remain in force not longer

than one year. The board reserves the right to cancel the list at any time, lengthen, or shorten duration, except when an eligibility list is to be maintained by the Police Chief for laid-off employees. They are to be placed on top of this list for rehiring within a period of two, (2) years.

The laid off employees, in good standing, will be considered for returning to active duty by reverse procedure; i.e., last laid off, first returned. The employee will return at the same level as when laid off. (SEE 2.6)

The Board reserves the right to cancel the eligibility list at any time, lengthen or shorten its duration.

1:12.3 CHANGE OF ADDRESS

In the event a candidate's name has been placed on an eligibility list and he/she changes his address, he/she shall notify the Board at once, giving the address at which he/she lives.

1:12.4 NOTIFICATIONS OF APPOINTMENTS

The Chief of Police shall notify the Merit Board in writing within 10 day of all newly appointed officers.

1:13 CERTIFYING APPLICANTS

1:13.1 CERTIFICATION PROCEDURE

Certification of eligible applicants to fill vacancies in a classified service shall be made by the Merit Board and forwarded to the County Judge/Executive.

1:13.2 CERTIFYING PREVIOUS CLASSIFIED EMPLOYEES

Those persons leaving the police service must make application for original appointment.

1:13.3 CERTIFYING VETERANS WITH PREVIOUS CLASSIFIED SERVICE

Classified employees who volunteer their services or who are drafted by the Federal Government for the Army, Navy, Marine Corps, Air Force, or any other agency of the National Government necessary for the National Defense program of the nation, shall be deemed to be on indefinite leaves of absence for the duration of the emergency and upon the termination of their services with the Federal Government or Federal agency they shall be reinstated without competitive examination to the positions which they held at the time of the commencement of such indefinite leaves of absence; provided, that such employees make application to the Board for such reinstatement within 60 days after the termination of their services with the Federal Government or Federal Agency; and further provided that the Board shall find such applicants for reinstatement physically capable of performing the duties to which they are to be assigned upon such reinstatement.

Nothing in this section shall be construed as granting a leave of absence to a Classified employee who resigns from the Classified Service in order to take private employment whether such employment be in the nature of National Defense or not.

1:14 ADOPTION - RULES AND REGULATIONS

The foregoing Rules and Regulations are in service for a period greater than two years, wishing to be reinstated, must make application for original appointment.

1:14:1 Other Rules and Regulations

All other rules and regulations not otherwise provided for herein shall be governed by the provisions of

KRS 78.400 through and including 78.480; the Rules and Regulations of the Oldham County Police Force; the Oldham County Police Force Bill of Rights; and the Oldham County Police Force's Standards of Operations and Procedures.

Adopted the 7th day of October, 1992.