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Policy Number: 1-01

Effective: 07/01/2025

Title: DIRECTION

Accreditation Standard

I. PURPOSE

This General Order concerns the direction and supervision of the Christian County Public Schools Police Department. Policies recognize and establish the authority of the Department's Chief and establish accountability for subordinates' performance. They also describe the scope of the Department's written directive and written communication systems.

II. GUIDANCE, SUPERVISION, MANAGEMENT, AND CONTROL

The direction of the Christian County Public Schools Police Department relates to its guidance, supervision, management, and administration.

- A. Authority and Responsibility: The Chief of School Safety and Security manages, directs, and controls the department's operations and administration.
- B. Order of Precedence: The order of precedence for command authority in the absence of the Chief shall be granted through a special order.
- C. Delegation of Authority: A superior may delegate to a subordinate.
- D. Performance Accountability: To achieve effective direction, coordination, and control, supervisory personnel shall be accountable for the performance of employees under their direct control. Accountability is in direct proportion to the authority granted or delegated.
- E. Lawful Orders: Employees are required to obey a lawful order of a superior, including an order relayed from a superior by an employee of the same or lesser rank. Any employee willfully disregarding or disobeying a superior officer's written or direct order will be considered insubordinate. Officers shall not obey any order they know would require them to commit illegal activity. If in doubt about the legality of an order, officers shall request the issuing officer to clarify the order or confer with a higher authority.
- F. Conflicting Orders: If an employee receives a conflicting order or directive, the employee shall respectfully call the conflict to the superior's attention. Should the latter not change the order, it shall be obeyed, and the employee shall not be responsible for disobeying the first order. Under these circumstances, the responsibility for the conflict shall be upon the superior officer.
- G. Department Staff Meetings
 - 1. The Chief should hold meetings with staff as necessary.
 - 2. One-on-one meetings should be held regularly, not less than quarterly.

III. WRITTEN DIRECTIVE PROCEDURES

A written directive is any form of documentation intended to affect or guide the actions of others. The department's written directive system is as follows:

- A. General Orders: Generally of a permanent nature concerning organizational structure, statements of policy, procedures for carrying out Department activities, and rules and regulations as issued by the Chief of Police. The general orders in the Christian County Public Schools Police Department Policy Manual will be reviewed annually, revised as necessary, and re-issued annually (electronically).
- B. Special Orders: Affecting only a specific segment of the Department or statements of policy or procedure regarding a particular circumstance or event generally of a temporary or frequently changing nature as issued by the Chief of Police or his

designee.

- C. Personnel Orders: Orders implementing changes in personnel status, such as assignments, transfers, promotions, appointments, etc., as issued by the Chief of Police or his designee.
- D. Memoranda Written: information of general interest to the department used to clarify or inform. A memo may be used to affect or guide the action of others (as a directive) or for communicative purposes only.
- E. Responsibility for Review of Written Department Directives
 - 1. All designated or affected department staff as directed or needed by departmental goals and objective review and/or update.
 - 2. Staff as needed
 - 3. Administrative services will be conducted on an ongoing as-needed basis
 - 4. Adequate time should be allowed for the review and feedback process before implementation
- F. Availability: The departmental internet/server provides all personnel a general order policy and procedure manual.

IV. OFFICIAL CORRESPONDENCE

Official correspondence outside of the department requiring the approval of the Chief includes the following:

- A. Matters related to budget, planning, and other administrative concerns.
- B. Matters being communicated to City, county, State, or Federal officials.
- C. All other official correspondence relaying department policy and procedure.

Policy Number: 1-02
Effective: 07/01/2025

Title: CONDUCT
Accreditation Standard:

I. PURPOSE

This policy establishes employees' standards of conduct embodied in the Law Enforcement Officer's Code of Ethics and the mission, vision, and values of the Christian County Public Schools Police Department.

II. POLICY

The Christian County Public Schools Police Department and the public expect all department employees to maintain high standards of conduct, particularly its police officers. An officer's power of arrest and ability to temporarily remove the liberty of the citizens constitutes a significant public trust. These standards of conduct are not all-inclusive. Actions or inactions of employees that conflict with departmental values negatively affect its reputation and personnel. Such action or inaction also impairs the department's ability to effectively and efficiently serve and protect. All employees will conduct themselves in a manner that reflects the highest ethical standards.

Law Enforcement Code of Ethics

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

I will keep my private life unsullied as an example to all; 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 my personal and official life, I will be exemplary in obeying the law of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.

I will never act officiously or permit personal feelings, prejudice, 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 of favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

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

Mission Statement

The mission of the Christian County Public Schools Police Department is to ensure the safety and well-being of all students, staff, and visitors by fostering a secure learning environment. We are committed to protecting our school community through proactive, compassionate, and professional law enforcement while building solid relationships based on trust, respect, and collaboration. By working closely with students, parents, and educators, we strive to foster a positive and supportive environment that promotes safety and academic achievement.

Core Values of CCPSPD

Community: We are committed to cultivating positive relationships with students, staff, and families and to creating a safe and supportive environment that fosters learning and growth.

Compassion: We must approach every situation with empathy and understanding, recognizing the unique needs and challenges of everyone we serve.

Professionalism: We will uphold the highest standards of integrity, accountability, and conduct, ensuring our actions are always in the best interest of the community we protect.

Safety/Security: We are committed to providing a safe and secure environment where all individuals feel protected, allowing students and staff to focus on their education without fear or disruption.

Prevention: Develop and deploy proactive strategies to prevent bullying, crime, and school violence.

Diversity: All individuals will be treated fairly, respectfully, and with dignity. CCPSPD will foster an environment that embraces diversity at all levels and respects differences within our educational boundaries.

Our actions will focus on safety, ethical conduct, and community-oriented values, helping the Christian County Public Schools emphasize its role in protecting students and positively impacting the school community.

III. PROCEDURES

A. Abuse of Police Powers or Position

1. Employees will not intentionally solicit or accept any gift, gratuity, loan, or fee offered because of police employment, because of any activity associated with their employment, or from which they will personally gain unless such gift, gratuity, loan, or fee is offered to all members of the agency as a whole.
2. Employees will not use their position for financial gain or to obtain or grant privileges or favors not otherwise available to them or others, except as private citizens.
3. Employees will not solicit or accept contributions for this department without the Chief's or his designee's express consent.
4. Employees will not spend money or make financial obligations in the name of or on behalf of the department without the Chief's or his designee's authorization.
5. Employees will not imply or accept any liability for loss or damage on behalf of the department. Inquiries regarding financial liability or loss will be referred

to the department's legal counsel.

6. Employees will not permit the use of any official title identifying them as officers or department employees in connection with any testimonial, endorsement, or advertisement without the Chief's or his designee's express consent
7. Officers will not use their position to resolve personal issues or civil disputes involving themselves, family members, relatives, friends, acquaintances, or neighbors except in situations that would justify the use of force for self-protection or the defense of another as specified in the KRS, or in situations involving a severe offense where an arrest is warranted and immediately necessary.
8. Employees will cooperate fully with and not interfere with any criminal investigation conducted by this or any other agency or any internal or administrative investigation conducted by this or any other agency.
9. Officers and employees will not undertake any investigation or other official actions not part of their regular duties without permission of their supervisor unless the situation or circumstances require immediate police action.
10. Officers driving privately owned vehicles shall not, under any circumstance, attempt any vehicle stop.
11. Employees will not convert, use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence.

B. Alcohol and Drugs

1. Employees will not consume alcoholic beverages on duty.
2. Employees will not report for duty with the odor of alcoholic beverages on their breath.
3. Employees will not possess alcoholic beverages while in uniform or on duty except to handle evidence.
4. Employees will not report for duty or operate an official vehicle when alcoholic beverages, controlled substances, or other substances have impaired their judgment or physical condition. No officer shall consume alcohol 4 hours before their shift.
5. Employees will report to their supervisor before reporting for duty the use of any substance that impairs their ability to perform their duties.
6. On or off duty, employees will not use or be in possession of illegal drugs or controlled substances without a prescription or in the performance of their duties.
7. In the event of an emergency recall, the employee must notify a supervisor to determine their fitness for duty if they have consumed alcoholic beverages or any substance that may cause impairment. No adverse action will be taken if the officer believes they are incapacitated for duty and states such or is told such by a supervisor before reporting for duty.
8. Off-duty officers will not carry department-authorized weapons while consuming or under the influence of alcoholic beverages.

C. General Conduct

1. Employees will be civil, tactful, and courteous, maintain an even disposition, and remain calm regardless of provocation in performing their duties. Employees will not use profane or insolent language or gestures nor express prejudice concerning race, religion, politics, national origin, sexual orientation, or personal characteristics.
2. Employees will not intentionally enter or remain on premises where illegal gambling activity or prostitution is promoted except in the performance of their duties and when authorized by a supervisor.
3. Off-duty employees will not be at any establishment whose primary service is providing or selling alcoholic beverages or adult entertainment while wearing items that identify them as department members or police officers.
4. Except for immediate family members, employees will not, as a course of conduct, frequent the company of any person actively engaged in or suspected of criminal activity or any person with whom such association may negatively reflect on the employee or the department.
5. Employees will not knowingly join or participate in any organization or group that advocates, incites, or supports criminal acts, criminal conspiracies, hatred, or violence toward any group, race, government agency, or culture of people.
6. Employees shall not share or cause information to be shared with anyone (except a supervisor) if it could harm the department, an ongoing investigation, or another employee, regardless of the intent.
7. Employees will not make false, inaccurate, or misleading injury or illness claims.
8. Employees will not engage in reckless, unsafe, or disruptive behavior while on duty.
9. Officers and employees shall keep their financial affairs in order and under control.
10. Officers will carry their current department-issued identification card on and off duty.
11. Officers and employees will report any suspension, revocation, or expiration of their driver's license to their supervisor.
12. Employees arrested, criminally cited, summoned, or who come under investigation for any criminal offense or receive an emergency protective order (EPO) or similar order against them will report this to a supervisor as soon as possible, except civil matters arising outside the scope of their employment.
13. Employees will not make false, inaccurate, or misleading injury or illness claims.

D. Confidentiality

1. Employees will not communicate to non-employees of the department or the Christian County Public Schools any information concerning operations, activities, or matters of police business, the release of which is prohibited by law or which may hurt the department's image, operations, or administration.
2. Employees will not divulge the identity of persons giving confidential information or the identity of undercover officers except as authorized by a

supervisor or the courts in performing their duties.

E. Cowardice

1. Officers will not display cowardice in the line of duty. Officers will assist and protect fellow officers and citizens in dangerous situations.

F. Dereliction of Duty

1. Employees on duty will remain alert and awake, in a sufficient state of readiness to respond to situations requiring action, and unencumbered by conflicts arising from off-duty employment. They will not engage in activities that could cause them to neglect or be inattentive to duty.
2. Employees will not leave or take unnecessary absences from their work assignments except when authorized by a supervisor.
3. Employees requiring emergency leave or sick leave will directly notify their supervisor as soon as possible. Employees who cannot contact their supervisor must inform the on-duty shift supervisor.
4. Officers will identify themselves to any person requesting their name, rank, or badge number. The only exemption allowing officers not to provide individuals with their name and badge number is when the individual intentionally videos officers and deliberately antagonizes a normal contact (First Amendment audits) to post the video to social media.

G. Honesty

1. Employees will not knowingly make false statements or misrepresent any fact in any official document, proceeding, or related to their duty as police officers or department employees.

H. Efficiency

1. Employees will perform their duties in a manner that establishes and maintains the highest standards of efficiency and effectiveness. Inefficiency includes but is not limited to:
 - a. Lack of knowledge or proper application of law.
 - b. Inability or failure to perform assigned tasks as required
 - c. Failure to conform to standards established for the employee's rank, assignment, or position.
 - d. Failure to take appropriate action.
 - e. Consistent or repeated poor evaluations
 - f. Consistent or repeated written records of violations of departmental policies (i.e., oral or written counseling, written reprimands, suspensions)
 - g. Suspension, expiration, or revocation of an operator's license.

I. Insubordination

1. Insubordination is intentional misbehavior or misconduct that reflects on the performance of the employee or department, indirectly or directly. Insubordination includes but is not limited to:
 - a. Direct refusal to obey a supervisor's lawful written or verbal work-related order
 - b. Failure to follow instructions that are standard operating procedures for the department.

- c. Failure to follow new instructions that have been adequately explained.
- d. Failure to meet deadlines of assignments or orders.
- e. Argumentative, sarcastic, disrespectful, unprofessional, or other disobedient conduct toward a supervisor of any higher rank, directly or indirectly.

J. Recording

- 1. Employees will not use video or audio recording devices to record conversations or actions of any civilian employee, officer, or supervisor without the knowledge or permission of the civilian employee, officer, or supervisor unless in the official performance of their duties. Official performance will mean criminal and/or internal investigations, counseling, grievances, and official meetings.

K. Contact Information

- 1. Officers and employees will maintain a telephone. They will notify their supervisor of any changes to their telephone number or address within 72 hours of the change becoming effective.

L. Use of Department and School Property

- 1. Employees will utilize department supplies, property, and equipment only for official purposes per established department policies and procedures.
- 2. Employees will immediately report any damage or loss of department property or equipment to a supervisor.
- 3. Upon termination of employment, all issued equipment shall be returned. Failure to do so will result in withholding of final pay and/or legal action.

M. Arrest of Law Enforcement Officers

- 1. An officer arresting a member of another law enforcement agency will immediately notify their supervisor. The arresting officer will make no public statements and provide their supervisor with copies of the citation/arrest before the end of duty.
- 2. Officers encountering or responding to a call for service involving an officer of this agency who may require enforcement action will notify the on-duty supervisor immediately. The supervisor shall:
 - a. Respond to the location.
 - b. Ensure that the responding officer thoroughly briefs them.
 - c. Directly and immediately assume the role of the primary officer and relieve the responding officer of any responsibility related to enforcement action.
 - d. In the event of enforcement action, ensure that all officers involved complete and submit supplements before the end of the shift and obtain complete witness statements from all civilian witnesses.
 - e. Notify the chain of command (Director of School Safety and Superintendent).

N. Off-Duty Enforcement

- 1. Off-duty officers witnessing a violation of law committed in their presence that demands immediate action may make an arrest providing the following:
 - a. If possible, before affecting the arrest, immediately notify ECC or cause ECC to be informed and request an on-duty unit to respond. If possible, the

officer will stand by and be safe until the on-duty unit arrives. The on-duty unit will take over upon arrival.

- b. b) The officer displays police identification to the violator and announces their purpose.
- c. c) The officer can arrest without jeopardizing their safety or that of the violator or the public.
- d. d) The initial officer will be responsible for all court appearances resulting from the contact. The responding officer may be subject to appearance at the court's discretion.
- e. The initial officer will be required to complete all of the paperwork generated by the incident.
- f. Off-duty enforcement is strongly discouraged unless the safety of the public or officer is in immediate danger of death or serious physical injury.

Policy Number: 1-03

Effective: 07/01/2025

Title: Discipline

Accreditation Standard:

I. PURPOSE

This order establishes procedures concerning informal and formal discipline practices within the department. It is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department and only in a non-judicial administrative setting.

II. POLICY

The Christian County Public Schools Police Department's policy is to impose disciplinary action fairly and impartially and offer adequate appeal procedures to protect employees' rights. This policy intends to conform to KRS 95.450 and KRS 15.520.

III. PROCEDURES

A. Consistency in Discipline

1. The department believes that discipline must be applied consistently and uniformly. This order discusses employee recognition and penalties for various infractions.
2. The department does not provide employees with a comprehensive list of prohibited behavior. **Examples of such behavior are in policy, but the list cannot be all-inclusive. Employees are expected to reasonably perceive what constitutes proper behavior based on academy training and the observance of officers' proper behavior in general.**

IV. GENERAL PROVISIONS

A. Accountability

1. Individual department members are expected to conduct themselves in a manner that makes serious corrective measures unnecessary.
 - a) Personal knowledge of departmental policies and procedures is expected to assure a professional level of conduct from all employees.
2. Employees shall report infractions of law or departmental policies and procedures to ensure the department's integrity.

B. Supervisor Accountability

1. Supervisors are accountable for the actions of their subordinates. Supervisors shall be thoroughly familiar with department policies and procedures and apply the highest ethical concern to their responsibilities and those of their subordinates. In this regard, the supervisor's responsibilities include, but are not limited to:
 - a) Orientation of new employees in department policies and procedures, and expected standards of performance and conduct.
 - b) Implementation of department policies and procedures; and
 - c) When necessary, suitable coaching and/or disciplinary measures must be imposed to ensure adherence to department procedures.

C. Disciplinary Action

1. Failure or refusal by a department member to comply with departmental policies or procedures shall result in disciplinary action against that member.
2. Disciplinary action is intended to be corrective and progressive.
3. Generally, discipline shall be designed to encourage the member to conform to established standards of performance or conduct, except in those instances where the employee's actions are not conducive to rehabilitation or make continued employment with the department unacceptable.
4. Discipline shall be determined on an individual basis. It shall consider factors such as the seriousness of the infraction and the employee's record of service with the department.
5. To ensure fairness and impartiality in disciplinary matters, no member may interfere with departmental disciplinary procedures, nor any member exert or attempt to influence any participants in the disciplinary process except as permitted by the process's provisions.

D. Types of Counseling and Disciplinary Action

1. Oral Counseling: Oral counseling is the most productive and often skipped method for dealing with minor infractions or concerns. It should be one-on-one coaching between the supervisor and the employee. The supervisor determines why the violation occurred and then reminds the employee of the Proper procedure or practice. The employee should clearly understand that failure on their part to correct or improve the problem will lead to further disciplinary action, up to and including dismissal. The supervisor should express faith in the employee's ability to correct their behavior and offer help if needed. The supervisor should encourage the employee to contact him or her for advice or assistance if the employee doesn't understand what is expected. In short, this amounts to good, clear communication between the supervisor and employee. After the counseling session, the oral counseling/written warning form should be completed and forwarded to the Director of School Safety for inspection. In all cases, this form will be completed by the supervisor, reviewed by the employee, and sent to the Director of School Safety. After a period of observation, the supervisor should, when possible, follow up with the employee to let them know their progress in resolving the matter. This is a crucial step to help rebuild the successful employee's confidence or retrain the failing employee. In either case, it provides much-needed assistance for the employee. This step may be bypassed depending on the severity of the situation, which warrants more severe disciplinary action. The Chief of School Safety shall make this determination.
2. Written Warning: a written warning is given for repeated minor or more serious initial infractions. The same approach and steps outlined in the oral counseling section are used; instead of calling the action "counseling," the supervisor substitutes the word "warning." Additionally, the supervisor may require the employee to submit a written report of the occurrence. If the

employee acknowledges the wrongdoing, the supervisor may also ask them to include, in the written statement, how they will conduct themselves in the future. **Written warnings may be informal but require documentation with an employee's acknowledgment of the action.** In this step, the supervisor must ensure that the employee understands the elevated employment risk while supporting the employee. The following procedures shall be observed for a written warning:

- a) At the time of the written warning, the employee receiving the warning shall be counseled on behavior and advised that a written record concerning the event shall be maintained and that the employee may read the record.
- b) The employee shall be advised that they have the right to file a statement in their personnel file setting forth their position in case of disagreement.
- c) The discipline shall be recorded in the employee performance record and forwarded to the Director of School Safety or designee. A copy of the employee performance record containing the following information will be maintained in the officer's permanent personnel file.
 1. Employee's name
 2. Date of Warning
 3. Summary of reasons for warning
 4. Summary of employee's response
 5. Suggestions for improvement or description of actions offered by supervisor to improve employee's conduct.
 6. Name of supervisor/counselor and signature.
 7. The following "Statement of Acknowledgement" must appear: I (employee's name) acknowledge that I have today received counseling that I have been advised of the following rights: that a written record of warning shall be maintained; that the employee had a right to review the record and respond in writing; that the form shall become part of the personnel file; that the employee is required to acknowledge the warning by signing the record."
 8. The employee shall sign and date the form in the space provided.
- d) The written warning may involve remedial training, which may be necessary to rectify improper behavior. Remedial training may include attendance at basic academy classes, in-service training, or other training created to accomplish the Department's recommendations to correct or modify employee behavior. All training shall be documented according to standard requirements and procedures.
- e) Accumulating three written warnings in one year shall result in a

written reprimand or suspension, depending on the circumstances of the infraction.

- f) This step may be bypassed depending on whether the severity of the situation warrants a more severe disciplinary action. The Chief of School Safety shall make this determination.
3. Emergency Suspension: If the situation warrants, the Chief of School Safety may suspend an officer with pay pending an investigation.
- a) Suspensions with pay may be for an indefinite period.
 - b) Suspensions without pay typically last up to 30 days, as determined by the Director of School Safety.
 - c) Suspensions resulting from criminal investigations may be prolonged beyond 30 days, pending court action.
 - 1. In no case shall an employee convicted of a felony continue to work for the department.
 - 2. An employee convicted of a misdemeanor while on duty may not continue to work for the department.
 - 3. If any employee is acquitted of criminal charges, the employee may still be disciplined, at the discretion of the Chief of School Safety, or reinstated with full or partial back pay.
 - d) Any officer suspended shall return their badge, identification card, and any department-issued weapon to the Chief of School Safety or his designee.
 - e) During a suspension, the employee shall not perform official duties.
 - f) An employee may protest suspension within 3 days of notice of suspension. By KRS Chapter 15.520, an employee may appeal a suspension through the Chief of School Safety to the Director of School Safety as the hearing authority.
4. When administering discipline, it is essential to note that a sworn public safety employee is not protected under KRS 95 and 15 disciplinary statutes until the employee has completed probation. The Chief of School Safety may proceed with a written reprimand, suspension, or dismissal during this time. In the event, the Chief of School Safety considers a written reprimand, suspension, demotion, or dismissal of a KRS-protected officer. In that case, they should consult the Director of School Safety before proceeding. **Considering timeline requirements under KRS in any disciplinary measure beyond an Oral Counseling/Written Warning is essential. The employee may accept the punishment once the decision is made to proceed. The employee must be made aware, in writing, of their protections under KRS and then agree, in writing, to the discipline. Suppose an employee does not agree to accept the punishment. In that case, leadership must decide to proceed in a manner consistent with KRS, which governs the disciplinary process of officers. KRS-protected officers may request an open or closed hearing, as outlined in KRS 15.520, on any charge or disciplinary action above an Oral Counseling/Written Warning.**

5. Written Reprimands, Suspensions, Demotions, and Dismissals

a) Written Reprimands

1. Issued for more serious infractions and violations that affect the department's efficiency, safety, or morale. Also, Counseling, Warning techniques, and follow-ups have not resolved repeated minor offenses.
2. The Chief of School Safety can only issue a written reprimand after a hearing unless the employee accepts the punishment in writing. According to KRS 95.242 and KRS 15.520, charges can only be brought against any employee by the Chief of School Safety or the Director of School Safety.
3. While remaining constructive, this step in progressive discipline should be considered a direct threat to the employee's long-term employment with the Police Department. Depending on the severity of the situation, a more severe disciplinary action may be warranted, bypassing this step. The Chief of School Safety shall recommend bypassing this step and providing all pertinent information surrounding the infraction(s).

b) Suspension/Demotion

1. This level of discipline takes the form of punishment. It is used when the lesser methods for infractions fail to achieve employee compliance with department standards. This is the last step for repeated offenses not resolved by oral counseling, written warning, and reprimand techniques. The Chief of School Safety shall recommend the suspension and/or demotion to the Director for review and approval. The Chief of School Safety has the authority to impose up to a 10-day suspension, without pay and/or demotion, if the officer agrees to the suspension and/or demotion in writing. Suppose the employee does not agree to the disciplinary action. In that case, leadership must decide whether or not to file formal charges against the officer and request a formal hearing before the Director of School Safety.

c) Dismissal

1. This action is taken when employees exhibit behavior that cannot be accepted. It usually results from a violation of law or ordinance or when all other actions have failed on lesser offenses, and it is in the Department's and the Christian County Public Schools' best interest to sever any relationship with the employee.
2. Dismissals are made in extreme misfeasance, malfeasance, or nonfeasance of duty. If this form of disciplinary action is

to be taken, formal charges must be filed unless the employee agrees to the disciplinary action in writing.

3. All persons who know the misbehavior shall make a complete record of the circumstances of the misbehavior.

The Chief of School Safety shall recommend dismissal to the Director of School Safety. The Director shall review the officer's personnel file and the circumstances surrounding the request for dismissal. If the officer is on probation, they shall be dismissed immediately. Any sworn officer covered by KRS shall be charged accordingly. The steps following are outlined in KRS 15.520 unless the officer voluntarily resigns their position.

4. Officers who resign or are dismissed shall return all Christian County Public School Police Department property to their supervisor within five days of dismissal or face legal action for theft or other legal charges as determined by the Chief of Safety.

d) Responsibility for reporting employee arrests

1. An employee arrested for, charged with, or convicted of any crime or required to appear as a defendant in any criminal or job-related civil proceeding shall inform the Chief of School Safety in writing as soon as possible. Employees do not have to report parking tickets or minor traffic offenses. Employees must report citations or arrests for reckless driving, driving under the influence of intoxicants, a second or more speeding violation, or any other traffic offense with penalties of \$25.00 or more. Failure to notify the Department of the foregoing shall cause disciplinary action to be taken against the employee.

e) Categories of infractions and Punishments

1. Supervisors should attempt to begin employee discipline with the least punitive measure except in gross misfeasance, malfeasance, or nonfeasance. If the least punitive measure does not work, more severe measures may be required. Each employee must be dealt with justly and in a manner that indicates that positive, constructive measures are taken to attempt to change behavior or performance before more negative sanctions.
2. Officers are reminded that all appeals are governed by law, as specified under KRS 15.520.
3. Unacceptable conduct is divided into three categories according to the severity of the misbehavior. Depending on the offense's frequency and circumstances, any crimes listed in these categories may be elevated to a higher category. The

lists below are not all-inclusive and merely serve as examples. Depending on the seriousness of the infraction, any of the examples may fall into a more serious category.

4. Category I
 - a. Unauthorized absences, tardiness
 - b. Abuse of duty time (too much unauthorized time away from established duties; too much time for personal business).
 - c. Abusive or obscene language which offends another.
 - d. Inadequate or unsatisfactory job performance.
 - e. Disruptive behavior
 - f. Minor driving infractions
 - g. Improper radio procedures/communication
 - h. Discourtesy to fellow employees or the public.
 - i. Behavior that is against established standards.
5. Category II: These offenses include more severe acts of misbehavior and/or multiple category I infractions that occur continuously. Category II offenses commonly result, in the first instance, in the issuance of a written warning. A subsequent violation within 2 years may result in suspension of up to ten days or demotion or dismissal.
 - a. Failure to follow supervisor's instruction (insubordination), perform assigned work, or otherwise comply with the policy.
 - b. Violating safety rules without a threat to life.
 - c. Unauthorized time away from work assignments without permission during duty hours.
 - d. Failure to report to work without proper notice to a supervisor.
 - e. Unauthorized use or misuse of department property.
 - f. Minor at-fault accidents
 - g. Incompetence
 - h. Dishonesty, falsification of records or statements.
 - i. Habitual tardiness
 - j. Use of position for personal, professional, or political profit or advantage.
 - k. Unsatisfactory performance of duties or attitude.
 - l. Conduct unbecoming an officer
 - m. Neglect of duty is behavior that is against established standards.
 - n. Deliberate waste
 - o. Courtesy, rudeness
6. Category III: These offenses include acts of such severity as to merit a written reprimand, suspension, or dismissal in a

single occurrence. With the approval of the Director of Safety, Category III offenses may result in criminal charges being placed against the employee or may be punished by suspension for fifteen days or longer.

- a. Absence over two days without notice to superior.
 - b. Use of alcohol or unlawful possession or use of a controlled substance while on duty.
 - c. Reporting to work under the influence of intoxicants or when the ability is impaired by alcohol or the unlawful use of controlled substances.
 - d. Insubordination or serious breach of discipline that could have resulted or did result in safety, operational, and/or security risks.
 - e. Falsification of any reports such as, but not necessarily limited to, vouchers, official reports, time records, leave records, and criminal history information records.
 - f. Willful or negligent damage to property.
 - g. Theft or unauthorized removal or destruction of property.
 - h. Violating safety rules in a manner that creates a threat to human life.
 - i. Unauthorized possession or use of firearms, deadly weapons, or explosives.
 - j. Threatening or coercing employees or supervisors. Workplace violence.
-
- k. Criminal convictions for acts of conduct occurring while on or off duty that are related to job performance or are such that continuing the employee in the assigned position could constitute negligence regarding the Department's responsibilities to the public.
 - l. Failure to take physical or mental examination as required. The Chief of School Safety may require psychological or physical examinations of a member or employee by a designated psychiatrist, psychologist, or physician when, in the Chief's opinion, it is in the best interest of a member, employee, or the Department.
 - m. Using the official position and status for private gain.

- n. Engaging in criminal activity on or off duty.
- o. Engaging in dishonest or immoral conduct that undermines the effectiveness of the Department's activities or employee performance, whether on or off duty.
- p. Willful disobedience of a lawful command of a supervisor.
- q. Disclosure of confidential information to anyone except those entitled to such information.
- r. Taking any action which will impair the efficiency or reputation of the Department, its members, or its employees.
- s. Acceptance of any bribe, gift, token, money, or other things of value intended as an inducement to perform or refrain from performing any official act, or any action of extortion or other means of obtaining money or anything of value through his position.
- t. Manifesting cowardice, feigning illness, or attempting to avoid official duties and responsibilities.
- u. Failure to answer questions specifically related to official duties or job fitness when directed by the employee's supervisor.
- v. The Use of excessive and/or unnecessary force.
- w. Deviation from established procedures in the disposition of summons or arrest cases.

f) Special Considerations

1. Probationary Employees shall be dismissed according to the foregoing. The only difference is that probationary employees have no right of appeal. The official record will indicate that the person was denied during probationary employment.
2. Sexual Harassment and other discrimination: Depending on the specific facts and circumstances surrounding the incident, employees found to have engaged in discrimination based on race, color, religion, national origin, political affiliation, handicap, age, sexual orientation, or sex may be counseled or disciplined for Category I, II, or III offenses.

Policy Number: 1-04

Effective: 07/01/2025

Title: Complaint Review

Accreditation Standard:

I. PURPOSE

This policy informs all sworn and non-sworn employees of departmental procedures for addressing misconduct complaints.

II. POLICY

It is the policy of the Christian County Public Schools Police Department to investigate all complaints of alleged misconduct, determine whether the allegations are valid, and take appropriate action.

III. PROCEDURES

- A. Internal investigation authority: The Chief of School Safety is responsible for investigating allegations of employee misconduct.
- B. Basis for Disciplinary Action
 - 1. State law provides that officers shall not be subject to disciplinary action by the department unless their actions constitute one of the following:
 - a) A violation of state or local law
 - b) Conduct unbecoming an officer
 - c) Incompetency
 - d) Violation of written or verbal departmental rules, policy, procedure, or orders.
 - e) Nonfeasance
- C. Supervisors Role
 - 1. Closely observe officers' general conduct and appearance daily.
 - 2. Remain alert for indications of behavioral problems or changes that may affect an officer and/or employee's regular job performance and document.
 - 3. A supervisor may recommend additional training to refresh and reinforce an officer's or employee's skills.
 - 4. Counseling may be used as follows:
 - a) To determine the extent of personal or job problems affecting performance and offer assistance and guidance.
 - b) To discuss minor and infrequent rule violations and discuss the importance of the rules with the officer or employee.
 - 5. Document all counseling or additional training to modify an officer's or employee's behavior.
 - 6. All citizen complaints about department policy or procedure or alleging misconduct shall be documented and investigated.
 - a) Complaints may be given in person, over the phone, and in writing.
 - b) Anonymous complaints or complaints from citizens who wish their names to be kept confidential will not be accepted for

investigation unless the allegations concern serious misconduct or criminal activity.

7. Any employee of the Christian County Public Schools may accept citizen complaints. Sworn employees receiving such complaints will forward the complaint to the Chief of School Safety.

- a) The Chief may resolve a complaint by exploring department policy and procedure where applicable. Attempts to resolve complaints will be noted on the complaint report.
- b) The Chief will advise the complainant that the matter is under investigation.
- c) When an officer or employee becomes aware of or receives notification of potential misconduct, an immediate investigation of the allegations will begin.
- d) The investigation will be limited to questioning the officer, witnesses, and complainants and securing all relevant evidence.
- e) On completion of the investigation, the Chief will forward the following to the Director of School Safety:
 - f) A report of the alleged violation
 - g) All documents and evidence relating to the investigation
 - h) Recommendations for further investigation or other disposition of the case.
 - i) All paperwork will be submitted for final review and disposition within five business days.

D. Responsibilities of internal investigations authority

1. The internal investigations authority shall have primary supervisory responsibility for the investigation, whether initiated by a citizen complaint or the department.
2. Upon receipt of a complaint, an initial determination shall be made as to whether to assume primary investigative responsibility for the case or refer it to an outside authority. An internal investigation may be ordered and stopped at any time.
3. The internal investigations authority will investigate allegations that could result in discharge, suspension, demotion, or criminal charges being sought.
4. The internal investigations authority shall have the following responsibilities:
 - a) Maintenance of a complaint log.
 - b) Maintenance of a central file for complaints in a secured area.
 - c) Conducting regular audits of complaints in secured areas.

E.

1. The internal investigations authority may recommend to the Director

that a case be referred to the prosecutor for criminal charges.

F. Officer Duties and Rights During Investigation

1. Scope of questioning during interview:

- a) Before an internal interview concerning alleged criminal misconduct, the officer under investigation shall be read Miranda rights. Miranda's provisions will be adhered to throughout the interview.
- b) Before an internal interview concerning allegations of administrative violations, the officer under investigation shall be advised of the following
- c) The officer can be required to answer all questions specifically, narrowly, and directly related to the performance of his official duties.
- d) Refusal to comply with an order to answer such questions violates departmental rules, which may subject the officer to further discipline up to and including dismissal.
- e) Any required self-incriminatory admission made during the interview may only be used in subsequent administrative proceedings and shall not be used against the officer in subsequent criminal proceedings.

2. Counsel at interview

- a) The officer will be permitted to have an attorney or supervisor with them during the interview concerning allegations of misconduct by the employee.
- b) The officer's representative is limited to acting as an observer of the interview, except where the interview focuses on or leads to evidence of potential criminal activity by the officer. In that case, an officer's legal representative may advise and confer with the officer during the interview.

3. Special examinations

- a) An officer under investigation may request an intoxilyzer, blood, urine, psychological, polygraph, or medical examination (test will be at the officer's expense)
- b) If an identification lineup is solely for administrative purposes and criminal prosecution is not anticipated, an officer can be required to participate in a lineup.
- c) Property belonging to the law enforcement agency is subject to inspection where the employer has a reasonable suspicion that evidence of work-related misconduct will be found therein. Property includes, but is not limited to, vehicles, desks, files, and storage lockers.
- d) If the chief orders a polygraph for an officer, the complainant must also agree to it. If an officer refuses to take the polygraph,

insubordination charges may be filed.

4. Rights during an internal investigation

- a) The officer under investigation will receive confidential notification of the complaint before any interview or special examination.
- b) All interviews will be conducted while the officer is on duty unless the seriousness of the investigation requires an immediate interview.
- c) The interview will be held at a location determined by the Chief.
- d) During interviews conducted by the internal investigations authority, one member will be designated as the interviewer. Only the interviewer will ask the officer questions.
- e) Officers under investigation shall not be subjected to offensive language or threatened with transfer, dismissal, or disciplinary action during an interview. The internal investigations shall not make any promise or reward as an inducement to answer any questions.
- f) The complete interview shall be recorded, and any interruption will be noted. Any relevant discussions transpiring during breaks will be summarized on the tape recorder and verified for accuracy by the officer.
- g) Accused officers may contact the internal investigations authority to ascertain the status of the investigation of the complaint filed against them.
- h) The accused officer can explain their actions to the Director before imposing disciplinary action.

G. Chief's Action

- 1. The Chief shall review the report and supporting documents and shall give final approval of the disposition of the case as follows:
 - a) Sustained: evidence is sufficient to prove the allegations.
 - b) Not Sustained: insufficient evidence to prove or disprove allegations.
 - c) Exonerated: incident occurred but was lawful or proper.
 - d) Unfounded: the allegation is false or not factual.
 - e) Policy Failure: incident caused by a flaw in policy.

H. Discipline with charges and specification

- 1. A formal statement of charges and specifications shall be prepared. When recommended, disciplinary action may result in written reprimand, dismissal, or demotion.
- 2. The charging form shall include:
 - a) The particular rule or rules alleged to have been violated.
 - b) The dates and places where the alleged acts or omissions occurred.

- c) A statement of the alleged acts or omission.
 - d) The recommended disciplinary action.
 - e) The officer's right to appeal and appellate procedures.
- 3. The Chief shall serve the charges and specifications on the officer within the departmentally specified period before the hearing date. Where possible, service will be made while the officer is on duty. Where this is not possible, the officer may be served at home.
- I. Appeals
 - 1. The officer may appeal any decision outlined in state law or departmental procedures.
- J. KRS 15.520 Complaints against police officers; manner of investigation and hearing.
 - 1. As used in this section:
 - a) "Citizen" means any individual who is not:
 - A member or supervisor within the law enforcement agency that employs an officer or
 - An elected or appointed official within the unit of government under which the law enforcement agency that employs the officer is organized;
 - b) "Complaint" means any statement by a citizen, whether written or verbal, that alleges any misconduct by an officer, including statements that are submitted or received anonymously;
 - c) "Disciplinary action" means termination, demotion, a decrease in pay or grade, suspension without pay, and a written reprimand;
 - d) "General employment policies" means the rules, regulations, policies, and procedures commonly applicable to the general workforce or civilian employees that are not unique to law enforcement activities or the exercise of peace officer authority, regardless of whether those rules, regulations, policies, and procedures exist or appear in a departmental manual or handbook that is solely applicable to a law enforcement department or agency within the unit of government employing the officer;
 - e) "Interrogation" means a formal investigative interview and does not mean conversations or meetings of supervisory personnel and subordinate officers that are not intended to result in disciplinary action, such as conversations or meetings held to provide corrective instruction, counseling or coaching;
 - f) "Law enforcement procedures" means only those policies, rules, and customs that:
 - Are specific to the conduct of officers in the exercise of law enforcement powers and functions, including,

without limitation, use of force, conduct in the course of pursuits, conduct during stops or detentions of citizens, conduct in the course of interacting with, assisting, or questioning of citizens, and investigative conduct;

- Are carried out in the course of peace officer functions;
- Are not general employment policies; and
- May exist in either written form or in the form of unwritten standards, practices, or protocols generally accepted and applied in the law enforcement profession;

g) "Misconduct" means any act or omission by an officer that violates criminal law, law enforcement procedures, or the general employment policies of the employing agency; and

h) "Officer" means a person employed as a full-time peace officer by a unit of government that receives funds under KRS 15.410 to 15.510, except a state officer listed in KRS 15.420(2) (a) 2.b. to f. and n., who has completed any officially established initial probationary period of employment lasting no longer than twelve (12) months not including, unless otherwise specified by the employing agency, any time the officer was employed and completing the basic training required by KRS 15.404.

2. To establish a minimum system of professional conduct for officers of local units of government of this Commonwealth, the following standards are stated as the intention of the General Assembly to deal with and establish administrative due process rights in certain disciplinary matters concerning those officers of an employing unit of government that participates in the Kentucky Law Enforcement Foundation Program fund administered according to KRS 15.430 and, at the same time, to provide a means for redress by the citizens of the Commonwealth for wrongs allegedly done to them by officers covered by this section.

3. Any complaint taken from a citizen alleging misconduct on the part of any officer shall be taken as follows:

- a) If the complaint alleges criminal activity by an officer, the allegations may be investigated without a signed, sworn complaint of the citizen;
- b) If the complaint alleges any other type of violation not constituting criminal activity, including violations of law enforcement procedures or the general employment policies of the employing agency, an affidavit, signed and sworn to by the citizen, shall be obtained, except as provided by paragraph (c) of this subsection; or

- c) If a complaint is required to be obtained and the citizen, upon request, refuses to make allegations under oath in the form of an affidavit, signed and sworn to, the employing agency may investigate the claims but shall bring charges under subsection (6) of this section against the officer only if the employing agency can independently substantiate the allegations absent the sworn statement of the citizen.
- 4. When an officer is accused of an act or omission that would constitute a violation of law enforcement procedures by any individual within the law enforcement agency employing the officer, including supervisors and elected or appointed officials of the officer's employing agency, the employing agency shall conform the conduct of any investigation to the provisions of subsection (5) of this section, shall formally charge the officer in accordance with subsection (6) of this section, and shall conduct a hearing in accordance with subsection (7) of this section before any disciplinary action shall be taken against the officer.
 - a) The provisions of this subsection shall not prevent the employing agency from suspending the officer, with or without pay, during an investigation and pending the final disposition of any formal charges, except that an officer suspended without pay shall be entitled to full back pay and benefits for the regular hours he or she would have worked if no formal charges are brought or the hearing authority finds the officer not guilty of the charges.
 - b) An employing agency shall not be required to follow the provisions of this section when addressing conduct by the officer that would constitute a violation of the general employment policies of the employing agency.
- 5. Any complaint filed by a citizen under subsection (3) of this section or any allegation of conduct that would constitute a violation of law enforcement procedures under subsection (4) of this section shall be investigated by the employing agency or another designated law enforcement agency by the provisions of this subsection if the employing agency determines that an investigation of the complaint or the alleged conduct is warranted.
 - a) No threats, promises, or coercions shall be used at any time against any officer. Suspension from duty with or without pay or reassignment to other than an officer's regular duties during the period shall not be deemed coercion. Before or within twenty-four (24) hours after suspending the officer pending investigation or disposition of a complaint, the officer shall be advised in writing of the reasons for the suspension.
 - b) Unless otherwise agreed to in writing by the officer, no police

officer shall be subjected to interrogation for alleged conduct that violates law enforcement procedures until forty-eight (48) hours have expired from the time the request for interrogation is made to the accused officer in writing. The notice of interrogation shall include a statement regarding any reason for the interrogation. It shall be served on the officer by certified mail, return receipt requested, or by personal delivery.

- c) The interrogation shall be conducted while the officer is on duty. The officer may be required to submit a written report of the alleged incident if the employing agency requests it no later than the end of the subject officer's next tour of duty after the tour of duty during which the employing agency initially was made aware of the complaint.
 - d) If an officer is under arrest, or likely to be arrested, or a suspect in any criminal investigation, they shall be afforded the same constitutional due process rights that are accorded to any civilian, including, but not limited to, the right to remain silent and the right to counsel, and shall be notified of those rights before any questioning commences.
6. If it is determined through investigation or other means that the facts alleged in a citizen complaint or an accusation of a violation of law enforcement procedures warrant charging the officer, the charge shall be made in writing with sufficient specificity to fully inform the officer of the nature and circumstances of the alleged violation so that he or she may be able to defend himself or herself properly.
- a) A representative of the employing agency shall sign the charge, shall set out the disciplinary action recommended or imposed, and shall be served on the officer in writing by certified mail, return receipt requested, or by personal delivery.
 - b) When an officer has been charged with violating law enforcement procedures, no public statements shall be made concerning the alleged violation by any person or persons of the employing agency or the officer so charged until the charges are finalized.
 - c) No officer, as a condition of continued employment by the employing agency, shall be compelled to speak or testify or be questioned by any person or body of a nongovernmental nature.
7. Unless waived by the charged officer in writing, a hearing shall be conducted by the officer's appointing authority (Director of School Safety) to determine whether there is substantial evidence to prove the charges and to determine what disciplinary action shall be taken if

significant evidence does exist. In conducting a hearing, the following administrative due process rights shall be recognized, and these shall be the minimum rights afforded any officer charged, except as otherwise agreed to in writing by the officer and the employing agency:

- a) The accused officer shall be given at least twelve (12) days' written notice of any hearing. The notice of hearing shall be served on the officer by certified mail, return receipt requested, or by personal delivery;
- b) Copies of any sworn statements or affidavits to be considered by the hearing authority and any exculpatory statements or affidavits shall be furnished to the officer no less than twelve days (12) prior to the time of any hearing;
- c) At any hearing based upon the sworn complaint of a citizen, the citizen shall be notified to appear at the time and place of the hearing by certified mail, return receipt requested, or by personal delivery;
- d) If the return receipt has been returned unsigned, or the individual does not appear, except due to circumstances beyond their control he or she cannot appear at the time and place of the hearing, any charge resulting from a complaint made by that citizen shall not be considered by the hearing authority and shall be dismissed with prejudice;
- e) The accused officer shall have the right and opportunity to obtain and have counsel present and to be represented by counsel;
- f) The appointing authority, legislative body, or other body as designated by the Kentucky Revised Statutes shall subpoena and require the attendance of witnesses and the production by them of books, papers, records, and other documentary evidence at the request of the accused officer or the charging party. If any person fails or refuses to appear under the subpoena, to testify, or to attend, or produce the books, papers, records, or other documentary evidence lawfully required, the appointing authority, legislative body, or other body as designated by the Kentucky Revised Statutes may report to the Circuit Court or any judge thereof the failure or refusal, and apply for a rule. The Circuit Court, or any judge thereof, may, on the application, compel obedience by proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from the court;
- g) The accused officer shall be allowed to present witnesses and any documentary or other relevant evidence the officer wishes to provide to the hearing authority and

- may cross-examine all witnesses called by the charging party;
- h) If any officer who has been suspended with or without pay is not given a hearing as provided by this section within seventy-five (75) days of any charge being filed under this section, the charge shall be dismissed with prejudice and shall not be considered by any hearing authority and the officer shall be reinstated with full back pay and benefits;
 - i) Any officer who has been suspended without pay who is found not guilty of the charges by the hearing authority shall be reinstated with the entire back pay and benefits for the regular hours he or she would have worked;
 - j) The failure to provide any of the rights or to follow the provisions of this section may be raised by the officer with the hearing authority. The hearing authority shall not exclude proffered evidence based on failure to follow the requirements of this section but shall consider whether, because of the failure, the proffered evidence lacks weight or credibility and whether the officer has been materially prejudiced; and
 - k) To the extent the provisions of KRS 61.805 to 61.850 are applicable, the hearing authority may conduct the hearing required by this subsection in a closed session unless the officer requests of the hearing authority in writing at least three (3) days before the hearing that the hearing be open to the public.
8. Any officer who is found guilty by any hearing authority of any charge may bring an action in the Circuit Court in the county where the employing agency is located within thirty (30) days of the date written findings are issued to appeal the action of the hearing authority. The appeal shall be initiated by filing a complaint in the same manner as any civil action under the Rules of Civil Procedure. It shall include a copy of the hearing authority's final order. The Circuit Court review of the case shall be based solely upon the administrative record created before the hearing authority and any new evidence offered by the officer regarding alleged arbitrariness on the part of the hearing authority.
- a) The judgment of the Circuit Court shall be subject to appeal to the Court of Appeals. The procedure to appeal to the Court of Appeals shall be the same as in any civil action.
9. The provisions of KRS 90.310 to 90.410, 95.450, and 95.765 shall not apply in any proposed disciplinary action arising from a citizen complaint made under subsection (3) of this section or arising from any allegation of conduct that would constitute a violation of law enforcement procedures under subsection (4) of this section. This section shall not be interpreted or construed to alter or impair any of

the substantive rights provided to a police officer under KRS 90.310 to 90.410, 95.450, and 95.765 for any proposed disciplinary action or other matters not arising under subsections (3) and (4) of this section, including proposed actions involving alleged violations of general employment policies. To the extent that the provisions of this section are inapplicable to any proposed disciplinary action against a police officer, the provisions of KRS 90.310 to 90.410, 95.450, and 95.765 shall remain in full force and effect.

10. As the provisions of this section relate to a minimum system of professional conduct, nothing in this section shall be interpreted or construed to:
 - a) Limit or in any way affect any rights previously afforded to officers of the Commonwealth by statute, collective bargaining or working agreement, or legally adopted ordinance;
 - b) Preclude an employing agency from investigating and charging an officer both criminally and administratively;
 - c) Prevent the suspension with or without pay or reassignment of an officer during an investigation and pending final disposition of charges;
 - d) Permit an employing agency to categorize and treat any complaint that originates from a citizen as an internal matter to avoid application of all of the provisions of this section to the final disposition of a citizen's complaint;
 - e) Apply any disciplinary action required by this section to actions taken by an employing agency that is not related to misconduct by a law enforcement officer, such as personnel decisions made by the employing agency due to a lack of resources or personnel decisions related to a chief's management of a police department; or
 - f) Prevent an employing agency from electing to apply the provisions of this section, or parts thereof, in circumstances that would not be covered under this section.
11. This section shall not apply to officers employed by a consolidated local government that receives funds under KRS 15.410 to 15.510, which the provisions of KRS 67C.326 shall instead govern.

K. Destruction of Internal Investigations and Complaints

1. Internal Investigations and Complaints will be maintained and secured within the Internal Affairs Office. After an employee has terminated their employment with the Christian County Public Schools Police Department, those records will be destroyed per the records retention schedule.
- 2.

**Christian County Public Schools Police Department
Citizen Complaint Form**

This is a means for the Christian County Public Schools Police Department to identify policy/procedure problems or personnel problems involving either civilian or sworn personnel.

If the investigation uncovers wrongdoing on the part of any department member, disciplinary and/or corrective action will be taken as outlined in the Kentucky Revised Statute, the Police Officers Bill of Rights, and departmental policies.

1. All complaint forms must be completed and forwarded to the Chief of School Safety.
2. That Chief will review the complaint and investigate the officers/employees.
3. All facts pertinent to the complaint will be compiled, and evidence will be gathered.
4. The Chief of School Safety will complete a written report with the findings and the investigation and forward it to the Director of School Safety
5. The Director of School Safety shall decide which is final and a matter of record.
6. A disposition of the investigation will be made and kept on file at the Christian County Public Schools Police Department.
7. The complainant will be notified as to the outcome of the investigation.
8. If an action of wrongdoing is sustained, the complainant may be asked to appear in person to testify against the employee(s) involved.

Signature of Complainant: _____

Date and Time Complaint Made: _____

Signature of Officer Receiving Complaint: _____

Date and Time Officer Received Complaint: _____

Name of Complainant: (last, first, initial)			
Residence Address:		Telephone :	
Business Address:		Telephone :	
Name of Officer Complained Against:	Rank:	Badge#:	Car#:
Description of Incident:			
Date & Time of Incident:			
Location of Incident:			
Name of Witness:		Telephone :	
Witness Address:			
Name of Witness:		Telephone :	
Witness Address:			
I have read this complaint report and genuinely declare and affirm that the statements herein are accurate, factual, and complete to the best of my knowledge and belief.			
I am willing to testify at any hearing in connection with this complaint. Yes/No			
Signature of Complainant's Parent or Guardian: (if the complainant is a minor)			
Signature of Complainant:			

Policy Number: 1-05
Effective: 07/01/2025

Title: CHAIN OF COMMAND
Accreditation Standard:

I. PURPOSE

The purpose of the chain of command is to set forth a step-by-step progression of command and control of all police functions. The chain of command allows the Chief of Police to select officers for advancement based on job skills, performance, and temperament.

II. POLICY

The chain of command will be followed to disseminate information and resolve all personnel matters.

- A. Director of School Safety: The Director will hold a non-sworn position and be responsible for overseeing and managing the Christian County Public Schools Police Department.
- B. Chief of School Safety: The Chief of Police will hold the rank of Colonel. This position will ultimately be responsible for all programs and the conduct of all subordinate officers.
- C. School Resource Officer: The School Resource Officer will hold the rank of officer. The officer will be assigned to a specific Christian County Public School system school and responsible for school safety practice

Policy Number: 1-06

Effective: 07/01/2025

Title: Police Training Officer Program

Accreditation Standard:

I. PURPOSE

This policy will define the extent of training each new or experienced officer of the Christian County Public Schools Police Department must complete before being assigned to solo activities.

II. POLICY

It shall be the policy of the Christian County Public Schools Police Department to train all prospective police officers using the PTO manual, which is in effect at the time of employment or graduation from Basic Training. Each proposed officer must successfully complete all phases, assignments, and interviews to be released to solo activities. Once a new officer has graduated from the police academy, he or she shall be sworn in and take the oath of office before the Director of School Safety and/or the Board of Education.

III. PROCEDURES

A. Training

1. Police Training Officers assigned probationary officers will complete a coaching and training report (CTR) for each training day. The CTR will be reviewed and signed by the PTO and probationary officer at the end of the shift. Completed CTRs will be forwarded to the Chief of School Safety. The appropriate portion of the PTO matrix and Standard Evaluation Guidelines will be used to evaluate the performance of probationary officers.
2. When the probationary officer completes all phases and required assignments, the PTO Staff will recommend to the Director of School Safety that the probationary officer be assigned to solo duties.
3. If the PTO Staff determines that a probationary officer has failed to attain the desired proficiency level, they may recommend additional training to address the listed demonstrated shortcomings.
4. The staff may recommend additional training to correct the problem(s) and propose a specific re-training period/phase to correctly train and evaluate the noted problem(s). Recommendations for re-training are subject to the approval of the Chief. During any re-training period, the probationary officer's performance will be documented in accordance with the PTO Manual.
5. Probationary Officers must complete the training program with an overall average of 4.0 to be released from training.
6. The training officer will evaluate Lateral School Resource Officers through weekly or bi-weekly interviews. If the lateral SRO is proficient in fundamental law and safety practices, the chief will release them to solo activities.

B. Dismissal

1. If a probationary officer fails to meet the necessary performance level. After attempts to correct the problem(s) have been exhausted, the PTO staff shall notify the Chief. The Chief will provide written notification to the Director of Safety recommending termination. The written notice should clearly describe the noted problem areas and corrective actions taken thus far.

C. Categories for recruit officers and the PTO program

1. The following are examples of employee status at the time of employment, and the minimum training time each new officer must complete.
 - a) Basic Recruit: No previous law enforcement experience. Training requirements include successful completion of all phases and prescribed work of the PTO program.
 - b) Prior Service: includes officers who leave employment and return and transfer from another law enforcement agency. Training requirements will be determined by interviews and performance levels demonstrated during the PTO phases. The Chief will determine the specific amount of training time and PTO assignments.
 - c) PTO Staff positions: The Chief of School Safety or his designee will determine PTO Staff positions and all program functions.
 - d) Police Training Officer (PTO): The PTO shall maintain a strict, professional working relationship with all probationary officers. The PTO will serve as a supervisor, mentor, and coach. PTOs will maintain a professional appearance and foster a belief in the Department and its mission. The PTO will possess the proper skills and knowledge of all facets of general law enforcement and be able to teach probationary officers these skills. The PTO should also be able to recognize any needs of a probationary officer that relate to their job performance. The PTO has the authority to give direct orders to the probationary officer, but supervises the probationary officer only regarding training

D. PTO minimum requirements/selection process

1. The minimum requirements to be eligible for PTO are as follows:
 - a) Minimum of two years as an officer, detective, school resource officer, or supervisor.
 - b) Must have no disciplinary action within two years before the assignment.
 - c) Display model qualities and belief in the Department and Core Values.

E. PTO Staff

1. Individual officers perform the PTO position as an additional duty assignment. It is neither a rank nor a promotion
2. PTO staff members will maintain an "active" status and train new hires in department policies and procedures.

Policy Number: 1-07

**Title: Evaluations and
Unsuccessful Completion of
Training**

Effective: 07-01-2025

Accreditation Standard:

I. POLICY

The Christian County Public Schools Police Department has an obligation to the public and its personnel to hire and maintain the best qualified School Resource Officers. The department regularly and formally evaluates the performance of its employees annually.

II. PURPOSE

The evaluation's purposes are to allow fair and impartial personnel decisions, maintain and improve performance, provide a basis and a medium for personnel counseling, assist in decisions regarding the tenure of probationary employees, and identify training needs.

III. PROCEDURE

A. General:

1. All employees will be evaluated using the appropriate departmental evaluation form.
2. Personnel will be rated as unsatisfactory, needs improvement, acceptable, commendable, and excellent.
3. All formal evaluations will be placed in the employee's personnel file
4. All newly hired officers in their probationary period will receive evaluations by the PTO program.
5. Employees will be evaluated by their supervisor; the evaluation will then be placed in the employee packet.
6. Any employee receiving a rating they consider unjust may protest to the Director of School Safety. The employee concerned must rebut the comments or rating in writing submitted. In any case, the final appeal extends to the Director in writing through the Chief of School Safety.

UNSUCCESSFUL COMPLETION OF TRAINING

IV. PURPOSE

This policy addresses the procedure to be followed in case of a failure from any training conducted by the Kentucky Department of Criminal Justice Training (DOCJT).

**V. POLICE BASIC TRAINING ACADEMY: FAILURE TO
GRADUATE**

- A. No employee shall remain employed by the Christian County Public Schools Police Department should they fail the introductory police course from the Department of Criminal Justice Training (DOCJT).

- B. If DOJCT allows the employee to return to training, the employee will pay all expenses incurred by the Christian County Public Schools to allow them to retrain/retest for the week they failed, including transportation, food, and course fees, if any. The Chief will decide to allow training to continue or terminate employment with the employee.

VI. POLICE IN SERVICE TRAINING: FAILURE TO PASS

- A. Each department member will attend and complete at least one forty-hour DOJCT in-service training course per calendar year.
- B. Any officer/employee failing an in-service course will pay all expenses incurred by the Christian County Public Schools to allow them to retrain/retest for the course failure, including transportation, food, and the course fee, if any.
- C. The officer/employee will be paid his regular salary for the period they are in school for retraining/retesting.
- D. The Chief will determine the number of course attempts in case of a failure. This is to ensure that this agency's KLEPF certification is not jeopardized.

SCHOOL RESOURCE OFFICER EVALUATION

EMPLOYEE _____	DATE _____
SUPERVISOR _____	POSITION <u>School Resource Officer</u>
RATING: 4 = Excellent - Far exceeds the standards of the school district. 3= Commendable - Exceeds standards of the school district. 2 = Acceptable - Meets the standards of the school district. 1= Needs Improvement - Improvement is needed to meet the school district's needs. 0 = Unsatisfactory - Fails to meet the standards of the position	
I. PERFORMANCE	COMMENTS
1. Cooperates with students, staff, and parents.	0
2. Abides by both police and school policies and procedures.	0
3. Visible and present in various locations throughout the day.	0
4. Works well with staff in a team setting.	0
5. Shows ability to follow directions.	0
7. Spends an appropriate amount of time patrolling the school areas	0
8. Improved the perceived and physical safety of the school district.	0
9. Performs routine building safety checks.	0
II. PROFESSIONALISM	
1. Shows knowledge and skill in the performance of duties.	0
2. Attends required training for law enforcement certification.	0
3. Uses training to improve security at their school.	0
4. Maintains control in tense and stressful situations.	0
5. Communicates effectively with students, staff, and parents.	0
6. Assumes responsibilities and adapts as situations warrant.	0
7. Follow proper procedures and channels of communication.	0
8. Assists others and shares professional information.	0
III. QUALITIES	COMMENTS
1. Relates well to co-workers and students.	0
2. Accepts constructive criticism for their work.	0
3. Is punctual and observes proper scheduled work hours.	0
4. Observe all safety procedures (wear a bulletproof vest, etc.).	0
5. Shows good judgment and demonstrates professionalism.	0
6. Effectively communicates with individuals personally and professionally.	0
7. Correctly document all incidents (citations, reports, evidence logging).	0
III. SUGGESTIONS FOR CORRECTING DEFICIENCIES:	
IV. GENERAL JOB PERFORMANCE	
V. RECOMMENDATIONS:	
Conference Date: _____	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Re-employment without reservation <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> Re-employment with reservation <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> </div> <div style="width: 45%;"> Probation <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> Termination <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> </div> </div>
Employee Signature _____ (Signifies receipt)	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Supervisor Signature _____</div> <div style="width: 30%;">Superintendent Signature _____</div> </div>

Policy Number: 1-08
Effective: 07/01/2025

Title: Records
Accreditation Standard:

I. POLICY

The Christian County Public Schools Police Department maintains an adequately indexed, centralized, simple records system.

II. PURPOSE

The records system provides a source of information to aid in investigation, crime prevention, and other law enforcement functions and serves as a basis for administrative planning, research, operational supervision, and review of policies, procedures, and personnel.

III. REPORTS

Reports and citations submitted by officers are the basis of the records system and enable supervisors to evaluate work performance and direct and guide subordinates. Report and citation copies will be maintained on the state reporting system and not subject to open records under juvenile arrest law and FERPA.

Last Reviewed: 05/08/2018 Last Amendment: Index As: Travel Vouchers

Last Reviewed: 05/08/2018
Last Amendment:
Index As: Travel Vouchers

Last Reviewed: 05/08/2018
Last Amendment:
Index As: Travel Vouchers

IV. EXPUNGEMENT OF RECORDS

Criminal records will only be expunged when the agency receives a court order.

V. DISCIPLINARY RECORDS

Records regarding disciplinary actions will be kept separate from employee files in a secured area accessible to the Director and Chief of School Safety.

Last Reviewed: 05/08/2018
Last Amendment:
Index As: Travel Vouchers

Policy Number: 1-09

**Title: ORGANIZATIONAL
AND COMMAND
STRUCTURE
Accreditation Standard:**

Effective: 07/01/2025

I. PURPOSE

This policy defines the Christian County Public Schools Police Department's organizational structure and command system, including its chain of command, command protocol, personnel responsibilities, and procedures for communicating directives.

II. POLICY

This policy clearly defines the organizational structure, chain of command, lines of authority, and responsibilities of Christian County Public Schools Police Department personnel, as well as the procedures for disseminating orders and directives so that the department might optimize its performance in meeting its mission.

III. DEFINITIONS

- A. Director of School Safety: Refers to the Director of School Safety or designee.
- B. Chief of School Safety: Refers to the Chief of School Safety or his designee.
- C. Senior: Senior describes the person with the most "time in grade" in a particular position or rank.
- D. Time in Grade: The amount of time an employee has been assigned to a particular position or rank. This does not include previous times that are not consecutive to the current position or rank.
- E. Chain of Command: The formal channels in the department that distribute authority and provide a path for information's upward and downward dissemination.
- F. General Authority: The authority bestowed by rank.
- G. Command Authority: Authority bestowed with assignment, position, or task. Command authority may place a junior member in charge of a senior member, i.e., an Officer in Charge.

IV. PROCEDURES

A. Division

1. The Christian County Public Schools Police Department (CCPSPD) is designed to effectively provide police services to all students, staff, and visitors within the district's span of control. The CCPSPD will provide a variety of services, such as:
 - a) Protection of school sites
 - b) Maintaining order
 - c) Apprehending criminals
 - d) Recovering stolen property
 - e) Traffic control and services
 - f) K-9
 - g) SRO
 - h) Training
 - i) Criminal Investigations

- j) Records
- k) Evidence
- l) Professional Standards and Accreditation
- m) Internal Affairs
- n) Other community services as required or as designated by the Chief.

B. Personnel Responsibilities

Written job descriptions, updated and maintained on the school's drive, set forth the duties and responsibilities of each position within the Christian County Public Schools Police Department, along with minimum entry-level requirements.

C. Chain of Command

1. Sworn personnel of the Christian County Public Schools Police Department shall have general authority corresponding with their rank. The following chain of command is established to ensure smooth and effective police operations and service.
 - a) The Director of School Safety has full authority and responsibility for the management, operations, and administration of the Christian County Public Schools Police Department.
 - b) The Chief of School Safety is the highest rank in the Christian County Public Schools Police Department and has full authority and responsibility for controlling personnel and operations.
 - c) The Chief of School Safety shall command Civilian personnel of the Christian County Public Schools Police Department.
2. Personnel shall utilize the chain of command for communication and authority. However, the chain of command may be bypassed when immediate action is required, time is of the essence, or using it would unduly hinder the efficient performance of the employee's assigned duty.
3. The chain of command does not prohibit lateral communication between personnel required to perform assigned duties.

D. Command Protocol

1. The following command protocol shall be used to determine command authority in situations or incidents involving personnel from the same and/or different divisions:
 - a) The first officer on the scene is in charge until relieved by an immediate supervisor or higher-ranking officer. The first officer on the scene is considered the primary investigator until relieved by a supervisor or an assigned investigator or detective.
 - b) If two officers of equal rank arrive at the incident simultaneously, the senior officer shall be in charge.
 - c) The highest-ranking officer on the scene of an incident shall be the officer in charge unless a higher-ranking officer determines otherwise.

- In the event of a homicide, suicide, arson, or other major crime or incident, a detective rather than the on-scene ranking patrol officer may better handle an incident relating to the investigation of a significant crime.
- d) The mere presence of a ranking officer does not relieve an investigator of his responsibility at the crime scene.

E. Duty to Obey Lawful Orders

1. All employees of the Christian County Public Schools Police Department shall obey any lawful order of a superior, including any order relayed from a supervisor by an employee of the same or lesser rank.
2. Members given a lawful order that conflicts with a previously issued order shall respectfully inform the supervisor giving the last order of the conflict. If the order is not altered or retracted, it shall stand. Conflicting orders shall be obeyed, and the member shall not be held responsible for disobeying a previously issued order.

F. Other General Duties

1. All sworn department personnel shall familiarize themselves with the laws of the Commonwealth of Kentucky and the regulations (policies) of the Christian County Public Schools.
2. All department's sworn personnel shall be charged with enforcing the laws of the Commonwealth of Kentucky and policies of the Christian County Public Schools. The delegation of the enforcement of laws, ordinances, or regulations to a particular division of the department does not relieve the members of other divisions from taking proper police action in connection with violations of such laws, ordinances, or regulations observed by them or brought to their attention.
3. All department members shall thoroughly acquaint themselves with their office, position, or employment duties. They shall perform their duties correctly and with care and attention. Personnel may be subject to disciplinary action in cases of neglect, failure, or inability to perform their duties.

G. Written Directives

1. General Orders: Establish or revise department organization, policies, procedures, rules, and/or regulations. Only the Director of School Safety or the Chief of School Safety may issue, modify, or approve a General Order.
2. Special Orders: Establish or revise policies, procedures, and/or regulations for a specific department activity. Only the Director of School Safety or the Chief of School Safety may issue, modify, or approve a General Order.
3. Special Order Addendums: Clarify or provide specifics related to a Special Order. Only the Director of School Safety or the Chief of School Safety may issue, modify, or approve a General Order.

4. Personnel Orders: Announce or authorize new appointments, assignments, transfers, commendations, suspensions, dismissals, restoration to duty, and retirements. Only the Director of School Safety or the Chief of School Safety may issue, modify, or approve a General Order.
5. Memoranda: These documents contain information or instructions of a less formal nature than the orders listed above. They may expedite the dissemination of policies, procedures, rules, and/or regulations. They generally cover a limited period or until the policies, procedures, rules, and/or restrictions are covered by a General Order.

H. Format of Directives

All written directives will be written in a way that conveys their content. General and special orders will follow an outline format.

I. Numbering and Indexing Directives

1. The Chief of School Safety will issue identifying numbers for general and special orders.
2. The Chief of School Safety will specify how the directive will be filed and indexed.

J. Rescinding and Amending Directives

1. General Orders, Special Orders, addendums, and Personnel Orders shall remain in effect until rescinded by the Director of School Safety or the Chief of School Safety.
2. The authority to rescind other directives (memoranda) is limited to the command level that initially issued the directive. Directives rescinded shall be revoked in their entirety.

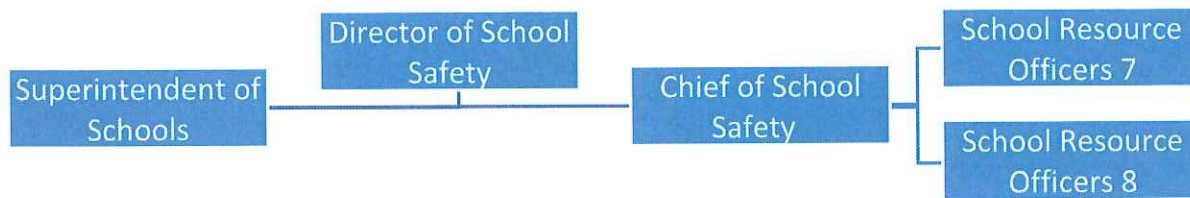
K. Distribution of Directives

The issuing authority will ensure that directives are appropriately distributed. All personnel will acknowledge receipt of all General Orders, Special Orders, and addendums in a written form specified by the Director or Chief of School Safety.

L. Maintenance and Retention of Directives

The Chief of School Safety will maintain a master file of all departmental directives. All personnel shall retain all orders and addendums issued by the office of the Chief of Police in their General Order manuals. Personnel shall place them in the manuals in sequential order by policy number or as specified by the office of the Chief of Police.

CHRISTIAN COUNTY PUBLIC SCHOOLS POLICE DEPARTMENT
ORGANIZATIONAL AND COMMAND STRUCTURE



Policy Number: 1-10

Effective: 07/01/2025

Title: Secondary Employment

Accreditation Standard:

I. POLICY

All sworn and non-sworn employees of the Christian County Public Schools Police Department will obtain written consent from the Chief of School Safety before engaging in secondary employment. Secondary employment that brings the department into disrepute or impairs the operation or efficiency of the department or the employee will not be authorized. Additionally, employees must have adequate rest and be alert during their tour of duty. Since certain occupations inherently conflict with an employee's responsibility to the community, the department may impose conditions on secondary employment or prohibit it altogether.

II. PURPOSE

This policy sets guidelines for governing secondary employment by members of this police department.

III. DEFINITIONS

- A. Secondary Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers or influences by the employee not within regularly scheduled hours provided to any business, person, or enterprise which has made application and been approved by the Chief of School Safety to secure the services of a Christian County Public School Police Department Employee. Christian County Public Schools is not responsible for any compensation of secondary employment. Any secondary employment service will be compensated between the employer and employee.

IV. PROCEDURES

- A. The following procedures apply to secondary employment:
 - 1. Departmental needs, such as changes in on duty schedules, court, training, or other departmental duty assignments, take precedence over any secondary employment.
 - 2. Members should cancel a conflicting secondary employment job when notified of an on-duty conflict.
 - 3. Any Officer engaged in secondary employment who is injured while taking police action or who uses force in any manner will report the injury or use of force to the Chief immediately.
 - 4. Any member engaged in secondary employment must immediately report any incident arising from secondary employment that might adversely affect the police department or the Christian County Public Schools.
 - 5. Before obtaining any secondary employment, a member must submit a secondary employment request to the Chief for approval and must re-submit the request annually during January.
 - 6. Any change in previously approved secondary employment requires that an additional secondary employment request form be submitted for approval by the Chief.
- B. Members engaging in secondary employment will conduct themselves according

to state law and the department's rules, regulations, and procedures. The following regulations apply when requesting secondary employment.

1. For sworn officers, the standard uniform shall be worn for secondary employment. It is permissible to request plainclothes. Each request will be considered individually. All grooming and appearance standards must be met, regardless of the member's regular duty assignment.
2. Officers, whether in uniform or plainclothes, are required to have their body camera system and use it as outlined in department policy and procedure. If a body camera system is not assigned, the officer is required to secure one before assuming the responsibilities of their secondary employment.
3. Secondary employment may be approved with the explicit understanding by both the member and the secondary employer that the member is subject to emergency recall by the department. An officer working secondary employment will respond to any life-threatening emergency they become aware of. Officers will also respond to statutorily required incidents (e.g., domestic violence).
4. When two or more officers work in secondary employment, the highest-ranking sworn member will take charge of the event in emergencies.
5. When working in secondary employment, the officer is responsible for completing any case documentation and must be clocked out from the secondary employment to not be compensated by more than one employer.

V. RESTRICTIONS

A. No member will engage in any secondary employment, whereby the nature of such jobs would create a conflict of interest, interfere with the performance of duties, involve the participation, either directly or indirectly, in any labor dispute, jeopardize in any manner the impartial position of the department, or involve the member in a violation of any procedures, ordinances, or state laws. The following restrictions apply to secondary employment.

1. Members are prohibited from engaging in secondary employment as bouncers, security guards, or in any other capacity that may require them to invoke police authority in establishments that specialize in nightclub-type entertainment or businesses that primarily sell liquor by the drink or package. This does not prohibit secondary employment in the parking lots of the establishments mentioned above.
2. A member must be in good standing with the police department. Continued departmental approval of an employee's secondary employment is contingent on such good standing. Any member having received an unsatisfactory evaluation in the past 12 months may not be eligible.
3. Officers in PTO will not engage in secondary employment where their official duties as law enforcement officers might be required.
4. Those members who have not completed their probationary period may

not be eligible for secondary employment.

5. While in the academy, recruits are prohibited from engaging in secondary employment that requires use of police authority. This includes any employment as a security officer or security guard.
6. No member will work secondary employment to the point it affects their primary duty performance.
7. The following aspects of secondary employment are prohibited:
 - a. Using departmental records (ex., Case files, criminal records, etc.) for the benefit of a secondary
 - b. Working secondary employment when on sick or injury leave.
 - c. Working secondary employment involves performing official duties as a Police Officer while on administrative leave, suspension, military leave, or FMLA leave from the department.
 - d. Performing secondary employment duties in exchange for compensation from any person, or firm, during regularly scheduled hours.
 - e. Soliciting secondary employment from any person, agency, or firm while on-duty.
 - f. Signing any form waiving the liability of secondary employer for any incident arising out of the secondary employment may require the use of official powers granted by the Department.
 - g. Driving a departmental vehicle to secondary employment, or the general vicinity of a secondary employment location, without prior approval from the Chief.
 - h. Transporting civilian riders or passengers in departmental vehicles, in association with secondary employment, without prior approval from the Chief.
 - i. For non-profit gaming facilities, a member must submit a letter from the employer stating that the gaming organization is tax-exempt and/or a state-approved gaming location.

B. Officers are prohibited from engaging in secondary employment;

1. As a process server, repossession, or bill collector, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
2. Personal investigations for the private sector on any employment which might require the officer to access police information, files, records, or services as a condition of employment.
3. Any employment which assists in any manner the case preparation for the defense in any criminal or civil action or proceeding against the Christian County Public Schools or its employees.

4. For a business or labor group that is on strike.
5. Body guard or escort services for transporting merchandise. Where it is determined that such employment may create a conflict of interest.
6. Adult entertainment establishments.
7. Using Departmental personnel is not in the Department's best interest.

All secondary employment requests will be submitted via email to the Chief for approval. The request must include the location, nature of business, job description, and the employer.

Policy Number: 1-11
Effective: 07/01/2025

Title: JOB DESCRIPTIONS
Accreditation Standard:

I. PURPOSE

To provide job descriptions for positions within the Christian County Public Schools Police Department.

II. JOB DESCRIPTIONS

See Job Descriptions for each position at the Christian County Public Schools Human Resources Department.

<p>Last Reviewed: 08/19/2020 Last Amendment: 07/29/03 Index As: JOB DESCRIPTIONS AND PROMOTIONAL PROCEDURES</p>

Policy Number: 1-12

**Title: PUBLIC
INFORMATION**

Effective: 07/01/2025

Accreditation Standard: 20.1

I. POLICY

The department recognizes the public's right to be fully and accurately informed in all matters of public safety. It is aware that the news media is responsible for providing this information. This department aims to maintain relationships with news media members based on trust, cooperation, and mutual interest.

II. PURPOSE

To establish policy and procedure governing the department's public information flow.

III. PROCEDURES

- A. The Christian County Public Schools Police Department will provide all public information through the Christian County Public Schools Director of Communications.
 1. No statements will be made to the media without approval from the Director of Communications, Director of School Safety, or the Chief of School Safety.
 2. The officer in charge of any school event shall notify the Chief of School Safety in the event of the following situations :
 - a. Arrest
 - b. Use of force
 - c. Violent or threats of violence towards the school or staff
 - d. Accidents involving Christian County Public Schools vehicles
 - e. Missing person cases
 - f. Major crimes (sexual assault, shootings, or other high profile cases).
 - g. Any event or situation the officers believe the Chief needs to be aware of.
- B. Every effort should be made to contact the Chief of School Safety at the scene of a significant incident. If unavailable, the highest ranking officer/supervisor assigned to the situation will be responsible for contacting the Director of Safety and the Director of Communications.

Policy Number: 1-13
Effective: 07-01-2025

Title: ROLE AND AUTHORITY
Accreditation Standard:

I. POLICY

No police department exists in a vacuum, especially for the Christian County Public Schools Police Department. Several law enforcement agencies coexist inside Christian County, namely the Christian County Sheriff's Department, Kentucky State Police, Commonwealth Prosecutors Office, Hopkinsville Police Department, and the Federal Bureau of Investigation. It is the policy of this department to assist and cooperate with any other agency that shares this jurisdiction.

II. PURPOSE

This policy establishes guidelines for the officers of this department. Furthermore, School Resource Officers are not responsible for school discipline.

III. PROCEDURE

Department's Legally Mandated Authority (KY. 1.2)

- A. Members of the Christian County Public Schools Police Department shall adhere to rules, regulations and laws set forth by the Kentucky Revised Statutes (K.R.S. 158.473 and 158.4414).
- B. The Chief and all members of the police force shall possess all of the common law and statutory powers of sheriffs. They may exercise those powers, including the power of arrest for offenses against the state on school-owned property.
- C. Concurrent Jurisdictional Situation
 1. The department is charged with the primary responsibility of law enforcement on school grounds. This includes investigation, taking reports, and prosecuting crimes. The department will be available to assist, provide backup, and support other agencies as requested. Officers directly receiving such requests shall contact their supervisor, giving details of the situation and request.
 2. Should other agencies request the department to provide "emergency assistance" to cope with an unforeseen occurrence or pressing necessity, the Director of Safety shall determine how much assistance the force can provide.
 3. To maintain the integrity of any emergency assistance provided by this department to another agency, each participating member shall act according to established standards of conduct and performance.
 4. When this department provides "emergency assistance" to another agency, the officer in charge of this department's responding party shall coordinate their efforts and cooperate with the requesting party, as long as circumstances permit/ require. However, the officer in charge of this department's responding party shall comply with the policy and procedure of this

department and shall exercise discretion to depart the scene of an emergency, when to remain would result in a violation of the departmental policy or procedures, or when in their judgment it is in the best interest of this department to withdraw.

5. The Chief of School Safety or the Director of School Safety shall make any request for "emergency assistance" by this department, including the Kentucky State Police.
6. Any request for "emergency assistance" from the Kentucky National Guard will be at the direction of the Superintendent.

Policy Number: 1-14

Effective: 07/01/2025

Title: SOCIAL NETWORKING

Accreditation Standard:

I. PURPOSE

This policy directs the members of this agency regarding the use of the Internet, the World Wide Web, and social networking as a medium of communication impacting this department.

II. POLICY

The internet, blogs, X, Twitter, TikTok, or any unnamed social media or networking site shall not be used in a manner that is detrimental to the mission and function of the Christina County Public Schools Police Department. These platforms should not be accessed utilizing department-owned equipment or while on duty, unless in an official capacity.

III. INTERNET POSTING/SOCIAL NETWORKING

- A. Members of this agency who utilize social networking sites, (such as Facebook, blogs, Twitter, etc.) or other mediums of electronic communication shall not, either on-duty or off-duty, broadcast any material detrimental to the mission, function and values of this agency.
- B. Members of this agency are prohibited from using their title and any reference to this agency in any correspondence, including emails, postings, blogs, Twitter, TikTok, social network sites such as Facebook, unless the communication serves the agency's mission.
- C. Administrative Investigations: Members of this agency who are subject to administrative investigations may be ordered to provide the agency with access to their social networking sites when the subject of the investigation is directly, narrowly, and specifically related to the member's performance or ability to perform their function within the agency or when the subject of the inquiry is potentially adverse to the agency's operation, morale, or efficiency.
- D. All members of the Christian County Public Schools Police Department, including civilian personnel, will not access any Social Media site from their workstation unless it is in an official capacity.

Policy Number: 2-01

Effective: 07/01/2025

Title: FIREARMS

Accreditation Standard:

I. POLICY

This directive is for departmental use only and does not apply in criminal or civil proceedings. Department policy should not be construed as creating a higher legal standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

II. DEFINITIONS, GENERAL PROCEDURES & PROHIBITIONS

- A. **Deadly Force:** Deadly force, as used in this policy, is defined as that force that is intended to cause death or grave injury or creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury. See KRS 503.010 (1).
- B. **Warning Shots:** Warning shots are not authorized.
- C. **Shooting At or From Moving Vehicles:** Officers shall not discharge a firearm at or from a moving vehicle unless:
 - 1. 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
 - 2. The officer has 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 escape.
- D. **Shots to Destroy Animals:** The killing of an animal is justified:
 - 1. For self-defense
 - 2. To prevent substantial harm to the officer or another
 - 3. When the animal is so severely injured that humanity requires its relief from further suffering.
- E. **Safe Handling of Firearms:** Except for general maintenance, storage or authorized training, officers shall not draw or exhibit their firearm unless circumstances create substantial reasonable cause to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this policy.
- F. **Departmental Control of Weapons**
 - 1. Officers shall use only weapons and ammunition approved by the department unless they receive permission from the Chief to carry a personal weapon.
 - 2. All modifications to department-owned weapons must have the prior approval of the Chief.
 - 3. A certified weapon system armorer will perform any department weapons maintenance or repair.

4. Officers are responsible for the routine cleaning and care of all department owned firearms issued to them and any personally owned weapons approved for carry. All firearms are subject to inspection at any time.
5. All holsters and leather accessories for personally owned weapons must conform to department uniform standards.
6. The Police Department will supply the necessary leather equipment for all department-owned weapons. The officer is responsible for all costs related to equipment for personally owned weapons. The department is not responsible for damaging or replacing personally owned equipment.

III. BACK-UP WEAPON AND OFF-DUTY WEAPONS

- A. A backup handgun is authorized only upon approval, and officers must submit a written request to the Chief.
- B. Officers shall use only weapons and ammunition meeting department authorized specifications.
- C. Ammunition shall be provided by the officer and approved by the Chief.
- D. Officers may carry any of the following calibers as a backup or off duty weapon purchased at the officer's expense: 380, 38, 9mm, 40, 45.
- E. The Chief of Police must approve the requested weapon. If approved, the officer is responsible for all related equipment and maintenance. The firearms staff will maintain all approved requests as a permanent record.
- F. Any officer who receives permission to carry a personally owned weapon as a backup weapon will have to pass firearms qualifications with that particular weapon before being allowed to take the gun down while on-duty.
- G. All officers shall qualify for any weapons they carry on or off duty.
- H. Officers will be privileged to qualify with one personally owned backup weapon and one personally owned off duty weapon.
- I. Special purpose weapons may be authorized for carry with the approval of the Chief

IV. FIREARMS TRAINING

- A. Officers shall complete all training and certification requirements on use of force techniques and firearm-related equipment before being authorized to carry any firearm and annually thereafter.

V. WEAPON MOUNTED LIGHTS

- A. Officers can equip their weapon systems with a department-approved weapon-mounted light.
- B. Officers with a weapon-mounted light must qualify with the lighting system before utilizing the attachment on duty.
- C. Weapon mounted lights shall stay affixed to the weapon throughout an Officer's shift.

D. The weapon mounted light is an extension of the firearm and shall not be used as a flashlight.

E. A laser function on the weapon mounted light is strictly prohibited.

VI. FIREARMS CERTIFICATION

All Officers shall be certified with their primary, back-up, off duty weapon, and patrol rifle (as applicable). Certification shall include training regarding the legal, moral, and ethical aspects of firearms use, safety in handling firearms, and maintaining a firearms proficiency rating of 70 percent. A certified firearms instructor will conduct all qualifications and training. Firearms certification shall be required yearly, consisting of two qualifications. In the event of accidental discharge, the officer involved must undergo an immediate re-certification training before returning to full duty. Should the member fail to meet certification standards, the authority to carry the weapon shall be immediately revoked. Officers whose authority to take their on-duty weapon has been revoked shall be reassigned to administrative duty for up to 15 days. Within the 15 days, the officer must report for remedial training and certification. Officers who fail to achieve accreditation after attending remedial firearms training will be suspended without pay for 30 days under law. After 30 days on suspension, if the officer has still failed to achieve certification, they shall be terminated under statute for failing to maintain standards or, in the case of physical or mental disabilities, the officer may apply for disability retirement.

VII. FIREARMS CERTIFICATION RECORDS

The department shall maintain a permanent certification log for every officer authorized to carry firearms. The log shall consist of the following minimum information:

- A. Officer's name and badge number.
- B. Certified on-duty weapon make, model, caliber, and ammunition, serial number of the weapon, date, time results of shooting test, instructor name, curriculum, and written test results.
- C. Certified off-duty weapon (same as B)
- D. Certified backup weapon (same as B)
- E. Certified shotgun and/or rifle (same as B)

VIII. THE DEPARTMENTAL INVESTIGATIVE PROCESSES

The following procedures will be used to investigate every incident of firearms discharge by a department member except for supervised training or practice at an approved range facility, hunting, ballistics examinations, and incidents involving the necessary humane destruction of an animal with supervisory approval.

- A. INVOLVED OFFICER: Whenever a member discharges his firearm, either accidentally or officially, he shall immediately:
 - 1. Determine the physical condition of any injured person and render first aid when appropriate.
 - 2. Request necessary emergency medical aid.
 - 3. Notify the supervisor of the incident and location. The officer will remain at the scene (unless he is injured)

4. The officer will protect his weapon for examination and submit said weapon to the appropriate investigator.
5. The officer shall prepare a detailed incident report, including a use-of-force report. A use-of-force report will also be submitted on the shooting of an animal for other than humane destruction.
6. The officer should not discuss the case with anyone except:
 - a. Supervisory and investigative personnel
 - b. The officer's privately retained attorney
7. The officer shall always be available for investigative and other administrative interviews and statements regarding the case and shall remain subject to recall to duty at any reasonable time.

B. ON-DUTY SUPERVISOR: The on-duty supervisor shall:

1. Proceed immediately to the scene.
2. Secure the scene.
3. Conduct a preliminary field investigation.
4. Notify the chain of command as soon as possible.
5. Help the assigned investigators.
6. Assist the involved officers.
7. In the case of a homicide, the officer shall be placed on administrative duty or administrative leave without the loss of pay, pending the investigation results. The assignment to administrative leave/duty shall not be interpreted to imply or indicate that the officer has misbehaved.

C. ADMINISTRATIVE INVESTIGATION/INTERVIEW:

The investigator shall advise the member of his rights in an administrative investigation. Those rights include:

1. An investigation that is narrowly defined to the specific shooting incident.
2. To know the name of the officer in charge of the investigation and the name of the interview officer.
3. To know if he is suspected of misconduct which, if sustained, could be grounds for administrative action, including dismissal.
4. To refuse to answer any questions shall be grounds for disciplinary action, including dismissal.
5. To know that the results of the internal investigation interview will not be used against the officer in any subsequent criminal proceeding.
6. Interviews will be held during the member's on-duty hours unless off duty interviews can be justified by the specific situation.
7. The interviewed member shall, upon request, be provided a copy of any statement he gave.
8. The investigator will prepare a detailed report of findings for the Chief.

- D. THE CRIMINAL INVESTIGATION: The criminal investigation of any police shooting will be conducted by the Kentucky State Police.
1. No investigation will occur for the human destruction of an animal.
- E. CIVIL RIGHTS INVESTIGATIONS: The department will respect the federal government's right to conduct an independent investigation to identify any civil rights violations that may have occurred. The department will not order or request any of its members who may be suspects to confer with federal investigators without the advice of counsel.
- F. ADMINISTRATIVE LEAVE/DUTY: Any officer directly involved in a deadly force incident shall be placed on "administrative leave" upon completing his preliminary report. This leave shall be without loss of pay or benefits, pending the investigation results. The assignment to administrative leave shall not be interpreted to imply or indicate that the officer has acted improperly. While on administrative leave, the officer shall remain available at all times for official departmental Interviews and statements regarding the shooting incident, and shall be subject to recall to duty at any time. The officer shall not discuss the incident with anyone except the County/City Attorney, departmental personnel assigned to the investigation, the officer's psychologist, chosen clergy, private attorney, and immediate family. Upon returning to duty, the officer may be assigned to "administrative duty" as deemed appropriate by the officer, his psychologist, and the Chief.
- G. PSYCHOLOGICAL SERVICES FOR THE OFFICER:
- In all cases where any person has been injured or killed as a result of firearm discharge by a police officer, the involved officer will be required to undergo an emotional debriefing with the department furnished psychologist within 5 days of the incident. This debriefing will allow the officer to express his feelings and deal with the incident's moral, ethical, and/or psychological aftereffects. The debriefing shall not be related to any department investigation of the incident and nothing discussed in the debriefing will be reported to the department. The debriefing session will remain protected by privilege under the Professional Psychologist Code of Ethics. In all cases where any person has been injured or killed as a result of a firearm discharge by a police officer, the involved officer and his family will have available to them the services of the department psychologist and/or chaplain. This offer aims to provide the officer and/or his family with a source of professional consultation to aid them in dealing with the potential moral and ethical after-effects of a shooting incident. The services shall not be related to any department investigation of the incident and nothing discussed will be divulged to the department. The consultation sessions will remain protected by the privileged relationship.

Policy Number: 2-02

Effective: 07/01/2025

Title: Naloxone Program, NARCAN

Accreditation Standard:

I. PURPOSE

The policy guides Christian County Public Schools Police Department employees regarding administering naloxone, an overdose drug.

II. POLICY

It is the Policy of the Christian County Public Schools Police Department to provide assistance to any person(s) who may be suffering from an opioid overdose. District staff will train employees to administer lifesaving tools and techniques and medicine.

III. SIGNS OF OVERDOSE: A person who has an overdose may:

- A. Be breathing very slowly or not breathing
- B. Have blue or purplish lips or fingernails
- C. Be limp
- D. Pinpoint pupils
- E. Vomiting or gurgling
- F. Not wake or responsive

Policy Number: 2-03

Effective: 07/01/2025

Title: Traffic Accident Investigation

Accreditation Standard:

I. PURPOSE

The purpose of this policy is to establish guidelines for the proper handling of traffic accidents.

II. POLICY

The Christian County Public Schools Police Department investigates traffic accidents in various ways, including providing emergency service to the injured, protecting the accident scene, conducting accident investigations and follow-ups, preparing reports, and taking proper enforcement action.

III. PROCEDURES – GENERAL

A. Accident Report and Investigation, General

1. Kentucky Revised statutes concerning the reporting of traffic accidents include:

- a) **KRS 189.580:** The driver of any vehicle involved in an accident resulting in death, injury or damage shall immediately stop. Notify police and arrange medical treatment.
- b) The driver of any vehicle involved in an accident resulting in injury or death or total property damage of \$500.00 or more shall, within 10 days, make written report to the Kentucky Justice Cabinet.
- c) **KRS 189.635(3):** Every law enforcement agency whose officers investigate a vehicle accident of which a report must be made as required in this chapter shall file a report of the accident with the Department of State Police within ten days after investigations of the accident upon forms supplied by the department.

2. An officer shall respond to and prepare a report of any accident involving any of the following:

- a) Death or injury
- b) Property damage over \$500.00
- c) Hit and run
- d) Impairment due to alcohol or drugs
- e) Hazardous materials
- f) Any incident involving the Christian County Public Schools' property, vehicles, equipment, or facilities.
- g) Fire

3. Officers shall also be assigned to assist persons involved with information exchange.

B. Responsibilities of First Officer at the scene

1. Administering emergency medical care (basic life support measures) pending arrival of Emergency Medical Technicians.
2. Summoning additional help as required (officers, rescue, tow truck, HFD, etc.)

3. Protecting the accident scene
4. Preserving short-lived evidence (broken parts, skid marks, etc.)
5. Establishing a safe traffic pattern around the scene.
6. Locating witnesses and recording key accident information (license numbers, observation of damage before vehicles are moved, etc.)
7. Expediting removal from roadway of vehicles, persons, and debris.
 - a) The officer assigned to an accident shall be responsible for requesting assistance as needed. They are the primary investigating officer in charge at the scene, unless the supervisor deems it more appropriate to assign these responsibilities to another officer.
 - b) In case of extremely inclement weather where an accident involves only property damage, the officer may advise the parties involved to exchange information and complete the report online.

IV. PROCEDURES-ACCIDENT SCENE

A. Accident Scene Information Collection

1. At the accident scene, the investigating officer must gather information concerning the accident for subsequent use when completing necessary report forms. Information collected at the scene may include but is not limited to:
 - a) Interview principals and witnesses and secure necessary identity and address information.
 - b) Examining and recording vehicle damage.
 - c) Examining and recording effects of the accident on the roadway or off the roadway on other property and structures, etc.
 - d) Taking measurements as appropriate.
 - e) Taking photographs as appropriate.
 - f) Collecting and processing evidence.
 - g) Exchanging information among principals.
2. Accident investigation follow-up activities, may include:
 - a) Collecting of scene data
 - b) Obtaining and recording formal statements from witnesses.
 - c) Submitting evidentiary materials for laboratory examination.
 - d) Preparing accident or offense reports to support criminal charges arising from the accident.
3. In a severe accident involving severe injuries, fatalities, multiple vehicles, etc., it may be necessary to summon expert or technical assistance from photographers, surveyors, mechanics, physicians, accident crash team specialist, or other specialists.
 - a) If the officer at the scene concludes DUI and the defendant is still present, DUI arrest should be made.
 - b) If the driver is transported to the hospital and admitted, and the officer concludes DUI, an arrest warrant should be obtained.
 - c) If the driver is transported to the hospital, treated, and released, and

the officer concludes DUI, the driver shall be arrested upon release from the emergency room.

- d) In other traffic-related investigations, when the officer leaves the scene of the offense and later identifies an offender or an offense, arrest warrants shall be obtained.

B. Accident Scene Procedures

1. On receiving a report of a motor vehicle accident that requires the services of a police officer, the officer assigned shall proceed with normal traffic or signal nine, depending on injuries. The police vehicle will not be parked at the scene in a manner that will endanger other pedestrians, motorists, or citizens. The officer should use the vehicle as a shield to protect the scene and himself. The officer shall leave his vehicle emergency lights on.
2. Any accidents in which an officer must be on the roadway or traffic way will require the officer to wear a reflective safety vest.
3. Any officer arriving at the scene of such an accident and seeing hazardous materials placards shall immediately request the Hopkinsville Fire Department. The officer shall secure a perimeter around the accident scene but not approach it. The Hopkinsville Fire Chief will assume control of any scene involving hazardous materials and all officers will provide support as required. Any accident investigation will occur after approval of the Hopkinsville Fire Chief.

a) Accident Report (State Form-232 Operator Must Complete Online)

1. **KRS 189.635(3):** Every law enforcement agency whose officers investigate a vehicle accident of which a report must be made as required in this chapter shall file a report of the accident with the Department of State Police
2. Officers will not push or pull vehicles with a police vehicle.
3. Whenever a tow truck is required, the officer shall request the driver's preference. If no driver preference is available or the driver is not immediately available, the officer will request ECC contact the next tow truck on the rotating list.
4. Any motor vehicle accident involving an on-duty Christian County Public Schools Police Department Employee in which a fatality occurs will require an outside agency to conduct the official investigation.
5. The Accident Reconstructionist will be contacted whenever a motor vehicle accident involves a fatality or possible fatality.

Policy Number: 2-04
Effective: 07/01/2025

Title: Vehicle and Pursuit Operations
Accreditation Standard:

I. PURPOSE

This policy provides guidelines and directions for establishing responsibility for the safe operation of police vehicles, both in non-emergency and emergency situations, and for participating officers' responsibilities and duties.

II. POLICY

The department is responsible for protecting the safety of all persons in the operation of police vehicles. All personnel operating police vehicles will exercise due regard to safety. No task, call, or incident justifies the disregard of public safety. Emergency warning devices will be used in a manner consistent with both legal requirements and the protection of the public and police personnel. Officers will only pursue when the totality of the circumstances outweighs the risk to the officer and the public.

DEFINITIONS

- A. Authorization to pursue: The Chief will transmit verbal approval over the radio.
- B. Discontinue the pursuit: The officer ends their involvement in the quest by slowing down, turning off all emergency equipment when safe to do so, pulling over to the side of the road and stopping. The officer will notify ECC of this and receive acknowledgement of same over the radio.
- C. Emergency equipment: Flashing, blinking, or alternating emergency lights and a siren, whistle, or air horn designed to give warning signals.
- D. Marked unit: A police emergency vehicle used in routine or general patrol displaying the emblems and markings of the department, equipped with a siren and overhead lights.
- E. Normal driving: Driving that dictates vehicle speed consistent with regular flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly understood road rules, and courtesy.
- F. Ramming: Deliberate contact with a violator's vehicle by a unit to force the violator's vehicle off the road. Ramming is not authorized.
- G. Vehicle pursuit: An active attempt by an officer operating a police vehicle to apprehend a fleeing suspect actively attempting to elude the police in a motor vehicle and endangers the public.
- H. Unmarked vehicle: Fully equipped police vehicle lacking departmental decals or markings. Unmarked vehicles may only remain the primary or secondary vehicle in a pursuit until relieved by a marked unit.
- I. Violent felony: A serious felony involving an actual attack that the officer has probable cause to believe could result or has resulted in death or serious physical injury. For this policy, violent felonies are listed as follows:
 - 1. Kidnapping
 - 2. Murder
 - 3. Assault with serious physical injury
 - 4. Rape 1st degree

5. Armed Robbery
6. Armed Burglary

III. GENERAL

- A. Only authorized personnel shall operate agency vehicles.
- B. In the event of an accident or damage to any police vehicle, the driver shall immediately notify the on-duty supervisor. The supervisor will conduct an investigation and complete all necessary paperwork.
- C. Hazardous warning lights should be used anytime the police vehicle is parked where other moving vehicles may be endangered. All police personnel and passengers must wear seat belts and shoulder harnesses during vehicle operation. Officers are responsible for checking their assigned vehicle's cleanliness, general operability, and equipment.
- D. Officers shall examine their vehicles at the beginning and end of their shifts for damage and report any damage to their supervisor.
- E. Officers who discover a police vehicle needing repairs will complete a vehicle maintenance form. If, in the opinion of the Chief, vehicle damage resulted from an officer's abuse or neglect, disciplinary action may result.
- F. No driver shall modify, remove, deactivate, or otherwise tamper with the safety belts, emission control device, or any part of the vehicle affecting its operation.
- G. No officer or employee will operate any vehicle which they believe to be unsafe.
- H. No vehicle will be left unattended with its engine running except K-9 cars in extreme weather conditions when the K-9 is in the car.
- I. Regardless of the seriousness of the situation being responded to and except circumstances clearly beyond the operator's control, the operator of a police vehicle will be held accountable for how the vehicle is operated.

IV. EMERGENCY VEHICLE OPERATION

Emergency operations for law enforcement are authorized when there is a request for police service that presents an actual and imminent danger of death or serious physical injury.

A. Privileges by KRS:

1. The operator is exempt from speed restrictions.
2. The operator may proceed past a stop light after slowing to ensure they can safely proceed.
3. If the regular lanes of traffic are blocked, the operator may drive on the left side of the roadway or in the opposite direction on a one-way street.
4. The operator may stop or park without regard for standard parking provisions at the scene of an emergency as long as the vehicle has at least one emergency light in operation.
5. The operator of an emergency vehicle must always act with due regard to other persons.

B. KRS requirements: The operator of an emergency vehicle must have the above privileges when operating in accordance with them.

1. Emergency lights operating.

- 2. Audible siren operating.
- C. Emergency driving is permissible only when an emergency exists, or when specific information indicates the conditions at the scene require the immediate presence of an officer.

V. Pursuit Operations

Pursuits and participation in pursuits are not authorized as a general practice for the Christian County Public Schools Police Department.

- A. An officer may participate and provide cover in a pursuit as a second unit until backup arrives as long as the primary reason for the pursuit is a violent crime and received acknowledged permission from the Chief. Upon arrival of the backup unit, the officer will discontinue their involvement in the pursuit.
- B. Officers with the Christian County Public Schools Police Department will not initiate pursuits unless the act of a violent crime is committed in their presence.

Policy Number: 2-05

Effective: 07/01/2024

Title: Domestic Violence

Accreditation Standard:

I. Purpose

The purpose of this policy is to provide resource officers with the Christian County Public Schools Police Department with clear definitions, direction, and guidelines for delivering and promoting a consistent, effective response to domestic violence crimes to accomplish the following goals:

- A. Arrest for assault in the fourth degree in a domestic or dating violence situation.
- B. Make an arrest for any violation of a protective order, any violation of a foreign protective order, or any violation of a condition of release or bond when authorized by state law.
- C. Reduce the incidence and severity of domestic violence crime.
- D. Assist victims of domestic or dating violence in obtaining emergency protective orders or temporary interpersonal protective orders, which are available twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- E. Afford maximum protection and support to adult and child victims of domestic violence through coordinated services of law enforcement and victim assistance.
- F. Reduce the risk of civil liability for officers, supervisors, and the Christian County Board of Education.

II. Policy

It shall be the policy of the Christian County Public Schools Police Department to view complaints of domestic violence as alleged criminal conduct. The agency shall respond to such complaints and investigate them accordingly. To accomplish the purpose of this policy, every officer shall:

- A. Make an arrest when authorized by state law as the preferred response, instead of using dispute mediation, separation, or other police intervention techniques;
- B. Treat all acts of domestic or dating violence as criminal conduct;
- C. Respond with the same protection and sanctions for every domestic or dating violence incident regardless of race, religion, creed, national origin, gender, sexual orientation, disability, and socioeconomic status, including cases where any of the alleged parties may be a law enforcement officer, public official, or prominent citizen;
- D. Report all known or suspected cases of domestic or dating violence and abuse, adult abuse, or child abuse, as required by law; and
- E. Receive training on domestic violence as required by law.

Note: Every officer shall document action taken (arrest or non-arrest) on the JC-3 form. If the victim is a child or a vulnerable adult, the JC-3 form shall be forwarded to the Cabinet for Families and Children. If the victim is an adult (other than a vulnerable adult), the JC-3 form shall be maintained in the officer's investigation file. Still, it will not be forwarded to the Cabinet for Families and Children.

III. Definitions

A. Domestic Violence Call: A call where an adult, child, family member, or member of an unmarried couple is alleged to be the victim of:

1. Physical injury or in fear of imminent physical injury (explicit or implied threats);
2. Serious physical injury or fear of imminent serious bodily injury;
3. Sexual abuse or in fear of imminent sexual abuse;
4. Strangulation or in fear of imminent strangulation;
5. Assault between family members or members of an unmarried couple;
6. Unlawful imprisonment and/or kidnapping;
7. Property crime;
8. Stalking;
9. Violation of terms or conditions of a protective order by the other party;
or
10. Violation of terms or conditions of a pretrial release order issued under KRS 431.064.

B. Domestic Violence and Abuse

1. **Domestic Violence and Abuse:** Physical injury, serious physical injury, stalking, sexual abuse, strangulation, or assault between family members or members of an unmarried couple, but also causing fear of such imminent physical injury, serious physical injury, sexual abuse, strangulation, or assault. KRS 403.720(1).
2. **Family Member:** A spouse, including a former spouse, grandparent, grandchild, parent, child, stepchild, or any other person living in the same household as a child if the child is the alleged victim. KRS 403.720(2).
3. **Member of an Unmarried Couple:** A member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together. KRS 403.720 (5).
 - a. Courts consider six factors to determine whether a couple lives together, as stated in *Barnett v. Wiley*, 103 S.W.3d 17 (Ky. 2003), which officers should clearly articulate:
 - i. Existence of a sexual relationship;
 - ii. Sharing income or expenses;
 - iii. Joint ownership or use of the property;
 - iv. Holding themselves out as a couple;
 - v. Length of the relationship; and
 - vi. Continuity of the relationship.

C. Dating Violence Call: A call where persons who are or have been in a dating relationship are alleged to be the victim of:

1. Physical injury or fear of imminent physical injury (explicit or implied threats);
2. Sexual abuse or in fear of imminent sexual abuse;

3. Strangulation or in fear of imminent strangulation;
4. Unlawful imprisonment and/or kidnapping;
5. Property crime;
6. Stalking;
7. Violation of terms or conditions of a protective order by the other party;
or
8. Violation of terms or conditions of a pretrial release order issued under KRS 431.064.

Note: These calls are the types of cases which, by statute, must be reported to the Department of Social Services on the JC-3 form in cases where the victim is a child or a vulnerable adult.

D. Dating Violence and Abuse

1. **Dating Relationship:** The relationship between individuals who have or have had a relationship of a romantic or intimate nature. It does not include a casual acquaintance or ordinary fraternization in a business or social context. The following factors may be considered in addition to any other relevant factors in determining whether the relationship is or was of a romantic or intimate nature:
 - a. Declarations of romantic nature;
 - b. The expectation of affection characterized the relationship;
 - c. Attendance at social outings together as a couple;
 - d. The frequency and type of interaction between the persons, including whether the persons have been involved together over time and continuously during the relationship;
 - e. The length and recency of the relationship; and
 - f. Other indications of a substantial connection that would lead a reasonable person to understand that a dating relationship existed. KRS 456.010(1).
2. **Dating Violence and Abuse:** Physical injury, serious physical injury, stalking, sexual assault, strangulation, or the infliction of imminent physical injury, serious physical injury, sexual abuse, strangulation, or assault occurring between persons who are or have been in a dating relationship. KRS 456.010(2).

E. Exigent Circumstances: Those circumstances or emergencies which authorize officers with probable cause to enter a dwelling without consent or a warrant in responding to a domestic or dating violence call.

F. Imminent: Impending danger in the context of domestic violence and abuse, as defined by KRS 403.702(1), belief that danger is imminent can be inferred from a past pattern of repeated abuse. KRS 503.020(3).

G. Peace Officer: For this policy means:

1. "A full-time sworn officer of the Kentucky State Police, a full-time sworn officer of the Kentucky Horse Park, a commissioned full-time state park ranger, a full-time state water patrol officer, a full-time city policeman, a full-time county policeman, a full-time university safety and security officer appointed purpose to KRS 164.950 to KRS 164.970 and KRS 15.380, a full-time city/county policeman, a duly elected sheriff, or a full-

time paid deputy sheriff; or

2. A part-time law enforcement officer, or a special paid deputy, who has completed a Kentucky Law Enforcement Council approved education and training program referred to in KRS 15.334.
3. A school resource officer employed by a local board of education pursuant to KRS 158.471.

H. **Physical Injury:** Substantial physical pain or any impairment of a physical condition. KRS 500.080(13).

- I. **Probable Cause:** To justify an arrest means facts and circumstances within the officer's knowledge that are sufficient to warrant a prudent person, or one of reasonable caution, in believing in the circumstances shown, that the suspect has committed, is committing, or is about to commit an offense. Probable cause means more than a simple suspicion or a hunch. The officer must have concrete facts or reliable information giving the officer a reasonable belief that the suspect probably committed the crime. Probable cause is frequently referred to in cases and statutes as "reasonable grounds."

Note: The victim's statement should be considered when determining whether probable cause exists. The officer shall use the JC-3 form (Child Abuse, Adult Abuse, and Domestic Abuse Standard Report) to document the evidence giving the officer probable cause to make the arrest and/or report suspected abuse.

- J. **Self-protection or Protection of Another:** A person's justifiable use of physical force upon another person when the person believes such force is necessary to defend themselves or a third person from the use, or imminent use, of unlawful physical force by such other person. KRS 503.050 and KRS 503.070.

K. **Serious Physical Injury:** Physical injury which creates a substantial risk of death, or which causes severe and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ. For a child 12 years of age or less, it includes but is not limited to:

1. Bruising near the eyes, or on the head, neck, or lower back overlying the kidneys;
2. Any bruising severe enough to cause underlying muscle damage as determined by elevated creatine kinase levels in the blood;
3. Any bruising or soft tissue injury to the genitals that affects the ability to urinate or defecate;
4. Any testicular injury sufficient to put fertility at risk;
5. Any burn near the eyes or involving the mouth, airway, or esophagus;
6. Any burn deep enough to leave scarring or dysfunction of the body;
7. Any burn requiring hospitalization, debridement in the operating room, IV fluids, intubation, or admission to a hospital's intensive care unit;
8. Rib fracture;
9. Scapula or sternum fractures;
10. Any broken bone that requires surgery;
11. Head injuries that result in intracranial bleeding, skull fracture, or brain

- injury;
- 12. A concussion that results in the child becoming limp, unresponsive, or results in seizure activity;
- 13. Abdominal injuries that indicate internal organ damage regardless of whether surgery is required;
- 14. Any injury requiring surgery;
- 15. Any injury that requires a blood transfusion; and
- 16. Any injury requiring admission to a hospital's critical care unit. KRS 500.080(15).

L. Sexual Abuse: Subjecting another person to sexual contact without their consent and/or under the following conditions:

- 1. Sexual abuse in the first degree:
 - a. Subjecting another person to sexual contact by forcible compulsion; or
 - b. Subjecting another person to sexual contact who is incapable of consent because the individual:
 - i. Is physically helpless;
 - ii. Is less than twelve (12) years old;
 - iii. Is mentally incapacitated; or
 - iv. Is an individual with an intellectual disability
 - c. Being twenty-one (21) years old or more, they:
 - i. Subject another person who is less than sixteen (16) years old to sexual contact;
 - ii. Engage in masturbation in the presence of another person who is less than sixteen (16) years old and knows or has reason to know the other person is present; or
 - iii. Engage in masturbation while using the internet, telephone, or other electronic communication device while communicating with a minor who the person knows is less than sixteen (16) years old, and the minor can see or hear the person masturbate.
 - d. Being a person in a position of authority or position of special trust, as defined in KRS 532.045, they, regardless of their age, subject a minor who is less than eighteen (18) years old, with whom they come into contact as a result of that position, to sexual contact or engage in masturbation in the presence of the minor and knows or has reason to know the minor is present or engages in masturbation while using the internet, telephone, or other electronic communication device while communicating with a minor who the person knows is less than sixteen (16) years old, and the minor can see or hear the person masturbate. KRS 510.110.
- 2. Sexual abuse in the second degree:
 - a. A person is guilty of sexual abuse in the second degree when:
 - i. They are at least eighteen (18) years old but less than twenty-one

- (21) years old and subjects another person who is less than sixteen (16) years old to sexual contact;
 - ii. Being a jailer, or an employee, contractor, vendor, or volunteer of the Department of Corrections, Department of Juvenile Justice, or a detention facility as defined in KRS 520.010, or of an entity under contract with either department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, they subject a person who is at least eighteen (18) years old and who they know is incarcerated, supervised, evaluated, or treated by the Department of Corrections, Department of Juvenile Justice, detention facility, or contracting entity, to sexual contact; or
 - iii. Being a peace officer, while serving in their official capacity, they subject a person who the officer:
 - (a) Arrested, held in custody, or investigated for commission of a traffic or criminal offense; or
 - (b) Knew or should have known was under arrest, held in custody, or being investigated for commission of a traffic or criminal offense to sexual contact.
 - b. In any prosecution under subsection (1)(a) of this section, it is a defense that:
 - i. The other person's lack of consent was due solely to incapacity to consent by reason of being less than sixteen (16) years old;
 - ii. The other person was at least fourteen (14) years old; and
 - iii. The actor was less than five (5) years older than the other person. KRS 510.120.
- 3. Sexual abuse in the third degree:
 - a. A person is guilty of sexual abuse in the third degree when:
 - i. They are at least eighteen (18) years old but less than twenty-one(21) years old and subjects another person who is less than sixteen (16) years old to sexual contact;
 - ii. Being a jailer, or an employee, contractor, vendor, or volunteer of the Department of Corrections, Department of Juvenile Justice, or a detention facility as defined in KRS 520.010, or of an entity under contract with either department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, they subject a person who is at least eighteen (18) years old and who they know is incarcerated, supervised, evaluated, or treated by the Department of Corrections, Department of Juvenile Justice, detention facility, or contracting entity, to sexual contact; or
 - iii. Being a peace officer, while serving in their official capacity,

they subject a person who the officer:

- (a) Arrested, held in custody, or investigated for commission of a traffic or criminal offense; or
- (b) Knew or should have known was under arrest, held in custody, or being investigated for commission of a traffic or criminal offense to sexual contact.

b. In any prosecution under subsection (1)(a) of this section, it is a defense that:

- i. The other person's lack of consent was due solely to incapacity to consent by reason of being less than sixteen (16) years old;
- ii. The other person was at least fourteen (14) years old; and
- iii. The actor was less than five (5) years older than the other person. KRS 510.130.

M. **Sexual Assault:** Conduct prohibited as any degree of rape, sodomy, or sexual abuse under KRS Chapter 510 or a criminal attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, or sexual abuse, or incest under KRS 530.020 and KRS 456.010.

N. **Sexual Contact:** Any touching of the sexual or other intimate parts of a person for the purpose of gratifying the sexual desire of either party. KRS 510.010 (7).

O. **Stalking:** An intentional course of conduct directed at a specific person that seriously alarms, annoys, intimidates, or harasses; which serves no legitimate purpose; and which would cause a reasonable person to suffer substantial mental distress.

KRS 508.130(1)(a).

- 1. **Course of Conduct:** A pattern of conduct composed of two or more acts, evidencing a continuity of purpose; it does not include constitutionally protected activity. KRS 508.130(2). **Strangulation:** Conduct that, without consent, intentionally or wantonly impedes the normal breathing or circulation of another person's blood by applying pressure on the throat or neck or blocking the other person's nose or mouth. KRS 508.170 and 508.175.

P. Protective Orders:

- 1. **Emergency Protective Order (EPO):** An ex parte order (an order issued at the request of one party without a hearing) issued under the provision of KRS 403.730 against a family member or member of an unmarried couple who has been determined to present an immediate and present danger and which is valid for up to fourteen (14) days. The date of the expiration should appear on the order.
- 2. **Temporary Interpersonal Protective Order (TIPO):** An ex parte order (an order issued at the request of one party without a hearing) issued under the provision of KRS 456.040 against a person who is or has been in a dating relationship, the alleged perpetrator of sexual assault or stalking (where a relationship may not exist between the perpetrator

and victim) who has been determined to present an immediate and present danger and which is valid for up to fourteen (14) days. The date of the expiration should appear on the order.

3. **Domestic Violence Order (DVO):** A court order issued under the provisions of KRS 403.750 following a hearing against a family member or member of an unmarried couple where the court has found domestic violence and abuse has occurred and is likely to happen in the future. In Kentucky, a DVO is valid for up to three (3) years. The date of expiration should appear on the order.
4. **Interpersonal Protective Order (IPO):** A court order issued under the provisions of KRS 456.060 following a hearing against a person who is or has been in a dating relationship, a victim of sexual assault or stalking where the court has found dating violence and abuse, a sexual assault, or stalking has occurred and is like or occur in the future. In Kentucky, an IPO is valid for up to three (3) years. The date of expiration should appear on the order.
5. **Foreign Protective Order (FPO):** Any judgment, decree, or order of protection issued by a court of any state of the United States or tribal court which is entitled to full faith and credit in this state under 18 U.S.C. sec 2265. KRS 403.752(1) and KRS 403.120(1). POs shall be enforced as written.

Note: FPOs may not expire and may contain provisions that a Kentucky court could not otherwise issue.

6. **Mutual Orders of Protection:** Orders of protection that may be issued only if
 - (a) Both parties have filed separate petitions; (b) the orders are written with sufficient specificity to allow any peace officer to identify which party violated the order. KRS 403.745(4) and KRS 456.070(4).
- a. This policy includes EPOs, DVOs, TIPOs, IPOs, FPOs, and mutual protection orders as "protective orders."
- b. The officer seeking to enforce a protective order must determine that certain conduct has been prohibited on the order form or in the LINK system. The officer cannot assume that any particular provision is in force. The Hopkinsville Police Department's 911 Communications Services Division shall be contacted via the entering agency to confirm the restrictions and validity of the order.
- c. The officer must also determine whether service or notice of the order has been completed.

Q. The Federal Violence Against Women's Act Crimes Definitions

1. **Interstate Domestic Violence:** Crossing a state line to commit domestic violence and subsequently committing the act. This crime occurs when:
 - a. A person travels between states, or enters or leaves Indian country, intending to violate the portion of a valid protection order that prohibits or provides protection against violence, threats, or harassment against, contact or communication with, or physical

- proximity to another person. Must show the perpetrator had the specific intent to engage in the conduct that violates the order of protection and that a violation occurred; or
- b. A person with a protection order to travel across state lines or enter or leave Indian country by force, coercion, duress, or fraud and during, or as a result of, or to facilitate such conduct or travel, to engage in conduct that violates the portion of the order of protection that prohibits or provides protection against violence, threats, or harassment against, contact or communication with, or physical proximity to another person. Does not require proof of specific intent to travel across state lines but does require proof that the travel resulted from force, coercion, duress, or fraud. Also requires proof that the person violated the protective order to facilitate the travel. 18 U.S.C. sec 2261(a)(1-2).
2. **Interstate Violation of a Protection Order:** Travel across a state line and engage in conduct that constitutes a violation of a protection order that protects against violence, or harassment against, contact or communication with, or physical proximity to, another person or the pet, service animal, emotional support animal, or horse of that person. This crime occurs when:
- a. A person travels across a state line or enters or leaves Indian country with the specific intent to engage in conduct that violates the protection order or would violate the protection order if the conduct occurred in the jurisdiction in which the order was issued, and the person subsequently engages in conduct in violation of the protective order; or
 - b. Cause another person to travel across state lines or to enter or leave Indian country by force, coercion, duress, or fraud, and in the course of, as a result of, or to facilitate such conduct or travel engages in conduct that would violate the protection order or would violate the protection order if the conduct occurred in the jurisdiction in which the order was issued. 18 U.S.C. sec. 2262(a)(1-2).

IV. Procedure

A. On-scene Investigation, Arrest, and Post-Arrest Procedures

1. General responsibilities at the scene:

- a. Respond promptly to the call, utilizing two (2) officers when available. When only one school resource officer is present, request assistance from the Christian County Sheriff's Office or Hopkinsville Police Department.
- b. Establish control.
- c. Assess the situation for risks to all parties including children.
- d. Attend to the emergency medical needs of those involved.
- e. Interview parties/witnesses separately and away from the perpetrator's line of sight and hearing; use direct quotes of witnesses about their fears and concerns.

- f. Effect an arrest of the perpetrator as the preferred response, if legally possible.
- g. Seize any weapons used in the incident.
- h. Inform the victim of rights.
- i. Provide victim information on legal remedies and community services available for protection.
- j. Remain at the location of the call for assistance so long as the law enforcement officer reasonably suspects there is a danger to the physical safety of individuals there without the presence of a law enforcement officer.
- k. Assist the victim in securing medical attention, which shall include arranging for the victim's transportation to obtain medical attention.
- l. Assist the victim in securing legal protection (warrant, protective order) which may include transporting the victim to obtain the legal protection, if appropriate.
- m. Report any actual and suspected incidents of abuse to the Cabinet of Families and Children, Department for Social Services, using the "Child Abuse, Adult Abuse and Domestic Abuse Standard Report" for (JC-3) when the victim is a child or a vulnerable adult.
- n. If the exigent circumstances have ceased, obtain a consent to search or obtain a search warrant when appropriate.
- o. Collect and photograph all relevant evidence required for successful prosecution.
- p. Arrange for follow-up photographs of the victim to demonstrate the extent of the injuries that may later become more obvious.
- q. Attend to any children or dependent adults.
- r. Check LINK and NCIC for outstanding warrants, history file on protective orders, and whether any active protective orders are in place. (For various reasons, not all valid domestic violence orders may be in the LINK system.) The following facts shall not be considered an independent compelling reason not to arrest the perpetrator. These facts may be used as background information to complete a domestic violence investigation for prosecution.
 - i. The marital status of the suspect and the victim.
 - ii. Whether or not the suspect lives on the premises with the victim (except as may be necessary to qualify the parties as "members of an unmarried couple" or if the victim is a child).
 - iii. Whether the victim has not obtained a protective order against the perpetrator.
 - iv. The potential financial consequences of arrest.
 - v. Whether there have been previous law enforcement responses to domestic calls at this address.
 - vi. Verbal assurances that the violence will cease.
 - vii. The victim's emotional status.

- viii. Whether or not physical injuries suffered by the victim can be personally observed at the time of the law enforcement response.
- ix. The location of the incident (i.e., public or private).
- x. Speculation that the victim may not follow through with the prosecution, or that the arrest may not lead to a conviction.
- xi. The victim's initial reluctance regarding an officer-initiated arrest.
- xii. The victim and suspect are of the same gender.
- xiii. The use of alcohol or drugs by either or both parties.

2. Arrests

- a. Arrest is the preferred response to domestic violence or dating violence incidents involving assault in the fourth degree.
- b. Warrantless arrests for domestic violence-related felonies are the preferred response.
- c. Arrest authority
 - i. If there is probable cause to believe an offender has intentionally or wantonly caused a physical injury to a family member, member of an unmarried couple or another person with whom the person is or was in a dating relationship, the officer may arrest for Assault Fourth Degree. KRS 431.005(2)(a).
 - a) If the misdemeanor assault charge is a third or subsequent offense, the penalty for the arresting offense can be enhanced by one degree. The victim doesn't need to be the same person for the enhancement of the penalty. KRS 508.032.
 - b) The officer should make a reasonable effort to determine if there is a prior history.
 - ii. If the officer has probable cause to believe the respondent has intentionally violated the terms of the protective order, he **shall** arrest the respondent as having violated a protective order. KRS 403.763, KRS 456.180 and KRS 431.015(1)(c).
 - iii. If there is probable cause to believe that any condition of a bond or pretrial release has been violated and the officer has verified that the offender has had notice of the conditions, he **shall** arrest the offender without a warrant. KRS 431.005(5).
 - iv. If a law enforcement officer has probable cause to believe that a person has violated a restraining order issued under KRS 508.155, then the officer **shall** arrest the alleged violator without a warrant, whether the violation was committed in or outside the officer's presence.
- d. EPOs
 - i. Emergency protective orders are effective and binding on the respondent when a peace officer or the court gives notice of

the order's existence and terms or upon personal service of the order, whichever is earlier.

- ii. The law enforcement officer should check through the LINK domestic violence file to verify service of the emergency protective order.
- iii. If personal service has not occurred, the officer shall immediately give the respondent notice of the contents of the emergency protective order.
- iv. After notice has been given to the respondent, its terms are binding and enforceable for subsequent acts.
- v. The law enforcement officer shall then, if possible, make arrangements for the EPO's service and notify the agency responsible for LINK entry of the orders.

Note: Information regarding notice and arrangements for service shall be marked on the JC-3 form.

e. DVOs

- i. DVOs are effective and binding on the respondent when a peace officer or the court gives notice of the order's existence and terms or upon personal service of the order, whichever is earlier.
- ii. The officer should ensure that the conditions for making an arrest are prohibited in the DVO.
 - a) All law enforcement officers should be aware that under the Carrying a Concealed Deadly Weapon Statue, "...when a Domestic Violence Order or Emergency Protective Order is issued under the provision of KRS Chapter 403 against a person holding a license issued under (the law), the holder of the permit shall surrender the license to the court or the officer serving the order." KRS 237.110(13).

f. TIPOs

- i. TIPOs are immediately enforceable only if the respondent has been served or notified of the contents.
- ii. The law enforcement officer should check through the LINK domestic violence file to verify service of the emergency protective order.
- iii. If personal service has not occurred, the officer shall immediately give the respondent notice of the contents of the temporary interpersonal protective order.
- iv. After notice has been given to the respondent, its terms are binding and enforceable for subsequent acts.
- v. The law enforcement officer shall then, if possible, make arrangements for the TIPO's personal service and notify the

agency responsible for LINK entry of the orders.

- g. IPOs are effective and binding on the respondent when a peace officer or the court gives notice of the order's existence and terms or upon personal service of the order, whichever is earlier.

- i. The officer shall ensure that the conditions for which an arrest is made are prohibited in the IPO.

- a) All law enforcement officers should be aware that under the Carrying a Concealed Deadly Weapon Statute, "...when a Domestic Violence Order or Emergency Protective Order is issued under the provision of KRS Chapter 403 against a person holding a license issued under (the law), the holder of the permit shall surrender the license to the court or the officer serving the order." KRS 237.110(13).

- h. FPOs

- i. General

- a) All out-of-state protective orders, including provisions granting relief not available in Kentucky, should be enforced as written.
- b) All foreign protective orders are presumed valid upon presentation to the law enforcement officer. They do not have to have been entered into the LINK system to be valid and enforceable.
- c) Some foreign protective orders may have been filed or recorded and may be verified through LINK.

- ii. Arrest procedures

- a) When the complainant presents a foreign protective order to the law enforcement officer, the officer should determine whether the order is current and has been served and whether the conduct complained of is prohibited by the order.

Note: Some foreign protective orders do not have expiration dates for different reasons. Even though no expiration date is included in the order, it may still be in effect as long as step (a) has been completed.

- b) The officer should ask the complainant whether the protective order has been filed with the circuit clerk's office. If it has not, the officer should advise the complainant to register the foreign protective order with the circuit court clerk in the county of residency.

- c) If the order has been filed with the clerk's office, it can be further verified through the LINK system.

Note: Even if the order has not been filed with the court clerk and is unavailable on LINK, it is still a valid order of protection as long as step (a) is completed.

- 1) If the officer has probable cause to believe the respondent has intentionally violated the terms of the protective order, he shall arrest the respondent as having violated a protective order. KRS 403.763 and KRS 456.180.

- 2) All peace officers shall make arrests for a violation of a foreign protective order in the same manner as a violation of an emergency protective order, domestic violence order or interpersonal protective order as if a Kentucky court had entered it. The charge shall be a violation of a protective order.

Note: This shall not preclude officers from arresting the perpetrator for other violations of the Kentucky Penal Code. Law enforcement officers are not expected to be aware of any changes to a foreign protective order that are not clearly on the order itself, or if the order is on LINK, the changes are not indicated on LINK. The victim must notify the court of changes in the order.

iii. Mutual violence

- a) Where the officer has probable cause to believe that two or more persons committed a misdemeanor or felony, or if two or more persons complain to the officer, the officer should try to determine who the **primary aggressor** was and whether one party acted in self-defense.
- b) **The officer should arrest the primary aggressor.**
- c) Where there is probable cause to believe that all parties are equally responsible, the officer should contact their immediate supervisor to resolve the issue.
- d) Officers should not use mutual arrests as a substitute for a thorough investigation.
Note: Arresting both parties is not the preferred response.
- e) Factors to consider in mutual violence situations to determine the primary aggressor:

- 1) The history of domestic disputes/violence between the persons;
- 2) The degree of injury inflicted upon each person, keeping in mind that many injuries to the head and body may not be visible at the time;
- 3) Objective and testimonial evidence from the parties and other persons at the scene including children;
- 4) Whether one person acted in self-defense;
- 5) The presence of fear of the parties involved and the level of fear (who is afraid of whom); and
- 6) The likelihood of future injury. Note: An injury inflicted in self-defense is not a basis for an arrest for violating a mutual protection order.

j. Obtaining arrest warrants

- i. When a crime associated with domestic violence has allegedly been committed, and the officer is unable to arrest the alleged perpetrator under the provisions discussed above, the officer should assist the victim in obtaining an arrest warrant.
 - a) The officer may apply for an arrest warrant when the officer has sufficient information to establish probable cause;
 - b) The officer may consult with his supervisor;
 - c) Prosecution is the preferred response even if the officer has to take the initiative;
 - d) The victim's noncooperation shall not be considered when seeking warrants;

3. **Post-Arrest Procedures**

- a. Responding officers shall complete the JC-3 (victim statement) and any offense/report forms required by their department after establishing control of the situation.
- b. A motion/petition for an order of protection should be offered to the alleged victim for completion. Upon completion, the petition must be signed by the person seeking protection and verified by the law enforcement officer at the scene. KRS 421.500 (3), 403.725 and KRS 456.030.
- c. After hours, the arresting officer should follow local court procedures for obtaining and serving an order with assistance from the Christian County Sheriff's Office or Hopkinsville Police Department.
- d. The alleged perpetrator shall be lodged in jail, pending bond.

- e. The peace officer should inform the victim that the order has been signed and entered into LINK and that a copy is available. KRS 421.500 (3) and (4).
- f. Within forty-eight (48) hours, the law enforcement agency initiating the report shall report the suspected violence and abuse to the Cabinet for Human Resources, Department for Social Services, using the JC-3, in cases where the victim is a child or a vulnerable adult. In cases where the victim is an adult, the officer shall keep a copy of the JC-3 in their investigative file.

B. After establishing control of the situation, responding officers shall complete the JC-3 (victim statement) and any offense/report forms required by their department.

- 1. If possible, a motion/petition for order of protection should be given to the alleged victim for completion. Upon completion, the petition must be signed by the person seeking protection and verified by the law enforcement officer at the scene. KRS 421.500 (3), 403.725, and KRS 456.030.
- 2. If the court is not in session, the peace officer should follow local court procedures for obtaining an order and providing service of the order. The peace officer should attempt to serve a copy of the signed order and petition upon the alleged perpetrator. If this is not accomplished within a reasonable time, the peace officer should attempt to notify the alleged perpetrator of the existence and terms of the order. The time and place of service or notice shall be set out on the order. A copy of the order shall be filed with the district court clerk.
 - a. If the peace officer cannot serve the alleged perpetrator within a reasonable time, a copy of the order, the notice setting the hearing and a copy of the petition shall be forwarded to the Christian County Sheriff's Office for personal service.
 - b. Within forty-eight (48) hours, the law enforcement agency initiating the report shall report the suspected violence and abuse to the Cabinet for Human Resources, Department for Social Services, using the JC-3 in cases where the victim was a child or a vulnerable adult. In cases where the victim is an adult, the officer shall keep a copy of the JC-3 in their investigative file.

C. Procedure for Obtaining Protective Orders and Verification of Petitions

- a. If the protective order is sought after regular working hours, school resource officers will follow the 24-hour access policy established by the court with assistance from the Christian County Sheriff's Office and or the Hopkinsville Police Department

D. Additional Duties of Officers in Response to Domestic or Dating Violence Calls

- 1. Whether or not an arrest has been made, if the officer has reason to suspect that a family member or member of an unmarried couple, or persons who are or have been in a dating relationship, has been the victim of domestic violence, dating violence, sexual assault, or stalking,

the officer is required by KRS 403.785 (2) (for family members or members of an unmarried couple) or KRS 456.090(2) (for persons of a dating relationship, victim of sexual assault, or stalking), to use all reasonable means necessary to prevent further domestic violence, including but not limited to:

- a. Remaining at the scene as long as the officer reasonably suspects there is danger to the physical safety of the individuals present without the presence of an enforcement officer.
- b. Assist the victim in obtaining medical treatment, including offering to transport or arranging for the victim's transportation to the nearest medical treatment facility capable of providing the necessary treatment.
- c. Advising the victim of rights and services available.

Note: These "rights and services" include information about criminal complaint procedures, availability and enforcement of civil protective orders, availability of emergency shelter services, protective services of DSS, and other community resources. Many of these rights and services are printed on the "Victims' Rights Information" of the JC-3 form. Providing the victim rights information portion of the JC-3 form to a victim may not fully satisfy this duty. The responding officer should also ensure the victim can read and understand the form.

2. To protect the victim and provide access to a safe environment, the officer should, when possible:
 - a. Inform the person of local procedures for victim notification; and
 - b. Provide the victim with the Women's Crisis Center in their area for crisis intervention counseling; information and referral, emergency shelter for victims of abuse (women and children), speakers on issues of rape, child sexual assault, family violence support groups, and the court advocacy program, which works toward communication, networking, support in legal process, and referrals.
3. Whether or not an arrest has been made, the officer shall report any known or suspected vulnerable adult or child abuse, neglect or exploitation immediately, or any known or suspected domestic violence or abuse where the victim is a child or a vulnerable adult within 48 hours, to the Cabinet for Families and Children, Department for Social Services using the JC-3 form.
 - a. Death of an adult or child does not relieve the officer of the responsibility to report the circumstances surrounding the death related to abuse or neglect.

E. Service of Protective Orders

1. Emergency protective orders (EPO) or temporary interpersonal protective orders (TIPO) assigned by the district or circuit court for service should receive a high-priority response. These orders shall be segregated from

- other warrants to be served.
2. Upon serving the order on the respondent, the officer should immediately notify Hopkinsville Police Department's 911 Communication Services Division, which is responsible for entering domestic violence protective orders or interpersonal protective orders on the LINK domestic violence file.
 3. The officer should promptly arrange for a copy of the order with the verified service to be delivered to the entering agency for modification to the LINK- domestic violence file record.

F. Offender or Victim Has Left the Scene

1. If probable cause exists that an alleged perpetrator has committed an assault on a family member, member of an unmarried couple, or persons who are or have been in a dating relationship or has violated a protective order or a foreign protective order, but the perpetrator has left the scene, the responding officer should interview all available witnesses, record or document these interviews, and collect all available physical evidence.
2. If the officer is unable to arrest the alleged perpetrator within a reasonable time, the officer should assist the victim in seeking an arrest warrant and/or protective order to deter future domestic violence.
3. If probable cause exists that there has been an assault on a family member, or a member of an unmarried couple, or another person with whom the person was or is in a dating relationship or that a protective order has been violated, but the victim has left the scene, the responding officer should, in addition to investigating the offense at the scene, attempt to locate the victim, determine whether the victim needs medical assistance, and continue the investigation where the victim is located.
4. The preferred response is to effect an arrest consistent with state law even when one party or the other has left the scene. This may include an arrest based on probable cause or the officer applying for an arrest warrant.
5. If an officer is unable to execute a probable cause arrest due to not being able to identify the location of the suspect in a reasonable time frame and only if the offense alleged committed was a misdemeanor, the officer should:
 - a. Provide the victim with a copy of the JC-3, in cases where the victim is a child or a vulnerable adult, along with any other completed police reports. The officer will provide a copy of the victim's rights from the JC-3 to all victims, regardless of age or status. KRS 209A.120.
 - b. Direct the victim to respond to the County Attorney's office when they open for business to secure a complaint for said charges.
 - c. However, if exigent or special circumstances exist, nothing in this section shall preclude the investigating officer from securing a complaint themselves on the victim's behalf.
6. If probable cause exists that a felony was committed, the police officer should take it upon themselves to secure a complaint.

G. Domestic Violence Perpetrator is a Juvenile

1. Officers will handle juvenile perpetrators of domestic violence in the same manner as when the alleged perpetrator is an adult perpetrator.
2. If a juvenile is taken into custody, officers should process the juvenile under the provisions of the Juvenile Code (KRS Chapters 600-645).
3. Officer should not release juvenile perpetrators at the scene.
4. Officers should contact the court designated worker (CDW) for an alternative placement for the juvenile perpetrator.

H. Marital Rape/Sexual Assault

1. Responding officers shall follow all procedures relating to investigation and evidence collection (including comprehensive rape examinations) where a sex offense is reported, regardless of the relationship, including the marriage of the victim to the alleged perpetrator.

NOTE: There is no exemption for marital rape, KRS 508 and KRS 510.

I. Domestic Violence or Dating Violence Stalking, Officers should complete a full report and investigation where a domestic violence, dating violence, or any other victim alleges that they have been stalked.

1. Officers should offer the motion/petition for order of protection to victims of stalking, whether it be domestic violence, dating violence, or when no relationship exists between the victim and the perpetrator, by KRS 456.
2. Officers should advise stalking victims to notify this agency of subsequent incidents.

J. Domestic or Dating Violence Call Involving Law Enforcement Personnel

1. A responding officer should notify his supervisor when they respond to a domestic violence or dating violence call involving law enforcement personnel, whether the person is the victim or the perpetrator.
2. An agency supervisor will respond to the scene and be responsible for the investigation.
3. If an agency supervisor is unavailable, an outside agency will be requested to respond to the call.
4. When a law enforcement officer is investigating a member of another law enforcement agency, that investigating officer should notify the highest-ranking officer on duty of the agency with whom the officer under investigation is employed.

K. Victim Notification

1. Officers who receive warnings from mental health professionals under the provisions of KRS 202A.400 of threatened violence against an identifiable victim or victims should attempt to contact the intended victim or victims.
2. Officers should inform the victim or victims of the threatened violence, advise them of all available legal remedies, and assist the victim or victims in accessing those legal remedies.
3. Officers should provide transportation to a safe location and give other indicated assistance.
4. Officers and supervisors should decide what further investigation or

- action is indicated (e.g., increased patrol, alert to all shift officers, etc.).
5. Officers and supervisors should fully document the report of threatened violence, all attempts by officers to contact the intended victim or victims, and all further recommendation investigations or actions.

L. Involuntary Hospitalization

1. If the officer believes the domestic violence perpetrator has a mental health condition which indicates that the person is an imminent danger to self or others, the officer needs to follow the provisions outlined in KRS 202A.
2. This statute should not be used as a substitute for an arrest.

M. Other Related Matters Confidentiality

- a. The location of a spouse abuse center or emergency shelter should not be shared with the alleged perpetrator.
- b. KRS 15.334(3) requires that each officer receive initial KLEC-approved domestic violence training, at least every two years through continuing education.

Policy Number: 2-06

Effective: 07/01/2025

Title: SEARCH AND SEIZURE

Accreditation Standard:

I. PURPOSE:

This policy directs officers and supervisors regarding home entries, contacts with persons, and contacts with motor vehicles.

II. POLICY:

This department's policy is to protect the constitutional rights of all citizens when conducting home entries, arresting or searching persons, and conducting vehicle stops and searches while balancing the needs of law enforcement in solving crime.

III. DEFINITIONS:

- A. Probable Cause: (search): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that evidence of a crime exists and that evidence exists at the place to be searched.
- B. Probable Cause: (arrest): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that a crime has been or is being committed and the person to be arrested is the one who committed the crime.
- C. Reasonable Suspicion: (temporarily detain): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that criminal activity is afoot.
- D. Reasonable Suspicion: (frisk): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that a person who is lawfully stopped has a weapon.
- E. Frisk: (weapon): A limited type of search, the limit being to those areas capable of holding a weapon and located within the subject's immediate control area.
- F. Strip Search: The removal or rearrangement of clothing that results in the exposure or observation of a person's body where that person has a reasonable expectation of privacy.
- G. Consensual Contact: A voluntary interaction between a law enforcement officer and the public. The officer has shown no authority, which would cause a reasonable person to believe they had no choice but to respond or comply with the officer's efforts. Under this type of contact, the officer has no power to detain an individual who chooses not to participate in the contact.
- H. Exigent Circumstances Entry: Entry of a dwelling without a warrant due to some existing emergency that would not allow an officer time to get a warrant.
- I. Search Incident to Arrest: A search of the arrestee and their immediate area of control whenever a custodial arrest is made.
- J. Consent: The voluntary granting of permission for an officer to enter an area protected by the 4th Amendment, by a person with reasonable appearance of authority over the area.

- K. Dynamic Entry: Using a special team, e.g., SWAT, etc., when executing a high-risk warrant, entering to control a barricaded subject, or a similar high-risk event.

IV. PROCEDURES: (Persons)

- A. Consensual Contact- An officer may approach anyone and attempt a consensual contact.
 - 1. Officers are not required to have reasonable suspicion for this activity.
 - 2. Officers may not take any steps, through words or conduct, to stop a person's movement during this type of stop.
 - 3. A person cannot be compelled in any way to participate in the stop.
- B. Reasonable Suspicion Stops/ Terry Stops- An officer who is aware of facts and circumstances that would lead a reasonable police officer to believe that criminal activity is afoot, may stop a person, using reasonable force and detain the person for a reasonable amount of time to investigate further.
 - 1. Officers may detain a person for a reasonable amount of time at the stop location. At the same time, a diligent investigation is conducted so that the officer can confirm or dispel their suspicion.
 - 2. The duration of the stop should not exceed the time it would typically take to investigate the conduct that the officer suspected when the stop was made.
 - 3. Anonymous tips that merely describe a person's location and physical description without providing a prediction of the subject's future actions that the police can corroborate before contact are insufficient to justify stop or frisk.
 - 4. Under this policy, officers may not frisk every person stopped. They may only frisk those individuals for whom they have reasonable suspicion to believe are armed with a weapon.
- C. Reasonable Suspicion-Based Frisk — An officer may conduct a limited frisk/pat down of a person's outer clothing when the officer has reasonable suspicion that a person who has been lawfully stopped is in possession of a weapon.
 - 1. Items that may support reasonable suspicion:
 - a) The type of crime for which the stop is based.
 - b) The officer observes a bulge in the suspect's clothing.
 - c) The officer has information indicating the person is armed.
 - d) The officer knows the subject's history of carrying weapons.
 - e) The officer observes the subject reach as if reaching for or to hide a weapon.
 - 2. The frisk is limited to a pat down of the outer clothing and does not include reaching into the pockets unless the officer feels an item during the frisk that the officer believes to be a weapon.
- D. Strip Search – is not authorized.

- E. Vehicle Stops- Vehicles may be lawfully stopped under the following circumstances:
1. Reasonable Suspicion-Based Stop: The officer has articulable facts that support a belief that criminal activity is occurring and that the vehicle is involved.
 2. Probable Cause Based Stops - Traffic - The officer has probable cause to believe that a motor vehicle code violation has occurred.
 3. Probable Cause Based Stop-Arrest/Search—An officer has probable cause to believe that a person in the vehicle has committed a crime or probable cause to believe that a vehicle contains evidence of a crime or contraband. The officer may stop the vehicle to arrest the occupant (in an arrest situation) or stop the vehicle to search it in a search scenario.
 4. Consensual Contact- An officer may approach any stopped vehicle and attempt to speak to the persons in the vehicle. The officer cannot force compliance when contacting in the consent situation.
- F. Ordering Persons from a Vehicle - An officer may order any occupant of a lawfully stopped vehicle to exit the vehicle.
- G. Frisk of a Vehicle - An officer who has reasonable suspicion to believe that a lawfully stopped vehicle contains a weapon may search the vehicle subject to the following limitations:
1. The search is limited to the subject's immediate control area, the vehicle's passenger compartment.
 2. The search is limited to those areas in the passenger compartment capable of holding a weapon.
- H. Search Incident to Arrest (Vehicle)- Following a lawful arrest of a subject from a vehicle or who had exited the vehicle just before arrest may search the vehicle subject to the following limitations:
1. Arrest must be lawful and must be a full-custodial arrest.
 2. The search must take place at the time of arrest.
 3. The search incident to arrest is limited to the arrestee's immediate control area.
 4. Unlocked containers within the vehicle may be searched regardless of who the containers belong to.
 5. The person or other occupants cannot be searched or frisked simply because another person in the vehicle was arrested.

NOTE* *Arizona vs. Gant* – The Supreme Court has ruled further exemption in that it requires law enforcement officers to demonstrate an actual and continuing threat to their safety posed by an arrestee, or a need to preserve evidence related to the crime of arrest from tampering by the arrestee.

- I. Consent Search of Vehicle - An officer may ask the person of any lawfully stopped vehicle or a vehicle that is not moving at the time of a consensual contact for consent to search the vehicle. Consent searches are subject to the following limitations:
1. The consent must be voluntary.

2. Written consent is not required under federal law; however, written authorization or a mobile video recording that documents the consent will assist in proving its voluntary nature.
 3. The scope of the search is within the control of the person granting consent.
 4. Under the rules of consent, officers are not required to inform a person of their right to refuse the officer's request.
- J. Probable Cause Searches of Vehicles (Carroll Doctrine/Motor Vehicle Exception to the Warrant Requirement/Mobile Conveyance Exception) – An officer may, without a warrant, search a motor vehicle when the officer can articulate probable cause to believe that the vehicle contains evidence of a crime or contraband subject to the following limitations:
1. In cases where the vehicle was stopped or parked before contact by the police, the area where the vehicle is parked is not private property.
 2. The vehicle is capable of movement.
 3. Officers may search the entire vehicle unless the information known to the officer indicates that the evidence or contraband is located in a specific place within the vehicle, in which case the scope of an officer's search would be limited to a specified area.
 4. Officers may only search those areas within the vehicle capable of containing the item being sought.
- K. Drug-sniffing canines are authorized for use; deployment procedures are the responsibility of the supporting agency that deploys the service animal.
- L. Community Caretaking Search - Where officers have reason to suspect that a vehicle contains a dangerous item that, if left unattended, will endanger public safety, the officer may search the vehicle and remove the dangerous item for safekeeping. An officer removing such an item should protect the owner's property interests by ensuring that the item is stored per the department's procedures relating to property and evidence.
- M. Arrest Warrant – Officers may enter the home of the subject of an arrest warrant in cases where the officer also has probable cause to believe the subject is home.
1. Knock and announce rules apply.
 2. Search incident to arrest – 3 zones
 - a) Once the lawful arrest has been made, Officers may search the immediate area around the person.
 - b) Officers may, at the time of arrest, look into, but not go into, areas adjoining the arrest room.
 - c) Officers may conduct a protective sweep, limited to those places where a person could be, in cases where officers have reasonable suspicion to believe someone else on the premises poses a danger to the officer.
 3. Officers must obtain a search warrant before entering a third party's residence to search for the subject of an arrest warrant unless

exigency or consent exists.

- N. Search Warrants – Officers must have probable cause to believe that evidence of a crime exists and must have probable cause to believe it will be located at the place to be searched.
 - 1. The search warrant must describe the place to be searched and the items to be seized.
 - 2. Information and the size of the item may limit the scope of the search warrant.
 - 3. All search warrants must be executed reasonably.
 - a) Search warrants shall be executed within a reasonable time if issued.
 - b) If the search warrant is related to the search for alcoholic beverages held in violation of the law, the warrant must be executed immediately.
 - c) Search warrants may be executed at any reasonable time.
 - d) An inventory of all items seized shall be compiled, and a copy will be left at the scene.
 - e) A copy of the warrant shall be left with any person from whom items are seized or if no one is present, a copy can be left in a conspicuous place at the residence.
 - 4. Detention and Search of Persons on the Premises – When executing a search warrant, the officers may reasonably detain, and in some cases frisk any person in the place at the time under the following limitations:
 - a) Frisk - To protect him or herself from attack when the officer has reasonable suspicion, based upon specific facts, to believe that the individual present is armed and poses a threat.
 - b) Search - To prevent disposal or concealment of any item particularly described in the warrant, where there is probable cause, based upon specific facts, to believe that the person to be searched has said item.
 - c) Detain—Officers may detain any person present at the scene of a residence where they are executing a search warrant.
- O. Consensual Entry – Officers may, without reasonable suspicion or probable cause, enter a dwelling based upon the consent of a person who appears to have authority over the premises.
 - 1. These provisions apply to Knock and Talk events.
 - 2. Consent must be voluntary.
 - 3. Consent is not required in writing but is highly recommended.
 - 4. Officers may not enter a dwelling if a co-occupant is present and objects to the entry.
 - 5. The consenting party is responsible for consensual entry and the search scope. They control where and how long the search is conducted.
 - 6. Officers should not rely on the consent of a juvenile under 15.
- P. Exigent Entry – An officer may enter a home based on emergency

circumstances when any of the following circumstances exist:

1. Hot pursuit of a fleeing felon.
2. Imminent destruction of evidence for any criminal offense.
3. Need to prevent suspect escape.
4. Risk of danger to police or others inside or outside the dwelling.
5. Officers may enter a home without a warrant when they have an objectively reasonable basis for believing that the occupant is seriously injured or imminently threatened with such an injury.
6. Once exigency has ended, officers should secure the scene and obtain a search warrant.
7. The fact that an area is a crime scene does not create automatic exigency.

Q. Dynamic Entry - The Christian County Public Schools will utilize an outside agency's SWAT team for all search warrants requiring dynamic entry.

R. Plain View - An item seized in "plain view" is not protected by the Fourth Amendment since the officer has not conducted a "search" to discover the item. The plain view doctrine is summarized as follows.

- a) If an officer is where he has a legal right to be, and
- b) Sees, in plain view, contraband or evidence of a crime (and immediately recognizes it as such),
- c) The officer may seize it if the officer has a right to access the item (legally be where it is located).

S. Release of Seized Property

1. If the claimant prevails after the judicial process, the seized property shall be released to the lawful owner as soon as possible. Under these circumstances, the police department shall not assess any fees.
2. Property seized as having evidentiary value shall be treated accordingly and not released until it no longer retains value as evidence.

Policy Number: 2-07
Effective: 07/01/2025

Title: PROPERTY AND EVIDENCE
Accreditation Standard:

I. POLICY

The Christian County Public Schools Police Department's policy establishes accountability and guidelines for the collection, preservation, and safe and efficient storage of all items of evidentiary value or property that come into the department's custody.

II. DEFINITIONS

A. Storage Areas

1. Property Room: All items except those in the hazardous materials room will be stored in the property room.
2. Bio-hazard Room: Any items that might pose a hazard will be stored in their secure Bio-hazard Room at the Christian County Sheriff's Department.

III. RESPONSIBILITIES AND PROCEDURES

- A. These responsibilities and procedures apply to and will be followed by all sworn members of this department.
- B. This policy will deal with all evidence.
- C. All evidence and property will be appropriately tagged and documented on a property sheet.
- D. Sworn personnel will not personally maintain physical control of evidence other than transferring it to and from court as directed.
- E. It is the responsibility of the first officer at the scene of a crime to secure and protect that scene from all non-essential personnel as soon as possible to prevent loss and contamination of evidence.
- F. The officer securing the scene will initiate a crime scene log as soon as possible, listing the date and time of entry and exit of all personnel entering the crime scene and the reason for their presence.
- G. Personnel at the scene will not touch, disturb, or handle physical evidence, nor will they allow it unless danger exists that the evidence will be lost or destroyed prior to processing.
- H. Officers at the scene may request assistance from additional support personnel.
- I. Collection of items from hospitals such as clothing, bullets, sexual assault kits, etc., can be done by any responding officer at the hospital. Officers signing for property from the hospital are responsible for submitting it to the property system, all sexual assault kits will be forwarded to the KSP lab.
- J. Sexual Assault Kits Procedures
 1. When the department receives notification that a sexual assault examination has been conducted per KRS 216B.400, by a collecting facility/medical provider and a sexual assault evidence kit has been completed. The department will, within five days of notification, take custody of the sexual assault kit and enter it into the property system.
 2. Sexual assault kits received from a collecting facility will be

submitted to KSP Lab within thirty days of receipt.

3. The suspect standard, if available, will be submitted to the KSP lab along with the sexual assault kit received. If the department obtains a suspect standard during an investigation, it will be forwarded to the KSP lab as quickly as practical once it's collected.
 4. Victim notifications: The department will collaborate with the KSP lab and the prosecutorial authority regarding victim notifications on the progress of testing and whether the testing resulted in a match to other DNA samples.
 - a) The department will work with KSP lab and the prosecutorial authority regarding notifications if any evidence will be destroyed.
 - b) The investigator 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. The department may delay notice until a suspect is apprehended or the Commonwealth's Attorney consents to the notification.
- K. Collection of blood or other body fluids-Biohazard materials
1. Blood, urine, semen, and other body fluids shall be collected at a crime scene where they are found
 2. Items will be marked appropriately with a bio-hazard marker and stored in the proper bio-hazard locations.
- L. Weapons
1. All weapons will be checked through NCIC before being put into the property system.
 2. The property receipt will list:
 - a) Make
 - b) Model
 - c) Finish
 - d) Type
 - e) Caliber
 - f) Serial number
 3. **Weapon chambers will be cleared, EXCEPT: WITH WEAPONS INVOLVED IN MAJOR CASES, PARTICULARLY REVOLVERS STILL CONTAINING AMMUNITION.**
 4. Ammunition will be bagged separately
 5. Knives will be put in a sharps container and sealed. If the knife is too large, it will be bagged with tubular craft paper and tagged.
 6. Weapons to be sent to the lab or fingerprinted should be sealed in paper bags. Others may have a property tag tied to the weapon, which is put in a temporary holding bin.
 7. Weapons requiring testing by the KSP lab will be sent upon request by the case officer or prosecutor.
 8. Weapons ordered forfeited or destroyed will be turned over to KSP per KRS for sale at the state auction if not converted to

departmental use.

M. Hazardous materials

1. Volatile Fluids:

- a) All volatile fluids of evidentiary value will be submitted to the lab immediately. All other volatile fluids will be photographed if necessary and disposed of as required by federal law.
- b) All volatile fluids will be stored in the bio-hazard room.
- c) **MATERIAL FROM CLANDESTINE LABS IS NOT TO BE BROUGHT TO THE DEPARTMENT**

2. None of the following items will be submitted to the property room:

- a) Explosives
- b) Dangerous Chemicals (as defined by the Hazmat book)
- c) Nuclear material
- d) Ammunition greater than .50 caliber

N. Found Property

1. The entering officer will try to determine if the item is lost, stolen, or thrown out as trash by the owner before entering it into the system.
2. All items with serial numbers will be checked through NCIC.
3. Found property will be kept for at least 90 days, after which the finder may claim it.
4. Unclaimed found property will be destroyed by court order.

O. Drugs

1. The entering officer will detail drugs entered into the property system to ensure that the items listed on the property sheet match those listed on the CR in their respective order.
2. Paper bags will be used for drugs containing moisture, (i.e. freshly grown or wet marijuana.)
3. Small quantities of loose drugs will be put in small Ziploc bags, then into an appropriate-sized evidence bag, taking special care to ensure the bag is sealed.
4. If a bag other than the pre-prepared bag is used, a properly filled-out property tag will be attached.
5. Drug evidence in misdemeanor cases and in felony cases where it is not apparent that the item submitted is a felony, i.e., Trafficking in Marijuana <8 OZ. 2> Offense, will be sent to the KSP lab for testing upon submission of an interdepartmental lab request by the case officer or prosecutor.
6. Drugs will be destroyed by burning upon receipt of a court order or other authorization.
7. All drugs and drug paraphernalia will be packaged separately so there will be no chance of cross contamination of evidence.

P. Alcohol

1. Alcoholic beverages and their containers must be sealed so there is no chance of leaking.

Q. Purging the property system

1. Court-Ordered Confiscation and Destruction: The Director or Chief of School Safety will handle court orders to confiscate and destroy.

Policy Number: 2-08

Title: PATROL PROCEDURES

Effective: 07/01/2025

Accreditation Standard:

I. PURPOSE

This policy establishes the procedures for the effective and professional delivery of patrol services.

II. POLICY

Patrol is the most basic and essential of all law enforcement functions. All other police functions either support or work in conjunction with patrol. The Christian County Public Schools Police Department will perform these and other patrol-related activities professionally and provide adequate police services.

III. PROCEDURES

A. General

1. Patrol will operate during regular school hours and during extracurricular events.
2. Patrol has county-wide jurisdiction established through an effective MOU with the Christian County Sheriff's Department.
3. The minimum staffing for all schools is one SRO per school, unless otherwise adjusted by the Director or Chief of School Safety.
4. Officers shall acquaint themselves with every school in the District, specifically their assigned school. Officers will be familiar with traffic patterns, emergency plans, and events on campus.

B. Responding to Calls for Service

1. Officers will respond to various calls for service at their school. They report crimes and collisions on school grounds with the appropriate paperwork. Officers should make every effort to comply with and support the district's plan for improving behavior on a district-wide level.

IV. Radio Communications

- A. Each officer is issued a portable, hand-carried two-way radio. When using radio communications equipment, officers shall speak clearly and in a normal tone of voice. Officers shall also be brief, concise, and to the point. Except in emergencies, officers should pre-plan their transmissions.

B. Computer/warrants check:

1. Requests for computer or warrant checks require the following information to be given to the dispatcher:
 - a) Local Warrants Check, Name and DOB.
 - b) Operator's License Check, Operator's License Number, or Social Security Number, or Name and Date of Birth
 - c) NCIC/LINK checks for wants and warrants using the social security number, name, and date of birth.
 - d) NCIC Criminal History Name, Date of Birth and Sex, Social Security Number and Race.
 - e) Check for Stolen by VIN Vehicle Identification Number

- f) Motor Vehicle Registration & Check for Stolen, by Decal, Decal month, year and number.
- g) Articles - Check for Stolen Description of Object; and Make and/or Model and Serial Number
- h) Weapons-Check make, model, and serial number.

A. Supervisor-Chain of Command Notifications

1. Officers shall notify the chief of the following incidents.
 - a) Accidents involving a district vehicle and/or significant damage to district property
 - b) Major crimes, felony vandalism, felony theft, and significant events at their school.
 - c) Disasters, catastrophes, or severe weather damaging their school.
 - d) Accidents, injury, or incident involving school personnel on or off duty
 - e) In any incident involving the arrest or criminal citation of an individual in a leadership position in the community (i.e. elected officials, teachers, ministers, prominent business people, etc.
 - f) Barricade situations
 - g) Any death
 - h) A suicidal individual
 - i) Any other incident where a parent is arrested on school grounds.

B. Field Interviews

1. A field interview is a lawful contact with a citizen for investigative purposes. Officers shall document such contacts to identify a suspect, witness, or victim, or for crime prevention, intelligence gathering, or community relations. The department expects its officers to gather such information with proper observance of constitutional safeguards.
 - a) Officers may make field contacts when they reasonably believe that some investigative inquiry is warranted. The Supreme Court stated, in Terry vs. Ohio (392 U.S. 1, 1968) that an officer "may in appropriate circumstances and an appropriate manner approach a person to investigate possible criminal behavior even though there is not probable cause to make an arrest."
 - b) A field interview requires voluntary cooperation from the citizen. Absent reasonable suspicion for a Terry Stop or probable cause to arrest, the citizen may stop the interview and leave. The citizen may also refuse to produce identification or otherwise identify himself.
 - c) The difference between a field interview and a stop is minimal. Reasonable suspicion provides the key basis for the officer's actions.
 - d) Generally, the field interview may be conducted anywhere the officer has a right to be.
 - e) Field contacts shall not be conducted to coerce a person to leave an area or place where he or she has a legitimate right to be and no violation of law

has occurred.

- f) All requests during the contact should be phrased with neutral or optional words, such as "May," "Would you mind," etc.
- g) Abrupt, short responses that could be misunderstood and requests that could be misinterpreted as commands must be avoided.
- h) The duration of a contact must be as brief as possible.
- i) During a field contact, if the person should ask whether he must respond or indicates that he feels compelled to respond, the officer shall immediately inform him of the right to refuse to answer and the right to leave.
- j) Where citizens refuse or cease to cooperate during a contact, the refusal cannot be used as the basis for escalating the encounter into a stop and frisk.

C. Alarms

1. General Response

- a) If an alarm is triggered at a school, the SRO should respond to that location as quickly as possible and determine if assistance is needed.
- b) Burglar alarms shall not be considered emergencies for vehicular response unless there is reason to believe that someone at the scene of the reported burglary is at risk of death or serious physical injury, however, officers shall proceed directly, with urgency, and arrive as soon as possible.
- c) Officers shall carefully examine the exterior for signs of entry and signs of subjects inside.
- d) If signs of a burglary exist, officers shall determine a tactical plan for a building search and whether a K-9 Unit shall be utilized. With the perimeter covered, the building shall be carefully searched until it is determined all possible suspects have been located or the building is empty.
- e) Once the search ends, the SRO shall appropriately document the events on the necessary report and notify the Chief.

J. Body Armor

- 1. The department will issue body armor to its officers.
- 2. All body armor issued must comply with protective and other related standards prescribed by the National Institute of Justice.
- 3. Body armor that is worn or damaged shall be replaced by the agency.
- 4. Officers shall wear department-issued body armor. Exceptions to this include:
 - a) When a physician determines that an officer has a medical condition that would preclude wearing body armor.
 - b) When the Chief or his designee determines that circumstances make wearing body armor inappropriate.

5. Body armor must be adequately maintained and worn under the uniform shirt or the approved outer carrier issued by the Chief.
6. Officers shall:
 - a) Regularly inspect their body armor for signs of damage and general cleanliness.
 - b) Immediately report damage or excessive wear to their body armor.
 - c) Clean their body armor by the manufacturer's standards.
 - d) Properly store and care for their body armor by manufacturer's standards.

K. Reflective Traffic Vest

1. The department will issue each officer a reflective traffic vest.
2. Officers will wear traffic vests while conducting any traffic accident investigation (excluding parking lot collisions), traffic control, checkpoint, and motorist assist while the officer is on a street, highway, or roadway.

L. Extra Patrol Requests

1. When practical, officers shall provide the appropriate service to unique problems needing police attention.
2. Officers should notify ECC and request the appropriate extra watch after school hours when necessary.

M. Vehicle Lockouts

1. When called to a lockout, the officer shall:
 - a) Determine if an emergency exists. If so, the officer should decide on the best course of action for entry to intervene in the emergency.
 - b) Request proper identification from the requesting party and make a reasonable inquiry to determine that the requesting party has a right to gain entry (except in life-threatening situations or emergencies where immediate action is necessary)
 - c) Advise the requesting party that the police department will make entry but will not be responsible for any damages. The SRO should capture this exchange on their body worn camera.

N. Unusual Occurrences:

1. The department will follow the district's plan for all natural and manufactured disasters and unusual occurrences.

O. Abandoned Infant Procedure

1. In compliance with Kentucky Revised Statutes (KRS) 405.075, officers must accept a newborn infant, defined as an infant less than 30 days old, from any parent who expresses no intent to return for the infant.
2. The officer shall not inquire as to the parent's identification, nor shall any officer pursue the parent. The parent shall not be considered to have abandoned or endangered the newborn infant under KRS Chapters 508 and 530.
3. The provisions of this section do not apply when indicators of child physical abuse or child neglect are present.

4. Any sworn officer who accepts physical custody of a newborn infant by KRS 405.075 shall immediately arrange for the infant to be taken to the nearest hospital emergency room and have implied consent to appropriate medical treatment.

P. Wrecker Services

1. Officers will not recommend a towing service, instead the officer will ask for the next available towing company from the list.

Q. Court

1. Officers must attend any court session in which they are a party to a pending case and have been notified to appear.
2. Officers assigned to court shall wear the regular duty uniform or civilian attire as authorized.
3. Officers taking vacation, military leave, holidays, sick leave or sent to specialized training shall notify the County and Commonwealth's Attorneys.
4. Officers will professionally conduct themselves at all times during court proceedings.

SIGNAL CODES:

- Signal 1 Officer is at home
- Signal 2 Meet/Meet at
- Signal 3 Sensitive Information
- Signal 4 Return to post
- Signal 5 Temporarily out of service for a meal
- Signal 6 Call telephone number
- Signal 7 Serious Situation/Officer Down
- Signal 8 Disregard
- Signal 9 Quick Action/Emergency Traffic

TEN CODES

- 10-1 Receiving poorly
- 10-2 Receiving well/loud & clear
- 10-3 Off Duty
- 10-4 OK
- 10-6 Busy
- 10-7 Out of Service/Dead
- 10-8 In service/Ready for calls
- 10-9 Repeat Traffic
- 10-10 Back in quarters/On break
- 10-12 Visitors present/Out with subject
- 10-13 Weather conditions/Road conditions
- 10-14 Escort/Convoy
- 10-15 Subject in custody

10-17	Possible health hazard
10-19	Returning to post/quarters
10-20	Location
10-21	House watch/Extra watch
10-24	Unlock Vehicle
10-28	Registration check
10-29	NCIC check/ (wanted/stolen)
10-36	Time
10-37	Dispatcher
10-40	Gas/Fuel
10-45	Non-injury collision
10-46	Injury collision
10-54	Vacant/Unoccupied
10-55	Alarm activation
10-72	Mental health warrant
10-75	Bomb threat
10-88	Phone number
10-97	Arrived at scene
10-98	Finished at scene

CODE

1. CODE 1 Moving violation
2. CODE 2 Non-moving violation
3. CODE 4 Traffic warning (verbal or written)
4. CODE 5 Motorist assist
5. CODE 6 Motor vehicle accident investigation
6. CODE 11 Criminal investigation
7. CODE 12 Non-criminal investigation
8. CODE 16 Special Detail
9. CODE 99 Juvenile transport
10. CODE 100 Rape
11. CODE 200 Leaving assigned area

Policy Number: 2-09
Effective: 07/01/2025

Title: JUVENILE PROCEDURES
Accreditation Standard:

I. POLICY

This policy provides guidelines and procedures for the Christian County Public Schools Police Department regarding handling juveniles taken into custody.

II. PROCEDURES

A. Taken Into Custody for a Public Offense

1. Advise the juvenile of their Miranda rights.
2. As soon as possible, notify a parent/guardian that the juvenile is in custody.
3. Complete a citation as for an adult. Ensure the citation is marked juvenile and attach it to a separate memorandum listing "Juvenile" rather than to the Circuit Court Clerk. No court date will be entered on the citation.
4. If a parent cannot be located, release the juvenile to a guardian, family member, or other responsible adult.
5. The person accepting custody of the juvenile must sign a "Promise to Appear in Juvenile Proceeding" for AOC-JV-18. If this person is not the juvenile's parent/guardian, obtain and record the parent/guardian's names and address on either the citation or the release form.
6. If circumstances require the juvenile to be detained for over two hours, the Court Designated Worker (CDW) must be contacted. The CDW may grant an extension of up to twelve hours and can assist in locating placement for the juvenile.
7. Juveniles taken into custody on a class for a felony that are not to be transported to a juvenile detention facility will be processed in the following manner:
 - a) One juvenile fingerprint card completed
 - b) One frontal photograph of the prisoner
 - c) One side photo of the prisoner of each side

B. Juvenile Charged With a Traffic Offense

1. Any juvenile sixteen or seventeen years of age charged with a motor vehicle traffic offense will be cited and released the same as an adult. A regular traffic court date will be entered on the citation.
2. Any juvenile under the age of sixteen charged with a motor vehicle traffic offense will be handled in accordance with section A..
3. Any juvenile charged with a misdemeanor or felony motor vehicle offense, (DUI, Operating on suspended OL, etc.) will be handled in accordance with section A, except that a regular traffic court date will be assigned.

C. Taken Into Custody for a Status Offense

1. Citations will not be completed for juvenile status offenses.
2. Parents/guardians of runaways should be notified as soon as possible.
3. Parents/guardians of local runaways should come pick up the child if possible.
If not, the officer may transport the juvenile home to the parents/guardians.
4. If a juvenile is a runaway from another jurisdiction, the officer should notify the court-designated worker and have the ECC notify the law enforcement agency

that entered the juvenile in the computer.

5. If the parents/guardians or the entering law enforcement agency can pick the juvenile up within two hours, the juvenile will be held at the department. If not, the CDW should be notified for an extension.

D. Juveniles Ordered Held in Custody

1. Juveniles cannot be lodged in the Christian County Jail for any reason.
2. Juveniles can only be held in custody beyond 12 hours on a judge's order.
3. Juveniles ordered held in custody must be transported to a County Juvenile Detention Facility, which is certified by the State of Kentucky for the detention of juveniles.
4. The juvenile should be transported in a police vehicle with two officers or with one officer and a body camera recording the event.
5. The arresting officer of a juvenile transported to a detention facility is responsible for the detention hearing in juvenile court.

Policy Number: 2-10

Effective: 07/01/2025

Title: HANDCUFFING

Accreditation Standard:

I. POLICY

The officer's responsibility for the safe custody of their prisoner permits some discretion in the use of handcuffs and restraining devices. The department requires officers to exercise safety awareness by carefully restraining most prisoners requiring transport.

II. PURPOSE

The purpose of this policy is to establish guidelines for the use of handcuffs and restraining devices.

III. PROCEDURE

A. Handcuffs

1. Subjects will be handcuffed when the officer has reasonable cause to believe their use is necessary for the safety of the subject, the officer, or other persons.
2. Officers shall handcuff a subject with the hands in back. Still, they may choose to handcuff the hands in front if the subject is being transported a long distance, has a deformity or disability, is pregnant, has injuries that could be aggravated by standard handcuffing, or is elderly or very young.
3. When a subject is handcuffed, the officer will double lock the handcuffs to ensure subject and officer safety. The handcuffs will be checked for fit.
4. No subject will be handcuffed to any part of the police vehicle.

B. Body Belt

1. The body belt allows the officer to handcuff the subject in front while still restricting the movement of the subject's hands and arms. This device is typically used when transporting prisoners over considerable distances.

C. Ankle Shackles

1. Officers may use ankle straps when transporting any subject they believe might be an escape risk.

D. Plastic Handcuffs

2. Plastic handcuffs may be used when officers take several subjects into custody or when a subject requires multiple restraints. Officers must understand that plastic handcuffs can only be removed with a knife or a pair of shears.

- E. All restraints are to prevent escape and protect the officer. Restraints must never be applied or tightened in a painful manner or for punishment purposes.

Policy Number: 2-11
Effective: 07/01/2025

Title: USE OF FORCE
Accreditation Standard:

I. POLICY

The Christian County Public Schools Police Department places the highest value on human life. This department's policy is to use the minimum force necessary, including deadly force, to accomplish a lawful police action and ensure public safety. Officers shall not unreasonably or unnecessarily endanger themselves or the public when applying this policy.

II. DEFINITIONS

- A. Deadly Physical Force: Any force which causes or is likely to cause death or serious physical injury or which the officer knows or should know creates a substantial risk of causing death or serious physical injury
- B. Excessive Force: Force is excessive when applied under circumstances where no reasonable justification exists to use force, or when more than the minimum required force is applied to overcome the use or imminent use of force against an officer or other person. As a general rule, excessive force begins when resistance has ended.
- C. Firearm: A weapon from which a projectile is forcibly ejected by an explosive reaction except less lethal weapons.
- D. Taser: An electronic incapacitation device through which an electrical signal is sent, disrupting the central nervous system and affecting the subject's motor skills. Used as a contact "drive stun" or remote device capable of projecting two probes into an individual, the taser is a defensive tool to halt aggressive behavior.
- E. Less Lethal Force: Force used which is neither likely nor intended to cause death or serious physical injury.
- F. Passive Resistance: The subject is not complying with an officer's commands and is uncooperative but is taking only minimal physical action to prevent an officer from placing the subject in custody and taking control.

Examples include:

- 1. Standing stationary and not moving upon lawful direction
 - 2. Falling limply, refusing to use their power to move (becoming "dead weight")
 - 3. Holding onto a fixed object or locking arms to another during a protest or demonstration
- G. Active Resistance: The subject's verbal or physical actions are intended to prevent an officer from placing the subject in custody and taking control but are not directed at harming the officer.
- 1. Walking or running away
 - 2. Breaking the officer's grip

**** Simply walking or running away does not justify using a Taser unless there is an immediate articulable threat to the officer or public. (See Taser Police 2-46)**

H. Aggressive Resistance: The subject displays the intent to harm the officer, themselves or another person and to prevent an officer from placing the subject in custody and taking control. The aggression may manifest itself through a subject:

1. Taking a fighting stance
2. Punching, kicking, striking
3. Attacking with weapons
4. Taking other action which presents an imminent threat of physical harm to the officer or another person.

I. Aggravated Resistance: The subject's actions are likely to result in death or serious bodily harm to the officer, themselves or another person. These actions may include:

1. Use of a firearm
2. Use of a blunt or bladed weapon
3. Extreme physical force

III. USE OF FORCE PRINCIPLES

- A. Officers shall be familiar with the legal provisions of using force, including deadly physical force.
- B. All applications of force shall be consistent with training, department policy, and provisions of law.
- C. Officers shall use only equipment and weapons approved by the Chief while acting under the color of official duty, unless an emergency requires an officer to use any reasonable means necessary in self-protection or protection of another.
- D. Officers shall complete all training and certification requirements on any use of force techniques and equipment as established by department policy.

IV. DE-ESCALATION

- A. Officers who encounter a situation where the possibility of violence or resistance to lawful arrest is present should, if possible, defuse the situation through advice, warning and verbal persuasion.
- B. Officers shall modify their level of force in relation to the amount of resistance offered by a subject.
- C. As the subject offers less resistance, the officer will lower the amount or type of force used.
- D. Conversely, if resistance escalates, officers are authorized to respond in an objectively reasonable manner.
- E. Officers should recognize they may withdraw to a tactically more secure position or allow them greater distance to consider or deploy a greater variety of force options.

V. LEVELS OF FORCE CONTINUUM

The level of force to be utilized by an officer in any given situation depends on the circumstances, including the risk of physical violence. When necessary, officers shall use the lowest level of reasonable and appropriate force under the circumstances. This provision does not intend to require officers to try each level of force before escalating to the appropriate level deemed necessary and reasonable for the situation. Levels of force to be utilized by officers in order of increasing severity are:

- A. Officer Presence:
 - 1. Identification of authority, (i.e. badge, uniform, patrol car)
- B. Verbal Directives:
 - 1. Advisements, cautions, warnings, directives, and orders.
- C. Physical Techniques:
 - 1. Soft Physical Techniques: Physical manipulation
 - 2. Hard Physical Techniques: Strikes, punches, kicks, taser, and pepper spray.
- D. Intermediate Weapons:
 - 1. ASP and less lethal munitions.
- E. Deadly Force:
 - 1. Firearm

VI. USING FORCE

- A. Officer Presence:
 - 1. Level of resistance: adversarial.
 - 2. Response: identification of authority as a law enforcement officer, authority may be established by uniform, badge, ID, announcement, police cruiser.
- B. Verbal Directives:
 - 1. Level of resistance: Psychological intimidation, nonverbal cues, appearance, and attitude indicate that the subject is emotionally and/or physically able to confront the officer.
 - 2. Response: Provide verbal direction, telling the subject what to do. Use firmness, courtesy, understanding, and cooperation. Attempt to control with advice, cautions, warnings, and direct orders.
- C. Physical Techniques:
 - 1. Soft Physical Techniques:
 - a) Level of resistance: Passive Resistance
 - b) Response: Reasonable physical force techniques with minimal probability of injury such as holding, pulling, pushing, and exerting greater strength to overcome resistance in self-defense, in defense of another and/or to affect an arrest.

2. Hard Physical Techniques:
 - a) Level of resistance: Active Resistance
 - b) Response: Reasonable physical force techniques which have a probability of minor injury and may include taser, pepper spray, joint manipulations, pressure point control tactics, pepper ball, strikes with hands, feet, knee, and elbow, to non-vital areas of suspect used after lesser force has been ineffective, or is reasonably determined that lesser force would be useless in accomplishing a lawful purpose.
3. Intermediate Weapons:
 - a) Level of resistance: Aggressive Resistance
 - b) Response: Reasonable physical force techniques authorized against an actively aggressive suspect include ASP and kinetic energy impact munitions to non-vital areas.
4. Deadly force:
 - a) Level of resistance: Aggravated Active Resistance
 - b) Response: Deadly force. i.e., firearms, sidearm, shotgun, ASP, and kinetic energy munitions to vital areas.
 - c) **The use of deadly force against a fleeing felon is used only when the officer believes the person to be arrested is likely to endanger human life unless apprehended without delay.**
 - d) **Warning shots are prohibited.**
 - e) **An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or defense of any person in immediate danger of serious physical injury.**
 - f) **Chokeholds are prohibited unless they are used in situations where the use of deadly force is authorized by law.**

D. Shooting at or from moving vehicles: Officers shall not discharge a firearm at or from a moving vehicle unless:

1. The officer has 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 the officer has 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 escape.

E. Drawing, Exhibiting, and Actively pointing firearms

1. An officer's decision to draw or exhibit a firearm should be based on the officer's reasonable suspicion that there is substantial risk that the situation may escalate to the point where deadly force may be justified.
2. When an officer has determined that deadly force is

unnecessary, the officer should holster or secure the weapon as soon as it is practical.

3. Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or unintentional discharge of the firearm.
4. Actively pointing a firearm at another person during duty, except controlled training scenarios, requires completing a Use of Force report.

VII. HANDLING OF INJURED SUBJECTS

Any time an officer uses force that results in injury or possible injury to an individual or takes into custody an individual in need of medical attention, the officer must arrange for the appropriate medical treatment for the injured individual.

VIII. REPORTING AND INVESTIGATING

Any force used within this continuum at or above hard or soft physical techniques that result in suspect injury shall be documented on the departmental Use of Force Report. In addition, any other paperwork included in the incident will be forwarded to the Chief before the end of the shift. All completed paperwork will be submitted for final review and signature within five business days.

IX. TRAINING

Officers shall complete all training and certification requirements on any use of force techniques and equipment before being authorized to carry any firearm and annually thereafter. Officers shall maintain all training and recertification requirements on any use of force techniques and equipment as established by department policy.

Policy Number: 2-12

Effective: 07/01/25

Title: RACIAL PROFILING

Accreditation Standard:

I. PURPOSE

The purpose of this policy is to prohibit the use of race, ethnicity, gender, or national origin as a reason to restrict liberty or exercise any other police power upon an individual, except in those cases where one of the classifications above is a descriptive factor concerning a suspect.

II. POLICY

This department's policy is to respect the rights of all persons officers come into contact with during any law enforcement operation. No resource officer with the Christian County Public Schools Police Department shall stop, detain, or search any person when such action is solely motivated by consideration of race, color, or ethnicity and would constitute a violation of the person's civil rights.

III. DEFINITIONS

- A. **Biased-based policing:** Using race, ethnicity, gender or national origin as a reason to restrict a person's liberty where race, ethnicity, gender, or national origin is not a descriptive factor relating to a suspected criminal event.

IV. TRAINING

- A. All officers with the Christian County Public Schools Police Department shall complete the Kentucky Law Enforcement Council-approved training related to racial profiling. Such training shall comply with Federal Law, state statutory provisions, case law, and other applicable laws, regulations, and established rules. The State of Kentucky Human Rights Commission will also provide training on racial discrimination.

V. DISCIPLINE

- A. Any officer violating this policy's provision shall be subject to disciplinary action by Christian County Public Schools employee conduct.

Policy Number: 2-13

**Title: MOBILE DATA
TERMINAL &
DEPARTMENTAL
COMPUTERS**

Effective: 07/01/2025

Accreditation Standard:

I. PURPOSE

This policy defines the responsibilities and requirements for using Mobile Data Terminals (MDTs) and computers (PCs).

II. POLICY

KRS's policy is to use all technology responsibly and correctly, and all regulations applicable to those technologies must be followed.

III. PROCEDURES

A. GENERAL

1. MDT's are LINK/NCIC terminals. Due to their attached modems, MDTs are considered mobile radios.
2. MDT use is restricted to authorized, trained, and certified department members (users).
3. Users must complete the DOCJT MDT training course and maintain certification thereafter.
4. MDT assignment and username and password issue may only occur after completing the designated training.
5. The MDT will be used only for official police business.
6. Data and images stored on or obtained via the MDT must only be used for law enforcement purposes.
7. Internet access via the MDT on or off duty is permitted for official police use only and only from designated district access points. Access to inappropriate content will be grounds for discipline, up to and including termination.
8. MDTs will not be used for silent dispatch or overt or covert activity except as policy provides.
9. MDT hardware and software are subject to inspection by state and /or federal officials in connection with their official duties.

B. SECURITY

1. Officers are prohibited from using or attempting to obtain another user's user ID and/or password for any PC or MDT, including asking a user to access the MDT for purposes other than official use.
2. Any compromise of a user's password or username will be immediately reported to the Chief and a new password will be issued.
3. Users are responsible for all activity and transmissions sent under their User ID.
4. Users will not install unauthorized software, use unauthorized media, or attach unauthorized hardware to the MDT, modem,

power equipment, or cabling.

5. Users will not willfully damage or permit damage to the pc or MDT equipment, or allow unauthorized persons to tamper with or operate the equipment.
6. Users will always secure their vehicles to prevent the theft, unauthorized use, or tampering of the MDT.
7. The user will pull and keep the MDT before vehicle service.
8. Users will ensure that when they are away, the screen is minimized or the lid is closed on the MDT to prevent unauthorized individuals from viewing the information obtained.

C. RESPONSIBILITIES

1. The IT Point of Contact is responsible for the overall implementation, control, and maintenance of the Mobile Data Terminal System.
2. IT will ensure their personnel are appropriately trained in using the MDT.
3. Users are solely responsible for the care, safekeeping, and proper use of their assigned MDT.

D. LOGGING ON AND MAINTAINING STATUS WITH THE MDT

1. Users will log on as soon as practical after coming on duty and remain logged on while at work.
2. Users will log off the MDT when they are no longer on duty or whenever it is unattended for an extensive period.

E. LINK AND NCIC QUERIES AND HITS

1. The LINK / NCIC network is restricted to personnel trained and authorized to use it.
2. Information from this system is to be used for law enforcement purposes only and is not to be disseminated for any other reason.
3. Users will use the MDT to run their queries unless circumstances render this unsafe or impractical.
4. Users receiving a positive MDT return indicating a wanted person or vehicle will immediately notify the dispatcher.
5. The MDT operator will ensure that the subject at hand is the wanted person described in the LINK/NCIC return and will review NCIC returns received over the MDT.

F. MESSAGING

1. Car to car messaging should be used to reduce voice radio traffic
2. The MDT is not intended to replace the telephone as a casual means of communication.
3. Car-to-car message transmissions will be routinely audited, and appropriate action will be taken regarding violations of this policy.
4. All messages will be professional and work-related. The use of harsh, violent, coarse, profane, sarcastic, or prejudicial language

or terms that could be interpreted as derogatory, disrespectful, or offensive to any person or group is prohibited.

5. The driver will not type messages while the vehicle is in motion.

G. MAINTENANCE AND REPAIR OF MDT's and PC's

1. Users will inspect their MDT before duty and report any damage to or problems with the MDT or software.
2. Users will ensure that MDTs and PCs are kept clean and dry, using only cleaning products designed for the electronic equipment department.
3. Objects will not be placed on top of the MDT.
4. The trunk area occupied by the electronic equipment will be kept clean.

Policy Number: 2-14

Effective: 07/01/2025

Title: BODY CAMERA SYSTEMS

Accreditation Standard:

I. Purpose

This directive establishes and describes policies and procedures for using Body Camera Systems and storing digital recordings made with this recording equipment.

II. Policy

It is the policy of the Christian County Public Schools Police Department to employ Body Camera recording equipment to gather evidence for criminal prosecution, defense in civil litigation, and to address training needs.

III. Discussion

The Christian County Public Schools Police Department is committed to using Body Camera recording systems to protect the rights of citizens and police officers while balancing privacy interests.

IV. DEFINITIONS

- A. Body Camera System (BCS): A camera affixed or worn upon an officer's uniform with video and audio recording capability.

V. BODY CAMERA SYSTEM (BCS) USER GUIDELINES

- A. Members will activate the BCS during the following law enforcement encounters:
 - 1. All calls for service
 - 2. All traffic stops
 - 3. All citizen transports (excluding ride-along)
 - 4. All investigatory stops and/or follow-ups
 - 5. All foot pursuits
 - 6. Arrest of any person
 - 7. Searches of any kind
 - 8. Seizure of any evidence
 - 9. Request for consent to search
 - 10. Miranda warnings and response from in custody suspects
 - 11. Statements made by citizens and suspects
 - 12. K-9 deployments and searches (excluding demonstrations and breaks)
 - 13. Issuance of written violations
 - 14. Arriving at law enforcements incidents and/or citizen contacts initiated by other officers.
 - 15. Other incidents the officer responsibly believes should be recorded for law enforcement purposes
- B. There may be instances in which a member is required to take immediate action to an event that occurs directly in front of them, which may not allow time to activate the BCS. In those circumstances, the member shall activate the BCS as soon as practical, and briefly explain the events that happened before activation.
- C. To protect the relationship between the community and the agency, members have the discretion whether to record informal, non-law enforcement

interactions with the public.

- D. BCS should remain active once turned on
- E. Members must turn off the BCS if asked to do so by someone with authority over a constitutionally protected area. Members should be aware of their surroundings when operating a BCS, such as in a hospital or medical facility where the patient's privacy should be considered (i.e., for diplomats). Additionally, members will deactivate their cameras in the presence of Court-Designated Workers.
- F. A member will not intentionally record conversations with other department members without their knowledge during routine, non-enforcement related activities. The BCS will not be used to record personal activity
- G. Before beginning each shift, officers shall inspect the BCS equipment to determine if it is working correctly. Officers shall report any operational problems to IT and the Chief.
- H. Members will only use BCS equipment issued by the department. No other BCS devices shall be used to record police encounters unless authorized by the Chief.
- I. Members will receive training on the policy and use of the BCS equipment.

VI. DIGITAL TRANSFER AND RETENTION PROCEDURES

- A. Each officer is responsible for downloading the video on time and should try to download it before or after the shift. Officers must also download the video before beginning a series of days off from work.
- B. The digital and audio information downloaded will be stored on a server managed by the BCS provider. All officers will have access to evidence and be allowed to provide copies to court when necessary.
- C. Digital video files shall not be released to the public, staff, media, or attorney without approval.
- D. The retention of video and audio files of non-evidentiary value may be purged after 35 days. Video files of evidentiary value shall be downloaded and stored on the server.
- E. Where there is any indication that the BCS video contains evidentiary material, the individual officer shall properly tag the recording. The arresting officer and/or case officer shall deliver all related BCS videos to the prosecutor assigned to the case upon request.

VII. SPECIAL CONSIDERATIONS

- A. School Resource Officer(s) Recording in Schools and/or Educational Facilities:
 - 1. Video/Audio captured by an SRO implicates several privacy issues related to juveniles (FERPA).
 - 2. SRO's shall not release audio/video recordings to school personnel without approval from the Chief.
 - 3. All requests for audio/video recordings captured by an SRO will be submitted legally before copies are made to the requesting entity.

Policy Number: 2-15

**Title: UNIFORMS,
APPEARANCE, AND
EQUIPMENT**

Effective: 07/01/2025

Accreditation Standard:

I. POLICY

This policy establishes standards that ensure the appearance of department personnel reflects the high standards of performance and professionalism.

II. UNIFORMS

A. Uniform:

1. Black 5.11 polo or long sleeve collared shirt with embroidered badge.
2. Brown 5.11 Apex duty pants (pants must not be worn in blouse style; they must be over the boot).
3. Black tennis shoes, boots, or brown boots or shoes with dark socks)

REQUIRED EQUIPMENT

The following items are to be worn with all uniforms:

A. Duty belt equipped with:

1. Holster
2. Handcuff carrier
3. Handcuff Key
4. Double magazine case
5. OC carrier or Taser holster

B. Authorized Weapon

C. OC Spray or Taser

D. Authorized handcuffs

E. 2 spare magazines for weapon carried

F. Handheld radio

G. Ballistic vest or outer vest carrier

H. Badge: outer carrier.

I. Name: on the right pocket of the outer carrier

III. OPTIONAL UNIFORM EQUIPMENT

A. Outerwear

1. Winter coat and soft shell jacket are authorized for use.
2. Black baseball hat or toboggan for inclement weather.
3. The Chief must approve any optional equipment carried.

IV. MANNER OF DRESS ON DUTY

Each will wear the uniform prescribed by the Chief. If an officer will be attending court on a duty day, the officers may wear their uniform for court.

A. Uniforms will not be altered except as authorized by policy or the Chief.

B. When a hat is worn, it will be worn straight and level on the top of the head.

C. Chains or necklaces are not to be visible.

- D. Male officers may not wear earrings, but female officers may wear small post-style settings in the ear lobes.
- E. Shoes, boots, and leather gear will be polished and serviceable. Except for shoes or boots, all leather or duty gear will match.
- F. Pockets will be closed and cuffs buttoned.
- G. All uniform clothing will be in serviceable condition, free of holes, raveling, or showing excessive wear.
- H. All officers will maintain regulation uniforms that are neat, clean, and well pressed.
- I. Parts of uniforms will not be worn off duty.
- J. Except for brief stops in-route to or from duty, the uniform will not be worn off duty.

V. UNIFORM MAINTENANCE

Officers are responsible for tailoring, maintaining, and cleaning issued uniforms.

VI. GROOMING AND APPEARANCE

While on duty, every department member and employee will always be physically neat and clean, their clothes or uniform clean and pressed, and in compliance with department policy. All employees will regularly examine and clean their equipment and keep it in serviceable condition.

A. Male officer grooming:

1. The maximum extension of the hair in front toward the eyes will be no longer than the top of the eyebrows.
2. The hair will not extend over the top of the shirt collar in normal position.
3. Sideburns will not extend below the bottom of the ear opening, and the maximum width at the bottom of the sideburns will not exceed 1 inch.
4. Uniformed officers will be clean-shaven except for mustaches. Mustaches will be neatly trimmed and will not extend more than $\frac{1}{2}$ inches beyond the corner of the mouth or more than $\frac{1}{4}$ inches below the corner of the mouth. Handlebar or unusual mustaches are prohibited.
5. Beards and goatees must be neatly trimmed at all times. Beards and goatees must not exceed $\frac{1}{4}$ inch in length or away from the face.
6. Uniformed personnel with a medical condition preventing shaving will submit a written statement signed by a physician to this effect.
7. Unusual hairstyles or hair colors are not permitted.
8. Body piercing jewelry will not be visible on duty.
9. Cosmetics or make-up is prohibited unless medically prescribed.
10. The chief must approve any tattoos exposed while on duty. If a tattoo is deemed offensive or political, it shall be covered with a sleeve, long-sleeve shirt, or pants while on duty. Tattoos on the neck, face, or head shall always be covered while on duty.

B. Female officer grooming:

1. Hair will be evenly styled at all times while on duty. The maximum extension of the hair in front toward the eyes will be no longer than the top of the eyebrows. If the hair is longer than the top of the eyebrows, it will be pulled back away from the forehead to appear professional. When worn loosely, hair along the sides of the head shall not cover any part of the collar insignia or extend forward of the shoulders in the front, or below the shoulders in the back.
2. Hairstyling tools such as barrettes or elastic bands may be used to secure the hair. These are limited to professional appearance and color, i.e. gold, silver, clear, black, navy blue, or match the hair color.
3. Unusual hairstyles or hair colors are prohibited.
4. Body piercing jewelry (other than earrings as specified) will not be visible on duty.
5. Cosmetics are not to be excessive and are to present a professional appearance.
6. Fingernail length will not interfere with duties or safety. Long nails will be clean and manicured. Nail polish will not be of extreme color or design.
7. The chief must approve any tattoos exposed while on duty. If a tattoo is deemed offensive or political, it shall be covered with a sleeve, long-sleeve shirt, or pants while on duty. Tattoos on the neck, face, or head shall always be covered while on duty.

VII. UNIFORM AND EQUIPMENT ISSUE

When hired, all personnel will initially be issued authorized equipment. Unless the Chief approves, authorized equipment is the only equipment an officer shall carry. No political or religious jewelry, signage, or symbols should be worn while in uniform.

VIII. SPECIALIZED EQUIPMENT

- A. Specialized Equipment is considered an item that enhances a patrol officer's basic issue capability. The following are some examples of specialized equipment, which are not all-inclusive.
 1. Level III or higher ballistic plates
 2. Level III or higher ballistic plate carrier
 3. Kevlar ballistic helmet
 4. Patrol Rifle-Specialized weapon
 5. Optic weapon sight
 6. Less than Lethal munitions
- B. Written request to carry any specialized equipment shall be submitted to the Chief.
- C. No Officer shall carry or use any specialized equipment without written approval from the Chief.
- D. No Officer shall carry or wear while on duty, or store any specialized equipment in department owned vehicles unless approved by the Chief.
- E. No Officer shall carry or use any specialized equipment without the proper law enforcement approved training and certification as determined by the

Chief.

F. Once a scene is safe and secure, where specialized equipment has been deployed, all specialized equipment shall be immediately secured in the department vehicles.

G. Level III or higher ballistic plates

1. Must be approved by the National Institute of Justice (NIJ). NIJ is the governing body overseeing performance standards and ballistic armor testing. NIJ is the standard by which all commercially available body armor is judged for safety and ballistic stopping power.

H. Level III or higher ballistic plate carrier

1. Must have the capability of accommodating department equipment such as BCS.
2. The carrier shall not obstruct the BCS system when worn.
3. Officer's standard duty issued equipment shall be accessible when the carrier is worn.
4. Equipment pouches can be worn to accommodate department issued items approved by the Chief.
5. The carrier must be black, have a Police identifier, and have a molle system.
6. Deployment of level III or higher ballistic plates with carrier shall only be approved for critical events that require their use such as:
 - a) Active shooter incidents
 - b) Barricaded subjects known to be armed with a high-powered rifle.
 - c) Any situation where the officer encounters a high-powered weapon.
 - d) When searching an area for an active shooter or evidence exists of an active shooter.

I. Kevlar ballistic helmets

1. Must be approved by the National Institute of Justice (NIJ).
2. Helmet must be black.
3. Deployment of a Kevlar ballistic helmet shall only be approved for critical events that require their use such as:
 - a) Active shooter incidents
 - b) Barricaded subjects known to be armed with a high-powered rifle.
 - c) Any situation where the officer encounters a high-powered weapon.
 - d) When searching an area for an active shooter, or evidence exists of an active shooter.

J. Patrol Rifle-Specialized weapon

1. No Officer shall carry or use any patrol rifle or specialized weapon

unless the officer has demonstrated proficiency with the weapon system and met all qualification and certification standards.

2. If an officer is approved to carry any department-approved patrol rifle or specialized weapon, they may have them, adequately secured, in any department vehicle on or off duty.
3. Deployment of patrol rifles or specialized weapons shall only be approved for events that require their use such as:
 - a) Active shooter incidents
 - b) Barricaded subjects known to be armed with a high-powered rifle.
 - c) Any situation where the officer encounters a high-powered weapon.
 - d) Any situation where a subject is known to be armed with a deadly weapon who poses an immediate threat to citizens and/or law enforcement.
 - e) When searching an area for an active shooter, or evidence exists of an active shooter

K. Optic weapon sight

1. Are authorized for duty weapons and patrol rifles if approved by the Chief.
2. Rifle optic sights are not to be used as the primary sighting system of the gun. Iron sights must still be able to be used if the sighting system fails.
3. When carried by a law enforcement representative, the chief must approve optic sights for off-duty or backup weapons.
4. Officers will be responsible for purchasing an approved system, replacing the batteries (which must be replaced every six months), and maintaining the system.

L. Less than lethal Munitions

1. Officers shall not be permitted to carry or store any less lethal munition without the proper training, certification and approval by the Chief.

Policy Number: 2-16

Effective: 07/01/2025

Title: DEPOSITIONS AND STATEMENTS

Accreditation Standard:

I. POLICY

Occasionally, an officer must make a deposition or written statement to an attorney or other representative. All officers are expected to perform their legal responsibilities professionally and forthrightly.

II. PURPOSE

To provide guidelines for officers of the department who have been requested to give depositions or statements.

III. GUIDELINES

- A. No department officer or employee shall give a deposition or statement to any investigator or attorney that might involve a lawsuit against the department without first notifying the Chief.
- B. In any case where a lawsuit may be filed, the Board Attorney should be notified when a statement or deposition is requested.

Last Reviewed: 05/04/2020

Last Amendment:

Index As: DEPOSITIONS AND STATEMENTS

Policy Number: 2-17

Effective: 07/01/2025

Title: Oleoresin Capsicum

Accreditation Standard:

I. PURPOSE

This policy informs and trains all sworn employees of departmental procedures involving the use of Oleoresin Capsicum (pepper spray, mace, or OC).

II. POLICY

It is the policy of this department that use of OC is justifiable when:

- A. The officer believes using it is necessary to protect themselves or a third person against another person's use or imminent use of unlawful physical force.
- B. The officer believes such force is necessary to affect the arrest.

III. DEPARTMENTAL GUIDELINES

A. Description:

- 1. OC is an organically based, less-than-lethal aerosol weapon designed to cause a loss of the intended thought process, coordination, and upper body control. This impairs the subject's ability and desire to harm others, reducing potential resistance. The OC formulation is based on oleoresin capsicum, a powerful inflammatory agent that occurs naturally in cayenne peppers.

B. Effect:

- 1. OC is an inflammatory agent that will cause mucous membranes to swell, producing an immediate closing of the eyes, uncontrollable coughing, gagging and gasping for breath. OC also produces a sensation of intense burning of the skin. These physiological effects produce a compliant subject who has lost coordination and upper body motor control, thereby precluding any further intended aggressive behavior. The subject can then be restrained/controlled with minimum physical contact. This reduces risk of injury for the OC user and the person restrained.
- 2. OC produces no significant lasting effects (beyond 30-45 minutes).
- 3. If a person takes longer than 30-45 minutes to recover, medical personnel should evaluate them immediately.
- 4. Like any use of force injury, EMS should be summoned immediately if the subject requests medical treatment. The subject should be taken to a medical facility for examination if necessary.

IV. PROCEDURE

- A. The officer will be fully trained and certified to use OC before carrying or using it on/off duty.
- B. Officers will be issued an OC canister to be carried on their person or in an issued holster. The OC is the responsibility of the individual officer to keep safe and within their control while on or off duty. Through certified training, officers have learned to evaluate circumstances where OC may be used when lesser force options are ineffective.
- C. The use of OC should be restricted to:

1. Circumstances authorized by law.
2. The level necessary to accomplish a lawful task.

V. CIRCUMSTANCE OF USE

- A. OC may be used at the officer's discretion under the following circumstances:
 1. When necessary to defend themselves or others.
 2. To effect an arrest.
 3. To prevent the commission of a public offense.
 4. When lower levels of force are deemed ineffective.
- B. OC produces a cone-stream-shaped spray that can incapacitate a person up to eight to twelve feet away. The spray should be directed at the subject's face with a one-second burst. Although the recommended minimal effective range is two to eight feet, OC may be sprayed directly at the face at a distance of less than twenty-four inches. Wind and weather conditions should be considered before using OC spray.
- C. Anytime OC is used on another person, the officer will document the use on a use of force form as soon as possible after the incident is over.
- D. Officers shall use only the amount of OC needed to control the situation. Subjects should not be allowed to get the advantage in a physical confrontation. Once the problem is under control and the subject has submitted to custody, the use of OC must be discontinued. The user must try to relieve the subject's discomfort after exposure to OC by flushing the eyes and contaminated areas with clear cool water as per decontamination procedures. If OC is used inside a building, officers should try to warn and remove bystanders from the area before use.
- E. The improper use of force occurs when the degree of force employed was either excessive, or unreasonable. The use of improper force will not be tolerated. Any violation of this policy shall be subject to disciplinary action.
- F. An MSDS will be posted in various conspicuous locations within the department and available to all sworn personnel.

Policy Number: 2-18

**Title: Tasers
(Electronic
Incapacitation Devices)**

Effective: 07/01/2025

Accreditation Standard:

I. PURPOSE

Establish procedures for training, use, maintenance, and documentation of the EID (Taser).

II. POLICY

- A. Trained members of this department shall operate Electronic Incapacitation Devices (EIDs) by this policy and command directive.

III. PROCEDURES

A. Issue of the EID:

1. The EID will be issued to officers, as available, upon successful completion of the required training. Officers equipped with the EID will wear the EID while on duty.
2. The Department Instructor/Armorer will issue the EID and all necessary equipment.

B. Training:

1. Employees who elect to carry EIDs will also be required to undergo annual recertification.
2. Exposure will not be required for certification.
3. If an employee chooses to experience the taser first hand, he or she will be required to sign a liability waiver.
4. Under no circumstances will any officer be coerced, intimidated, or pressured into being tased by any department member nor will the employee be ridiculed for their decision.

C. Use:

1. The EID is included at the "Hard Physical Techniques" level of the Use of Force continuum. The EID will be used only to affect control over combative or noncompliant subjects.
2. Officers may use EID when a subject causes an immediate threat of harm to any person; or when public safety interests dictate that a subject needs to be taken into custody and the level of resistance presented by the subject is:
 - I. Likely to cause injury to the officer; or
 - II. If hand-on control tactics or other force options would likely to cause more significant injury to the subject than the use of the EID.
 - III. Every effort shall be made to avoid unnecessary injury or discomfort to the subject. Other factors to be considered before the EID is used are lower levels of force and whether or not the subject is restrained, handcuffed or contained.
- IV. In the absence of extreme circumstances (i.e. physical control of

the handcuffed subject cannot be safely gained due to the subject's actions without injury to the officer(s) or the subject), the use of the EID on handicapped subjects is strongly discouraged. No excessive, punitive, or coercive use will be tolerated.

V. If circumstances allow, the EID can be displayed and/or cycled with the cartridge removed to gain compliance (psychological deterrent).

VI. No deployment should be intentionally directed toward the head, neck, or groin region.

D. Maintenance:

1. The EID and accessories will be maintained and inspected by the operator to whom they are issued at the beginning of their shift. The operator should also remove the cartridge and spark test the EID at the beginning of each shift.
2. The EID can be carried on the off-hand side, opposite the officer's handgun. It may be carried in either cross-draw or straight-draw manner.
3. If the EID or any related equipment is found to be malfunctioning or damaged at any time, it must be taken out of service until inspected by the Department Instructor/Armorer.
4. Besides routine maintenance, officers should not attempt any repairs or service on the EID.

E. Documentation:

1. The department's use of force form will document the deployment of an EID to a subject, either through probe shot or drive stun.
2. Whenever the EID is deployed, the EID is to be turned over for data download.
3. Downloaded data will be stored in a folder on the Department computer network.