

Pikeville Independent Schools
District Police Department



Standard Operating Procedure Manual

SCHOOL RESOURCE OFFICER

Officers of the Pikeville Independent School District Police will serve as a liaison between the school system and state and local law enforcement. The officer's main role is to be a law enforcement presence in the school system, by enforcing state and federal law along with local ordinances, while protecting the student and staff population. The officer's may also be utilized as a counselor resource on law related topics, and may assist with health and traffic classes. The officer is not to be used as a school disciplinarian, but can assist faculty in any matter deemed necessary.

The officers may be contacted via email, which is located on the districts web page or by phone at (606) 432-816.

EMPLOYEE GRIEVANCES

POLICY, PROCEDURES, AND DEFINITIONS

I. POLICY

Officer will be treated fairly in matters arising from employment in this agency, and each employee should have the opportunity to be heard fully.

II. PURPOSE

The purpose of this policy to provide a procedure whereby employees may resolve disputes or complaints concerning the terms or conditions of their employment.

III. DEFINITION

Eligible Employee: All permanent, probationary or regular part-time employees. Regular part-time employees are those who work 20 hours per week or more on a continuous basis for at least six months.

IV. PROCEDURES

A. Conditions and Limitations

1. The grievance procedures set forth in this policy are applicable.
2. This grievance procedure shall not be used in addition to other grievance procedures as may be in effect through the governing jurisdiction. Under no circumstances shall more than one procedure be used to redress the same grievance, although use of this or other procedures does not preclude employees from seeking legal remedies as appropriate.

3 . The department retains the right under applicable laws and regulations to direct employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer and assign employees as well as to suspend, demote, discharge or take disciplinary action against such employees for just cause.

4 . This grievance procedure is not applicable to matters for which an appeal process is otherwise provided and may not be used in addition to or in replacement of those processes.

5. The scope of the employee grievance must:

a . Clearly define the situation in question through a written allegation of the specific wrongful act or situation, the harm done and the facts upon which it is based;

b. Arise out of an act or failure to act that directly relates to the working conditions of the eligible employee or to the employee's employment relationship;

c. Defines a matter within the control of the department; and

d. State such relief sought that is within the power of the department to grant.

B . Grievance Procedure

Any grievance sought by an eligible employee shall exercise the procedures outlined and adopted by the Pikeville Independent Board of Education.

C. Superseding legislation:

Any Policy set forth by this department is subject to interpretation by the Pikeville Independent Board of Education. If a circumstance occurs that is not specifically addressed within this policy manual, all policies set forth by the Pikeville Independent Board of Education shall be referenced

1

Forward

STANDARD OPERATING PROCEDURE MANUAL for the Pikeville Independent School District Police Department. This manual shall serve as a guide for the officers of said agency and shall not replace the policy and procedure manual of which the Pikeville Independent Board of Education has approved and adopted for all of their employees. This manual shall work in conjunction with the school board's existing approved policies and procedures.

DUTIES OF THE OFFICER

UNIFORM, EVIDENCE, REPORT WRITING, NOTIFYING
DISPATCH,

INSPECTIONS, COURT, CITATIONS

Uniforms

Officers will wear the issued uniform in order to be identifiable.

NO part of the uniform clothing will be worn while off duty, except in an emergency call out.

Care and Use of Equipment

It shall be the duty of the officer to maintain all issued equipment items.

The officer should take action to ensure that all equipment is in working order and report to his supervisor any equipment that is not adequate for service.

The officer shall check his oil and all engine fluid levels during fuel fill ups.

The engine oil for each cruiser is to be changed at 5000 miles and the tires are to be rotated at that service call promoting even wear on the tires.

The officer will be expected to keep his vehicle in a condition which provides the officer an optimum level of safety. In doing so, the officer will also maintain a cleanliness of the vehicle that would project a positive image of the individual officer and the department.

In-Service:

While attending In-Service Training all officers shall dress in a professional manner, a shirt with collar and khaki pants are required, unless the training dictates other dress requirements.

Evidence

A secured evidence locker is located in the main office of the Pikeville Police Department.

Once an officer has obtained evidence, the evidence should be packaged accordingly, sealed with evidence tape, with all the necessary information (Case Number, Officer, Date, Suspect, Contains) written on the evidence bag.

The officer will submit and store obtained evidence before the end of his patrol shift

Report Writing

Once the officer has completed a report, the officer will then submit the report for review, which will be reviewed by a supervisor; if the report is incorrect the report will be returned to the officer for corrections.

If the report is correct the supervisor will print a copy of the report. If the report is an accident report, the supervisor will place the report in the file.

SERIOUS OR INJURY ACCIDENTS

Based on the need of the school system, full-time sworn officers are to be on duty 24 hours a day on an "On-Call" basis. The officer is to work his/her regular shift hours as well as be accessible to be called out by supervising officials within the school district for emergency situations. The officer is to notify dispatch by way of radio of his/her availability to start their shift.

Inspections of Vehicle and Personnel

Inspections will be conducted on at least a quarterly bases, the inspection will consist of the officer's appearance, weapon(s), and vehicle. However a supervisor may conduct inspections as they deem necessary.

Court

The appropriate uniform for the time of year will be worn to court or a coat and tie.

Citation Books

NEVER destroy a citation, VOID it out and forward it on to the office daily activity basket, these citations has to be returned to Frankfort.

STANDARDS OF CONDUCT

POLICY, PROCEDURES, AND DEFINITIONS

POLICY

Actions of officers that are inconsistent, incompatible, or in conflict with the values established by this agency negatively affect its reputation and that of its officers. Such actions and inactions thereby detract from the agency's overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business.

Therefore, it is the policy of this law enforcement agency that officers conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this agency.

PURPOSE

It is the purpose of this policy to provide additional specificity to the standards of conduct embodied in the law enforcement officer's code of ethics and this agency's statement of values so that officers of this agency will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty. The rules of conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on officer conduct and activities established by this agency. Rather, they are intended to (1) alert officers

to some of the more sensitive and often problematic matters involved in police conduct and ethics; (2) specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement officers, and (3) guide officers in conducting themselves and their affairs in a manner that reflects standards of deportment and professionalism as required of law enforcement officers. Additional guidance on matters of conduct is provided in regard to specific policies, procedures, and directives disseminated by this agency and from officers' immediate supervisors and commanders.

DEFINITIONS

Accountability: In the context of this policy, accountability means the duty of all officers to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this agency without deception or subterfuge.

PROCEDURES

General Conduct

Obedience to Laws, Regulations, and Orders

a. Officers shall not violate any law or any agency policy, rule, or procedure.

Officers shall obey all lawful orders.

Conduct Unbecoming an Officer

a. Officers shall not engage in any conduct or activities on or off-duty that reflect discredit on the officers, tend to bring this agency into disrepute, or impair its efficient and effective operation.

b. Officers shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate

information in regard to any issue under investigation.

c. Officers shall be accurate, complete, and truthful in all matters.

d. Officers shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with a n internal or criminal investigation.

e. Officers who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to a superior as soon as possible.

Conduct Toward Fellow Employees

a. Officers shall conduct themselves in a manner that will foster cooperation among members of the Pikeville Independent School District, showing respect, courtesy, and professionalism in their dealings with one another.

b. Employees shall not use language or engage in acts that demean, harass, or intimidate another person.

Conduct Toward the Public

Officers shall conduct themselves toward the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.

Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that

unnecessarily delays the performance of their duty.

While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to this agency's use-of-force policy and shall observe the civil rights and protect the well-being of those in their charge.

Use of Alcohol and Drugs

Officers shall not consume any intoxicating beverage while on duty.

No alcoholic beverage shall be served or consumed on police premises or in vehicles owned by the Pikeville Independent Board of Education.

No officer shall report for duty with the odor of alcoholic beverage on his or her breath.

No officer shall report to work or be on duty as a law enforcement officer when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.

Officers must report the use of any substance, prior to reporting for duty, that impairs their ability to perform as a law enforcement officer.

Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol. Such screening shall conform to this agency's policy on employee drug-screening and testing.

Abuse of Law Enforcement Powers or Position

Officers shall report any unsolicited gifts,

gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed

Officers shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (to include, gratuities, gifts, discounts, rewards, loans, or fees) whether for the officer or for another.

Officers shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.

Officers shall not solicit or accept contributions for this agency or for any other agency, organization, event, or cause without the express consent of the Director of Law Enforcement or his or her designee.

Officers are prohibited from using information gained through their position as a law enforcement officer to advance financial or other private interests of themselves or others.

Off-Duty Police Action

Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, officers shall summon on-duty

police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.

Unless operating a marked police vehicle, off-duty officers shall not arrest or issue citations, except when the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action.

Prohibited Associations and Establishments

Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this agency.

Except in the performance of official duties, officers shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated

Public Statements, Appearances, and Endorsements

Officers shall not, under color of authority, make any public statement that could be reasonably interpreted as having an adverse effect upon department morale, discipline, operation of the agency, or perception of the public;

divulge or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose; or unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this agency.

Expectations of Privacy

Officers shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned vehicles, file cabinets, computers, or similar areas that are under the control and management of this agency. While this agency recognizes the need for officers to occasionally store personal items in such areas, officers should be aware that these and similar places may be inspected or otherwise entered—to meet operational needs, internal investigatory requirements, or for other the direction of the agency chief executive or his or reasons-at her designee.

No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this agency without express permission.

USE OF FORCE

POLICY, PROCEDURES, AND DEFINITIONS

POLICY

The degree of force used depends on what the officer perceives as reasonable and necessary under the circumstances at the time he or she decides to use force. Except for deadly force, the application of any degree of force is justified

only when the officer reasonably believes that it is necessary:

A. To prevent the escape from custody, make an arrest or an investigative detention of a person the officer believes has committed a crime.

B. To defend himself or herself or another from what the officer believes is the use of force while trying to arrest another, prevent the suspect's escape, or otherwise lawfully take the person into custody.

C. To disperse persons participating in an unlawful assembly.

Facts or circumstances unknown to the officer shall not be considered in later determining whether the force was justified. The department expects officers to observe the following two guidelines in all applications of force:

D. Employ the minimum force reasonably necessary to accomplish a legal purpose.

Officers may resort to more severe methods of force to overcome either increasing resistance or an increasingly dangerous threat to public safety.

The objective of the use of any force is to overcome the suspect's resistance to an officer's lawful purpose: Officers shall avoid unnecessary or excessive applications of force.

Officers shall not unreasonably or unnecessarily endanger themselves or the public when applying this policy.

PURPOSE

To establish guidelines governing the use of force and its limitations, and to describe prohibited activities.

III. DEFINITIONS

Deadly Force

The firing of a firearm, even though no intent exists to kill or inflict bodily harm.

2. Any force applied in any manner by any means that could reasonably be expected to cause death or serious physical injury.

a. "Serious physical injury" means bodily injury which creates a

substantial risk of death or which is likely to cause serious permanent disfigurement or loss, or extended impairment of the function of any body member or organ.

Non-Deadly Force

Force employed which is neither likely nor intended to cause death or serious physical injury. Means any defensive weapon or object that, when used properly as a defensive impact instrument, will not create a substantial risk of causing death or serious physical injury and includes the ASP Baton, flashlight, chemical irritant, and non-lethal objects that an officer uses to defend himself from attack. All non-lethal defensive weapons will be used in accordance with current established training standards.

Firearms

Any weapon from which a projectile is forcibly ejected by an explosive.

Imminent

Impending or about to occur.

Objectively Reasonable

The amount of force that would be used by other reasonable and well-trained officers when face with the circumstances that the officer using the

Reasonable Belief

When facts or circumstances the officer knows are such as to cause an ordinary and prudent person to act or think reasonably in a similar way under similar circumstances.

Serious Physical Injury

A physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, or impairment of the

function of any bodily organ or limb. This also includes rape and sodomy as defined in KRS 510.050 and 510.070.

Electronic Control Device

Tasers or stun guns (electronic control weapons) that disrupt the central nervous system of the body.

Excessive Force

Force is excessive when its application is inappropriate to the circumstances, resulting in serious physical injury or death to a suspect.

In determining whether force has been excessively applied, the primary concern is whether the on-scene officer reasonably believes that its application was necessary and appropriate. Based on the reasonableness standard, excessive force may be determined based on:

1. The severity of the crime.
2. The nature and extent of the threat posed by the suspect.
The degree to which the suspect resists arrest or detention.
4. Any attempts by the suspect to evade arrest by flight or fight.

In evaluating the reasonable application of force, officers must consider their own age, size, strength, skill level with department weapons, state of health, and the number of officers opposing the number of suspects along with the age, size, strength, and skill level of the suspects).

PROCEDURES - Non-deadly force

Officers are trained in the use-of-force continuum which emphasizes the recognition of and response to increasing levels of threat. Most instances in which force is applied are non-deadly. Officers shall assess the incident to determine which technique will best bring the situation under control. Following the application of any method of force, once the situation is contained, officers shall provide or arrange to provide medical help as necessary. The following discussion reinforces key principles from training.

Non lethal force involves the use of an impact weapon, chemical irritant, electronic control device, or other non lethal weapon or technique to IMPEDE the aggressor's actions.

Non lethal force involves the use of non lethal weapons against a person and forcibly subduing that individual with the assistance of these weapons until

Command Presence

Visual appearance of officer, where it is obvious to the subject, due to the officer's uniform or identification, that the officer has the authority of law.

Verbal Control

Verbal control refers to the manner in which the officer speaks to a person, which alone can manage a situation. Verbal control includes advice, persuasion, admonitions, or orders. The volume and tone of the officer's speech may also contribute to control without having to resort to another method of force. The department urges the use of verbal commands without the use of profanity or disrespectful or argumentative behavior.

Compliance Techniques

At times, uncooperative people who refuse to be taken into custody may only respond to a combination of strength, leverage, take-downs, control holds, or come-along with sufficient force to make the lawful arrest. The object of this level of force is to gain control and enforce the suspect's compliance while minimizing the risk of injury to officers, bystanders, or the person being placed in custody. Where lesser levels of force appear ineffective, officers may employ hands, fists, feet, knees, and so on in striking an adversary in such a manner as to bring about the compliance of a suspect without undue likelihood of injuring that suspect.

Chemical Agents and Electronic Control Devices (ECD's)

The use of chemical agents is restricted to situations where higher levels of force are unnecessary and the officer does not feel lesser levels of force will effectively bring the situation under control. The only chemical weapon authorized for patrol personnel is the oleoresin capsicum (OC) or "pepper spray." Chemical agents shall be used only to the extent necessary to overcome the resistance of the suspect within training standards. Officers are authorized to carry department-issued pepper spray both on and off duty. Where the subject exhibits some level of active resistance/active aggression an officer may use an electronic control device to temporarily incapacitate the subject. Officers are only authorized to carry department-issued electronic control devices.

1. Chemical sprays and electronic control devices shall not be used to threaten to elicit information or persuade people to comply with orders, nor shall they be used on people who are handcuffed, secured, and properly in custody, unless those individuals are creating a risk of physical harm to the officer or third parties present through violent acts such as kicking.

2. Once either chemical sprays or ECD's are deployed on a subject, aftercare is to be provided by a qualified professional. For purposes of this department, officers are trained and qualified in the procedures needed to provide adequate aftercare for the subject. In instances where the officer cannot provide sufficient aftercare, it is recommended that the subject be taken to a medical facility for further treatment.

Batons

A tactical baton is an impact weapon which provides officers with an intermediate level of force and bridges the gap between the use of hands and fists and the use of a firearm to control an assailant. The baton is used mainly as an impact weapon to be used in accordance with training received in its use.

Unauthorized Weapons

The department authorizes the carrying and use of the baton as the only striking weapon for officers: all other forms of striking or punching weapons are prohibited for carrying or use, including but not limited to saps, blackjacks, slapjacks, nunchaku and similar sticks, and brass knuckles. Officers who carry the baton shall be trained in its use. The weapon may be used in quelling confrontations involving physical violence where higher levels of force are unnecessary or inappropriate and lesser levels are inappropriate or ineffective.

1. The baton shall not be used to strike handcuffed individuals (unless those individuals are creating a risk of physical harm to the officer or third parties present through violent acts such as kicking) or to threaten or intimidate people

Officers may use any instrument in a defensive manner for self-protection, or for the protection of another person when no other reasonable alternative is available.

NOTE: The use of a force continuum does not require an officer to use the lowest level of force before moving to a higher level of force. For instance, an officer may use chemical sprays when appropriate even though compliance techniques have not been attempted or an officer may use deadly force without attempting to use any of the aforementioned techniques of non-deadly force if the officer feels using the lesser levels of force would create a greater risk to the officer or third parties.

DEADLY FORCE

Firearms - general

Firearms may be used:

In defense of the officer or others from what is reasonably believed to be an immediate threat of death or serious bodily

harm.

To prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant, immediate threat to human life should escape occur. No other reasonable means of capture must be available to the officer in this case without endangering the officer's life or the life of another person.

(1) In evaluating a "significant threat," the officer must reasonably believe that the person has either used deadly force in the commission of a crime or may inflict death or serious harm to the officer or others if apprehension is delayed.

(2) Where feasible, officers shall identify themselves and give a warning before shooting.

To kill seriously injured or dangerous animals when no other disposition is reasonably practical. A supervisor's approval should be sought when possible.

In routine firearm training or practice at an approved range.

Shotgun

The general rules for the use of firearms above apply to shotguns.

Rifle

Rifle(s) may be carried and/or deployed only by officers specifically designated by the Director of Law Enforcement. The rifle(s) will be of a caliber and type specifically designated by the Director of Law Enforcement.

Less-Lethal Weapons/Tactics

A. Electronic Control Devices

1. An electronic control device as a force option is the same level of force as chemical spray.
- 2 . Electronic Control Device must be worn on the weak-side in either a weak-hand draw or cross-draw position.
3. Officers should consider the nature of the offense suspected, the level of suspicion with respect to the person fleeing, and the risk of danger to others if the person is not apprehended immediately.
- 4 . No more than one officer should deploy an electronic control device against a single individual at the same time, if at all possible.
5. The preferred targeting is the center mass of the subject's back, however it is recognized that it is not always possible to get behind the subject.
6. Where back-targeting is not possible-the secondary area is chest and legs-Officers shall be discouraged from chest targeting when dealing with a female subject.
7. Officers shall make all reasonable efforts to avoid striking persons in the head, neck, eyes or genitals.
8. A warning prior to discharge is preferred but not always necessary for this type of force to be considered reasonable.
- 9 . Officers shall make all efforts to warn other officers that a deployment is about to occur.
10. Electronic Control devices are best placed along with pepper-spray in a use of force continuum.
11. Removal shall be conducted by trained officers or medically trained personnel. Deployed probes that have been removed from a suspect should be treated as a bio-hazard and disposed of according to training standards.
12. Where EMS is available, their services may be utilized for the removal of darts as long as such removal can be accomplished with causing further injury or pain to the subject.
13. Documentation:
 1. Supervisory personnel shall be notified and review all Electronic

Control Device deployment for consistency with policy and training.

2. All deployments shall be reviewed by the agency.

WEAPONS

Duty weapons

1. While on duty, an officer shall carry a department-issued semiautomatic pistol of make and caliber as approved by the Director of Law Enforcement. The department shall issue ammunition for the weapon.

2. The officer shall be permitted to carry a department approved secondary duty weapon concealed on his person for the specific use as a back-up weapon. The department shall issue ammunition if that weapon was purchased by the agency.

Off-duty weapons

While out of the officer's jurisdiction, officers are encouraged, but not required, to carry a handgun when off duty. An officer who elects not to carry a handgun while off duty shall not be subject to disciplinary action if an occasion should arise in which he or she could have taken police action if he were armed.

Officers who carry off-duty weapons must understand that in some social situations (e.g., sports) the carrying of a firearm is inappropriate.

Officers who have consumed alcoholic beverages shall not carry an off-duty weapon under any circumstances.

Although the department requires officers to carry departmental identification at all times, any time that officers carry a firearm off duty they shall carry their departmental identification and badge.

Qualification

No officer shall carry or use any firearm, ammunition, chemical agent, or the right to set qualification requirements on all other off-duty weapons, shotgun, assault rifles, or any other firearm which the officer is authorized

to carry.

Officers who fail to pass the qualification (minimum score of 70%) shall be relieved of their police powers and immediately reassigned to non-enforcement duties, if available.

Officers who have taken extensive leave or suffered an illness or injury that could affect the use of firearms or non-deadly weapons shall re-qualify before returning to enforcement duties.

The following personnel are prohibited from carrying firearms while off duty:

Officers under suspension.

REPORTING USE OF FORCE

Officers shall document any application of force (actual or alleged) except for that arising in training or departmental demonstrations.

Officers shall document the discharge of a firearm except in the case of training or lawful recreational purposes.

If officers have employed chemical weapons or any higher degree of force, they shall first render medical aid and then:

Immediately notify the on-duty supervisor or the Director of Law Enforcement (if the on-duty supervisor is unavailable) of any use of physical force.

Submit a memorandum to the Director of Law Enforcement within 24 hours describing the incident and any medical aid rendered, and shall substantiate the force used. The memorandum shall be in addition to any other reports. If the use of force occurs while on duty all reports, including memo, are to be submitted at the end of the shift.

The Use of Force Report shall contain, at a minimum, the following information.

The circumstances causing the officer to resort to physical force or deadly force.

The type of physical force or deadly force used.

A description of deadly or non-deadly weapons used.

Any other circumstances that pertain to the use of force and/or assist in explaining the event.

INCIDENTS OF FIREARM DISCHARGE: SPECIAL REQUIREMENTS:

All intentional or accidental discharges of firearms by an officer on or off duty, other than for practice where permitted, or hunting, must be reported to the officer's immediate supervisor as soon as possible. If the discharge of the firearm results in injury to any person, the Director of Law Enforcement or his designee shall be notified immediately.

In the event of firearm discharge, the officer is responsible for the following:

Summon medical assistance for injured individuals.

Immediately notify the on-duty supervisor.

This notification applies to all shooting incidents in which an officer is involved.

In any event of firearm discharge outside the officer's jurisdiction, the officer is required to immediately notify the appropriate law enforcement agency of that jurisdiction.

The Director of Law Enforcement shall be notified immediately, if no command officer is on duty.

Firearm Discharge

When a firearm is discharged, for whatever reason, in another jurisdiction, the officer is to immediately notify the law enforcement agency in the area. Any officer directly involved in the event is prohibited from interviewing witnesses or suspects.

Administrative Review

All reports shall be reviewed by the Director of Law Enforcement. In any case of intentional or accidental discharge of firearms or use of deadly or non-deadly force by an officer, the Director of Law Enforcement shall seek to determine if the officer's conduct was proper or improper. If the facts of the incident are not clear, the Director of Law Enforcement may choose to assign a team of investigators to examine the circumstances.

DEPARTMENTAL RESPONSE

Review

The Director of Law Enforcement shall review all reported uses of force to determine whether:

Departmental orders were violated.

Relevant departmental policy was clearly understandable and effective to cover the situation.

Departmental training was adequate.

The Director of Law Enforcement may convene a board of inquiry to examine an incident in which force was applied.

The board of inquiry will ascertain training and policy needs.

Internal investigations

Internal investigations of serious applications of force shall be of two types conducted simultaneously: first, an administrative investigation to determine whether department standards were followed; second, a criminal one to detect lawbreaking

Psychological Services

Psychological follow-up of post-shooting trauma will normally be directed by the Director of Law Enforcement whenever deemed appropriate.

During an internal investigation, the department shall do all within its power to avoid placement of a stigma on the officer who discharges a firearm in performance of duty. Following a shooting resulting in a death,

the officer may not return to duty until a psychological evaluation has been conducted at departmental expense, and the officer has received any necessary counseling as requested or deemed necessary by the Director of Law Enforcement.

Pursuits

Officer of the Pikeville Independent Schools Police Department are not authorized to engage in pursuits.

Body Cameras/Video

Body cameras are not currently required to be worn by officers of the Pikeville Independent Schools Police Department.

Should an officer have any video as the result of their duties, the following processes shall be followed:

- A.** Due to confidentiality with respect to juveniles as well as permanent school records, special considerations must be adopted with respect to video recordings of juveniles in schools.
 - a.** Audio/Video captured by an SRO implicates some privacy issues related to juveniles.
 - b.** SROs SHALL NOT release any audio/video recordings to school personnel.
 - c.** Videos containing multiple students will not be shown to involved students' parents during an investigation.
 - d.** All request for audio / video recordings captured by SRO will be submitted to the custodian of records.
 - e.** The custodian of records will not release without a proper review by legal authority. (reference KRS Chapter 600-645)

QUALIFICATIONS AND TRAINING

- B. Resource Officer (SRO)-** a sworn law enforcement officer who has been certified as a Level I, Level II, or Level III officer under the requirements of the KRS. Note: Where resources are insufficient, statutory law allows for sworn officers certified as SROs outside of this agency to be assigned by our school board to fill this mandate.
- C. School Resource Officer Levels**
 - a. Level I-** Requires 40-hour Certification to be completed within one year of employment.
 - b. Level II-** Requires Level I Certification plus an additional 40-hours of Level II training within first two years of employment.
 - c. Level III-** Requires Level I and Level II Certification plus an additional 40 hours training within the first two years of employment.
- D. Policy/Procedures Review**
 - a.** Policies and Procedure SHALL be reviewed monthly by each office and the review log should be signed and dated.

POLICY/PROCEDURE REVIEW

The policies and procedures will be reviewed yearly by the superintendent, safe schools coordinator, district law enforcement officers, and a community member who works in law enforcement, and changes will be placed before the board of education in the June meeting. Changes that are necessary prior to the June board meeting will be made and placed before them in the next scheduled meeting, or in a special called meeting.