AGENDA RESERVATION REQUEST

CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
Please type or print

Date Submitted: 06/01/11 **Meeting Date:** 06/07/11

Contact Information:

Requested by: Chief Tim O'Sullivan

On Behalf of Organization or Individual: Franklin Police Department

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Describe Request:

Approval of SOP's 1.1, 1.13, 3.12, 3.14

List Supporting Documentation Provided:

New SOP's 3.12 (Department Computers/Social Network Sites), and 3.14 (Personal Appearance)

Changes to SOP's 1.1 (Uniform Section Procedures), and 1.13 (Vehicle Unlocks)

Who will present the request?

Name: Chief Tim O'Sullivan **Telephone:** 317-736-3670

The Franklin Board of Works meets on the 1st and 3rd Tuesday of each month at 9:00 a.m. In the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.1

Subject: **UNIFORM SECTION PROCEDURES**		References: SOP 1.6, 1.8
Special Instructions:		No. of pages: -3-
Distribution: All Units	Effective Date: June 7, 2011	Reevaluation Date:

1.1.1 PURPOSE

To establish minimum guidelines for Uniform Section duties.

1.1.2 POLICY

All officers assigned to the Uniform Section shall, to the best of their abilities, competently and responsibly serve the needs and interests of the community.

1.1.3 PROCEDURE

A. ATTENDANCE

1. The Shift Supervisor, or Officer in Charge, will inform officers of any variance to the schedule.

2. The normal times for patrol duty will be as follows:

	10-41 Times	10-42 Times
1st Shift	0600	1500
2nd Shift	1400	2300
3rd Shift	2200	0700

3. OIC's shall ensure that units are available to handle incidents when marked on duty. Officers should be allowed to meet on station in accordance to shift guidelines as incidents allow. Officers going off duty should not be utilized to handle investigations that would require overtime.

4. Shift Commanders are responsible to ensure that there is always an adequate number of officers scheduled to work, in accordance with minimum staffing requirements as directed by the Chief of Police, to include a minimum of 1 supervisory officer on duty at all times. When duties necessitate an officer working beyond his regularly scheduled duty hours, approval must be obtained from the Shift OIC. This requirement does not pertain to regularly scheduled Franklin City Court Appearances, or appearances in other courts as a result of your duties as a Franklin Police Officer wherein your appearance is commanded via subpoena, Training or Special Details outside of regularly scheduled duty hours. Exceptions to minimum staffing and supervision must be requested through chain of command. Each circumstance will be looked at on a case by case basis.

5. All officers shall report for work promptly, and as scheduled. An officer is considered tardy if they are not on duty at designated start times as outlined in Section 2 above; and at Roll Call or other designated reporting site at the time designated by the Shift Commander and approved by the Chief of Police.

   Additionally, an officer is considered tardy if they are not on duty and at the specified location at the specified time for Special Duty Details, Training or as otherwise directed.

a. If an officer arrives late for work it shall be documented in their employee record.

b. Officers arriving late for work a second (2nd) time shall receive a written warning, which will be documented in their employee record.

c. Officers arriving late for work a third (3rd) time shall receive a one (1) day suspension, without pay, which will be documented in their employee record.

d. Officers arriving late for work a fourth (4th) time shall receive a three (3) day suspension, without pay, which will be documented in their employee record.

e. Officers arriving late for work, within the 12- month period, after receiving a three (3) day suspension will be referred to the Franklin Police Department Merit Commission for disciplinary action.

6. The Shift OIC is responsible to review all reports submitted by subordinates prior to ending his tour of duty. In instances where the OIC has authorized an officer to work beyond their regularly scheduled shifts, the OIC may request the OIC of the on-coming shift to review that officer's reports.

B. SHIFT POLICIES

1. Each Shift Commander shall make a formal policy as to the time periods during which officers may take two (2) twenty-minute coffee breaks and one (1) forty-five minute dinner break during each shift. The scheduling of such breaks will be dependant upon the Shift OIC's permission. All officers, even when on break, are subject to answering calls and will do so immediately. The Shift OIC will ensure there are an adequate number of officers on patrol during break periods to meet the needs of the department.

2. The Shift Supervisor shall ensure that all calls are handled in timely and professional manner, as well as assign special duties as necessary, such as crime scene protection, directed patrol, assisting other departments, etc. Calls and alarms outside the city limits are not to be handled unless there are life threatening conditions or another department requests assistance. A simple business burglar alarm, prowler, etc. would not justify out-of-city response without a request from another department. Depending upon availability of manpower, no reasonable request of assistance from another department shall be refused, although a sufficient number of officers to meet the needs of the department must remain in the city.

3. While on duty, an officer is permitted on station only for reasons essential to carrying out his duties, such as use of office equipment, report completion, breaks on station, etc.

4. Shift Supervisors shall not permit an officer to perform breath test for intoxication for another department unless there are no other operators available.

5. When any local business requests that the Police Department provide an escort to the bank, a uniformed officer will respond, if available. The Police Department will not transport the employee but the officer will follow the employee to the bank. If all officers are busy, the business will be informed and they may decide whether to wait for a free officer or proceed alone. Officers are not required to wait for an extended period of time; however, should the representative of the business cause an unreasonable delay, the responding officer should call the business and coordinate another arrival time.

6. The Shift OIC shall ensure that only the necessary number of units needed to handle a particular call shall remain at such scene and that extra units are returned to patrol as soon as they are available.

7. The first officer on the scene of an accident shall advise the dispatcher of any emergency equipment or personnel needed as well as any other necessary equipment. He shall give first aid to any injured victims until E.M.T.'s or other qualified medical personnel arrive and assist medical personnel further when required.

8. It is the responsibility of the respective Shift OIC to pass on to the relieving Shift OIC any pertinent information relative to calls taken that may affect the following shift.

9. An officer whose police vehicle is being serviced or repaired is required to pick up his car, or a spare car, prior to the beginning of his shift so that he may report for work at his assigned time. Officers may be granted permission to take a back-up car home, if needed, by the Fleet Maintenance Officer, or Deputy Chief. The officer taking the back-up vehicle shall document the same in the vehicle log in the squad room. After administrative hours, the working supervisor may grant permission to take a back-up car. The supervisor will then leave a written or voice message for the Fleet Maintenance Officer or Deputy Chief. Any key needed from the lock boxes kept in dispatch needs approval from Administration.

10. Shift Supervisors are required to provide SOP and Rules and Regulations training and review to officers under their command periodically. This training shall be documented and forwarded to the Training Officer.

11. Responding to Franklin Fire Department medical runs will be at the discretion of the shift OIC, or at the request of the Franklin Fire Department.

C. OFF-DUTY RESPONSIBILITIES

1. Officers who are off-duty, and are in a police vehicle, shall, whenever possible, respond to emergency calls for assistance by officers, report and assist stranded motorists, and take any other actions necessary to render assistance to any person in need.

2. While operating police vehicles, off-duty officers shall be armed and shall have the police radio turned on, and shall monitor the radio traffic.

3. As officers may be required to perform their duties in the event of a departmental need, they are strongly encouraged to check department issued cell phone on a regular basis.

Subject: **VEHICLE UNLOCKS**		References:
Special Instructions:		No. of pages: -2-
Distribution: All Units	Effective Date: June 7, 2011	Reevaluation Date:

1.13.1 PURPOSE

To provide a guideline for assisting citizens with unlocking vehicles.

1.13.2 POLICY

Members of the Franklin Police Department may attempt to open locked motor vehicles by use of a "lock-jock" or other appropriate device under the conditions set forth below.

1.13.3 PROCEDURE

Any requests for the opening of a locked motor vehicle must conform to the following standards:

1. Confirm the owner of the vehicle and run report on vehicle and driver.
2. The operator must be present, and sign a waiver of responsibility for any damage incurred by the officer (See attached).
3. Owner required to be 18 years or older.
4. The motor vehicle must be of a 1984 model year or older when using lock jock. **The use of an auto wedge kit, long reach tool, can be used for any year vehicle.**
5. The motor vehicle cannot have electric locks, whether operable or not, when using lock jock.
6. The dispatcher must log the year, make, and license plate number of the motor vehicle involved, and whether or not entry was actually gained.
7. Unlocks must always be done on the passenger door.
8. The above may only be waived in the case of an emergency, such as a child locked in, fire, etc.
9. Any requests for assistance in unlocking vehicles located outside of the city limits may be done at the Shift Supervisor's discretion.

FRANKLIN POLICE DEPARTMENT
VEHICLE ACCESS AUTHORIZATION

OFFICER'S NAME P.E. NO.

LOCATION OF UNLOCK

VEHICLE: YEAR MAKE COLOR

I hereby request and authorize the Franklin Police Department to unlock my vehicle, (or the vehicle I am responsible for), which is described above. I also understand that the police department will do so as an accommodation to me, but at my sole risk. Accordingly, I hereby release the Franklin Police Department, it's Officers, and the City of Franklin, from any claims from any damage whatsoever arising from the performance of such work.

* THIS PROCESS MAY CAUSE DAMAGE TO YOUR VEHICLE

(print) LAST NAME FIRST MI

DATE OF BIRTH

SIGNATURE TIME

NOTES:

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.12

Subject: **DEPARTMENT COMPUTERS/SOCIAL NETWORK SITES**		Refereneces: City of Franklin Acceptable Use Policy
Special Instructions:		No. of Pages: -3-
Distribution: All Units	Effective Date: June 7, 2011	Reevaluation Date:

3.12.1 PURPOSE

The purpose of this policy is to establish guidelines for the use and care of all Department computers and systems to include the use of Department email, the Internet, and the Intranet. Also, to set standards for social network sites.

3.12.2 POLICY

Department computers and all related systems shall be properly maintained and used as established in this procedure and in accordance with the City of Franklin Acceptable Use Policy for Rules and Code of Ethics Relating to Computer Users. All personnel shall maintain proper levels of security when utilizing Department computers to include the contents, transfer, and distribution of the contents.

Employees may only use Department computers for reasonable and limited personal use; and that use is de minimus (so minimal or insignificant that it does not give rise to a level of sufficient concern to be dealt with judicially).

3.12.3 PROCEDURE

A. COMPUTER USE AND RESPONSIBILITY

1. All Department (owned or provided) computers, associated equipment, software, and all information developed while working and/or while using City of Franklin facilities or resources is the exclusive property of the Department and the City of Franklin.

   *This also includes information, data, and software downloaded, moved to or stored on personal external hard drives, flash drives, or other external storage devices.

2. Employees shall not have any expectation of privacy with respect to any computer files/data or electronic communication conducted with or through any Department computer.

3. The Department reserves the right to monitor the use of all Department computers, including the associated software, equipment, external storage devices, writeable media, and information contained on any external device; including, but not limited to, in and out going e-mail, messaging, and Internet/Intranet usage to determine whether there has been a violation(s) of Department policy, breach of security, or an unauthorized action(s) on the part of an employee, or for any other lawful purpose.

   a. Internal audits of software and data may occur at any time;

   b. All electronic business shall be conducted in a professional manner, consistent with all City and Department procedures; and

4. Accessing or transmitting unauthorized messages/materials such as: obscene language, images, or jokes; sexually explicit messages/materials; messages/materials that disparage any person, group, or classification of individuals; or solicitations pertaining to buying or selling is strictly prohibited whether or not a recipient has consented to or has requested

such message/material. The provisions of this section do not prevent the access or transmittal of the above described materials if done solely for legitimate Departmental business purposes.

5. De minimus use of Department computers for reasonable and limited personal use is permitted.

B. PROTECTION OF SENSITIVE INFORMATION

1. It is the responsibility of all employees to properly protect all sensitive information contained within a Department computer.

2. Sensitive information includes, but is not limited to, the following:

   a. Material that is law enforcement sensitive;

   b. Criminal investigative information that is not publicly disclosable;

   c. Information that is not disclosable under Access to Public Records laws;

   d. Grand Jury material;

   e. Criminal intelligence information; and

   f. Material that contains a Social Security Number, financial information, or any personal information that is protected from disclosure by law.

C. USE OF EMAIL, INTERNET, and INTRANET

1. All Department emails shall be written in a professional and courteous manner.

2. The Department also reserves the right to disclose any electronic message(s) sent or received by an employee for the use in an authorized investigation without prior notice to that employee.

3. No employee shall misrepresent themselves or another person as the author of an email message ("spoofing" sender identification), unless authorized to do so as part of an investigation.

4. Personnel shall not download programs from the Internet, unless authorized to do so.

5. Individuals authorized to download programs shall comply with copyright or licensing agreements.

6. The internet shall be used to explore information useful to the Department.

7. If an employee, who does not have a legitimate Department business purpose, accesses an inappropriate or questionable Internet site, the employee shall immediately notify their immediate supervisor with a brief description of the content and the address of the accessed site.

8. Any inappropriate use of the Department's email, Internet, or other electronic services may result in the loss of access privileges and/or disciplinary action.

3.12.4 SOCIAL MEDIA

A. USE OF SOCIAL MEDIA AND NETWORKING SITES

1. Except in the performance of an authorized duty, employees shall not post, transmit, reproduce, and/or disseminate information (text, pictures, video, audio, etc.) to the internet or any other form (public or private) that would tend to discredit or reflect unfavorably upon the employee, Department, or any of the Department's employees.

2. Employees shall not represent themselves as employees of the Department in a public forum with any information, opinion, or posture that would tend to discredit or reflect unfavorably upon the employee, Department, or any of the Department's employees.

3. Employees shall not post images of the Department issued equipment or training on any social network sites.

B. RULES AND REGULATIONS

Unless granted explicit permission, officers of this department are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, new media pages, or other information exchange forums:

1. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this department.

2. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of this department.

3. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with this department.

4. Any item, symbol, wording, number, likeness or material that is identifiable to this department.

5. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the department.

6. Employees will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the department.

7. Sexually graphic or explicit material of any kind shall not be posted by the officer on any form of social media or social networking site. Sexually graphic or explicit material posted by others to the officer's social media or social networking sites shall be immediately removed by the officer.

8. Weaponry, owned by this department and/or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.

9. Any posting that detracts from the department's mission will be considered a direct violation of this policy.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.13

Subject: **PERSONAL APPEARANCE**		References:
Special Instructions:		No. of pages: -4-
Distribution: All Units	Effective Date: June 7, 2011	Reevaluation Date:

3.13.1 PURPOSE

The purpose of this directive is to provide personal appearance standards for members of the Franklin Police Department. Proper appearance is essential in establishing community confidence.

3.13.2 POLICY

It is the policy of this department to ensure that all its uniformed members, as well as non-uniformed civilian members whose duties place them in contact with the public, present a neat, clean, professional appearance while on duty or otherwise representing the City of Franklin. These grooming standards apply to uniformed members during on-duty/secondary employment, field force duties, special ceremonies, funerals and any other related police functions while representing the City of Franklin and the Franklin City Police Department.

With the exception of the beard rule, shift supervisors may allow temporary exemptions from grooming standards for law enforcement purposes. Shift supervisors shall forward a written report of the exemption to the road commander.

3.13.3 PROCEDURE

A. GROOMING STANDARDS FOR UNIFORMED AND NON-UNIFORMED MEMBERS OF THE POLICE DEPARTMENT WHOSE DUTIES PLACE THEM IN CONTACT WITH THE PUBLIC

1. Hair shall be neatly groomed, and its length and bulk shall not be excessive.

2. For uniformed members, the bulk of the hair shall not be so excessive as to prevent the issued head wear from being placed squarely on the head, nor shall the hair interfere with the wearing of personal protection equipment (i.e. gas mask).

3. Wigs or other hair pieces shall present a natural appearance and conform to the same standards as natural hair.

4. Extreme faddish hairstyles are prohibited, including but not limited to styles that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance. Hairstyles that include unnatural hair coloring (i.e., purple, green) are prohibited.

5. Fingernails shall be trimmed to present a professional appearance. They shall not threaten safety, nor restrict job performance.

6. Unusual body adornment or jewelry is prohibited. Multiple or garishly colored rings, watches, bracelets, pins, large neck chains and earrings are prohibited.

7. Male members are prohibited from wearing any makeup unless the member can show cause that it is necessary for a duty related function (as approved by the member's commanding staff) or is otherwise doing so for a medically valid reason (severe acne, injury, scarring,....).

B. GROOMING STANDARDS SPECIFIC TO MALE UNIFORMED AND NON-UNIFORMED MEMBERS OF THE POLICE DEPARTMENT WHOSE DUTIES PLACE THEM IN CONTACT WITH THE PUBLIC

1. Fingernails shall not extend beyond the fingertip.

2. Hair shall be evenly tapered on the sides and back. The hair outline shall follow the contour of the ear, and shall not fall over the ears nor touch the collar except for the closely cut hair on the back of the neck. Hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed ½ inch in diameter (the approximate width of a standard pen or pencil) is prohibited, as well as any gathering of hair in a tie, clip, twist, lock, ponytail, or braid.

3. Sideburns shall be neatly trimmed, and their bulk shall not be excessive nor extend below the earlobe. The base of the sideburns shall be a clean horizontal line.

4. The face shall be clean-shaven, except that mustaches are permitted.

5. Mustaches shall be neatly trimmed and shall not extend below the upper lip. They shall not be styled or pointed away from the contour of the face.

6. Beards and goatees are prohibited except for covert operations approved by the Chief of Police.

   a. Wearing a beard while engaged in a covert police assignment requires written approval of the Chief of Police. The Officer-in-Charge (OIC) of the unit involved shall request approval. Requests must specify the period of time involved and how wearing the beard will aid the operation.

   b. Sworn personnel are exempt from beard requirements when they are in civilian dress, unless otherwise directed by the Chief of Police.

C. GROOMING STANDARDS SPECIFIC TO FEMALE UNIFORMED AND NON-UNIFORMED MEMBERS OF THE POLICE DEPARTMENT WHOSE DUTIES PLACE THEM IN CONTACT WITH THE PUBLIC

1. Fingernails shall not exceed one-quarter inch beyond the fingeritip. Nail polish colors must be conservative. Nail colors other than neutral flesh tones (pink, tan...) are prohibited. The nails shall be free of designs and unnatural adornments.

2. Hair shall be kept in a short or medium style and shall not extend below the lower edge of the shirt collar.

   a. Bangs shall be neat and maintained above the eyebrows.

   b. Longer hair may be brought into compliance by being worn up.

c. Braiding, twisting and locking hairstyles are permitted provided they are conservative and professional in appearance. An example of a hairstyle that is not conservative is braided hair that has been sculpted to extend beyond the natural contours of the head or hair that has been styled into heavily matted coils of hair (dreadlocks) where the locks exceed ½ inch in diameter (the approximate width of a standard pen or pencil).

d. Pins, barrettes, bands, and clips are permissible to the extent that they are: inconspicuously placed for the sole purpose of holding hair in place, are conservative in design and color, and do not interfere with the wearing of issued head gear or personal safety equipment.

e. Sworn and civilian female personnel are exempt from hair length restrictions when they are in civilian dress.

3. Makeup shall be subtle and professional in appearance. Heavy or gaudy facial makeup is prohibited. Lipstick shall be subdued and flesh toned (pink, tan...).

D. TATTOOS, PIERCINGS, AND OTHER BODY MODIFICATIONS

1. Tattoos or Body Markings

a. Any visible tattoos or body marking that are deemed offensive, profane, unprofessional, inappropriate or objectionable shall be covered while on-duty. This requirement does not apply to officers whose primary duties are undercover in nature.

Examples of prohibited tattoos or body markings include:

- those that indicate a criminal gang affiliation.
- depictions of sexually explicit art, nudity, or violence.
- words, art, or phrases that are considered vulgar; or symbols such as swastikas, pentagrams, SS thunderbolts, spider webs, and logos associated with hate groups.
- criminal or supremacist groups or initials, acronyms, or numbers such as "KKK", "666", "MS-13", "14", and "88" that represent hate, criminal or supremacist groups.

b. Tattoos or body marking of any kind that in their totality cover more than one third of the area of exposed skin on an arm or leg shall be deemed excessive and shall be covered while on-duty. This requirement does not apply to officers whose primary duties are undercover in nature.

c. Tattoos or body art on the face and/or neck are prohibited for all members.

d. Tattoos and body art that are prohibited or excessive will be covered by long sleeve shirts.

e. The Chief of Police or designee is the final authority as to the appropriateness of any tattoo(s) or body art.

2. Piercings

   a. Members shall not display, while on duty, any body piercings of any kind that may be visible to the public.

   b. This requirement does not apply to officers whose primary duties are undercover in nature.

3. Body Modifications/Other Prohibited

   a. Any body modification other than for medically necessary rehabilitative purposes or common cosmetic procedures is expressly prohibited.

   b. Purposeful body modification that includes any outwardly visible branding, scarring, resection, subcutaneous implantation or other extreme forms of "body art" is prohibited.