

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	April 14, 2016	Requested Meeting Date:	April 18, 2016
		Confirmed Meeting Date:	
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Franklin Police Department	
Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		
Address:	2801 N Morton Street		
City:	Franklin	State:	IN
ZIP:	46131		
Who will attend the meeting and present the request?			
Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		
Please describe the purpose or title of your presentation.			
Updated R&R Chapters Two, Three and Six. Updated SOP's 1.5, 1.25, 1.27 (attachment removed), 2.3, 3.1, 3.3, 3.6, 4.1. New SOP 1.31. Repealed SOP's 1.9, 3.9, 4.4. Updated Master Index and SOP Index.			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Above listed SOP's and R&R.			
2.			
3.			
4.			

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.5

Subject: BATTERY AND DOMESTIC VIOLENCE		References: SOP 1.18
Special Instructions: REPLACES SOP DATED JANUARY 1, 1995		No. of pages: -3-
Distribution: All Units	Effective Date:	Reevaluation Date:

1.5.1 PURPOSE

To establish protocols for the handling of all batteries, including domestic violence, and to encourage the protection of victims by immediate arrests.

1.5.2 POLICY

It is the policy of the Franklin Police Department that whenever possible, based on the observation of bodily injury and probable cause, an arrest should be initiated whenever members of this department investigate a battery. A minimum of two officers should respond to all reported family violence calls.

1.5.3 PROCEDURE

OFFICERS ARE DIRECTED TO INITIATE DETAILED CASE REPORTS OF ALL REPORTED FAMILY VIOLENCE INCIDENTS, AS WELL AS ANY OTHER TYPE OF BATTERY CALLS, AND SHIFT SUPERVISORS SHALL ENSURE THAT ALL ASSISTING OFFICERS SHALL MAKE SUPPLEMENTARY REPORTS. IT IS NOT REQUIRED THAT THE VICTIM SIGN ANY DOCUMENT.

If the victim shows signs of bodily injury, and probable cause exists, it is recommended that an arrest be initiated. Officers are directed to review I.C. 35-33-1-1 (a)(5), I.C. 35-41-1-4, and I.C. 35-42-2-1. It is important to realize that the definition of "bodily injury" is an impairment of physical condition, including physical pain, and that charges containing the appropriate class of crime must be filed. Accordingly, all battery paperwork should be submitted directly to the Prosecutor's Office and not submitted to City Court.

A battery affidavit is provided by this department to be used by victims who choose to do so. It is recommended that officers do not ask victims of family violence, or whenever a threat of violent retaliation is present, to complete a battery affidavit. Victims of batteries which occurred in taverns, public areas, etc., may be asked to complete and sign a battery affidavit for the purpose of aiding in establishing probable cause for an arrest.

If the investigating officer experiences complications that prohibit making an arrest, the Detective Supervisor of this department shall be contacted to coordinate case follow-up. See SOP 1.19.

Paragraph removed.

STATE OF INDIANA)
 COUNTY OF JOHNSON) SS:
 BATTERY AFFIDAVIT

On or about the _____ day of _____,
 20____, in Johnson
 County, _____ State _____ of _____ Indiana,
 _____ did knowingly
 (Defendant's Name)

touch _____ in a rude, insolent
 or angry manner,
 (Victim's Name)

to-wit:

(Describe the Acts)

which _____ touching _____ resulted _____ in _____ bodily _____ injury _____ to

 (Victim's Name)

I understand that the investigating officer is relying upon my allegations set forth in this affidavit as establishing Probable Cause for the arrest of the defendant on the charge of Battery under IC 35-42-2-1.

 Victim/Witness

 Investigating Officer

AFFIRMATION

I affirm under the penalties for perjury that the foregoing representations are true. I further understand the provisions of the false informing statute and declare I am reporting a crime.

 Victim/Witness

Time _____
 Date _____
 Location _____

Copy 1 – Court Copy 2 – Records Copy 3 – Victim/Witness

BATTERY INVESTIGATION CHECKLIST

____ Narrative of what happened

Narrative should include how call was initiated and all actions that were taken by responding officers

____ Probable Cause Affidavit (signed)

____ Name, address, phone number, DOB and SSN or DLN of victim

____ Name, address and phone number of party who will always know victim's whereabouts

This could be a parent, friend, sibling, close friend or person of similar relationship

____ Name, address, DOB and SSN or DLN of suspect

____ Statement of suspect (or explanation of attempt to take statement)

Confessions are compelling evidence at trial. If suspect exercises right to silence, it should be noted in report

____ Witness Statements

Written statements that contain all information within witness' knowledge about the case should be taken at the scene

____ Name, address and phone number of all witnesses and any other persons with knowledge about the crime

____ Description of battery, including all injuries and any medical treatment rendered

Description should include where on victim's body battery was inflicted. (IC 35-41-1-4 for definition of bodily injury. IC 35-41-1-25 for definition of serious bodily injury)

____ Photographs: (a) of all injuries; (b) of crime scene if there is evidence of a struggle

____ List of all evidence collected

Evidence collected must include any weapons used by suspect (if available) and 911 tape (if complainant called 911)

____ Medical records release form signed by victim

____ NCIC/III inquiry on suspect

Removed and replaced with new checklist.

DOMESTIC VIOLENCE
Officer Checklist
Johnson County, Indiana

Medical Treatment:

- ☐ Not Necessary
☐ Will Seek Own Doctor
☐ First Aid
☐ Hospital: _____
☐ Declined Medical Aid
☐ Medical Release Signed

Suspect under the influence of: ☐ Alcohol ☐ Drug ☐ N/A
Victim under the influence of: ☐ Alcohol ☐ Drug ☐ N/A
Alcohol/Drugs at scene: _____

Additional information that concerns officer about this run:

Victim's Rights Card Given? ☐ Yes ☐ No

Reporting Officer:

Dept:

Case No.

**OFFICE OF THE
PROSECUTING
ATTORNEY**



BRADLEY D. COOPER

**Johnson County
Prosecuting Attorney**
1 Caisson Drive
Franklin, Indiana 46131
317-346-4525
317-736-5709 (FAX)

**Joseph M. Villanueva
Chief Deputy**

**Daylon L. Welliver
Chief Trial Deputy**

**Janine M. Jackson
Administrative Deputy**

**David M. Abbott
Robert C. Seet
Joseph D. Gaunt
Andrew K. Foster
Carlos F. Lam
Felony Court Deputies**

**Douglas B. Cummins
Sex Crimes Deputy**

**Jennifer M.K. Pinnick
Juvenile Deputy**

**Lori M. Lampert
Child Support**

**Ryan K. Bland
Domestic Violence Deputy**

**Joseph M. Saylor
City Court Deputy**

**Maryjo Lykins
Investigator**

December 16, 2010

To: All Law Enforcement Heads

From: Joe Villanueva

Re: Recorded interrogation requirement starting January 1, 2011

Greetings Gentlemen:

I wanted to simply send a reminder to your respective agencies about **Evidence Rule 617**, which goes into effect January 1. In essence this rule states that in a felony prosecution, evidence of a defendant's confession which is given within the confines of a "place of detention" will only be admissible if it is recorded with both video and audio. "Place of detention" is defined as a jail, police station, or another any other building where law enforcement detains people in conjunction with criminal investigations.

A non-recorded confession may still be admissible if we can prove by clear and convincing evidence one of the following exceptions:

- 1) Statement was made as part of the routine "booking" process
- 2) Person agrees to provide a statement, but only if it is not recorded. (** Note however that we will still be required to have evidence of that specific request either on video or in writing)
- 3) Police tried to make the recording in good faith, and the equipment malfunctioned or stopped operating without their knowledge
- 4) Statement by suspect took place outside IN with questions by non-IN officers
- 5) Police reasonably believe crime they are investigating is not a felony under IN law
- 6) Statement was spontaneous and not made in response to a question, or
- 7) Substantial exigent circumstances existed which made recording the statement or preserving it for trial not feasible.

If anyone has any questions as to how this rule applies in specific situations I would be happy to discuss it. For those agencies which do not have any independent recording devices I have enclosed a copy of the rule which proves the requirement. I would suggest you present this rule along with an appropriations request to your respective governing board or council to obtain this equipment as soon as possible. If they have any questions concerning the legitimacy of this kind of expense you may feel free to pass along my contact information to them in support thereof. These kinds of cameras are relatively inexpensive and can be purchased either on-line or at any local Walmart for less than \$100.

Sincerely,

Joseph M. Villanueva
Chief Deputy, JCPO

PROFESSIONAL CODE OF CONDUCT

CHAPTER TWO

PURPOSE: To elevate the standing of the police profession in the public mind, strengthen public confidence in law enforcement, and to encourage law enforcement officers to fully appreciate and accept the responsibilities of their office and profession.

Rules cannot be drawn that will prescribe in detail the manner in which all the duties of law enforcement officers shall be performed. This code outlines the basic objectives sought and provides general rules for the performance of the manifold duties of the law enforcement officer.

SECTION I- PROFESSIONAL STANDARDS

Ia. DUTY STATUS

For the purpose of protecting life and property, sworn officers are always considered on duty and they shall take appropriate action at any time service is required. Officers are subject to overtime. Refusal to work overtime may result in disciplinary action.

IIb. COMPLIANCE TO REGULATIONS AND POLICIES

All members of the department shall obey all written and oral Orders, Policies, Regulations, Standard Operating Procedures of the department and other governing bodies.

IIIc. PERFORMANCE OF DUTY/ACTION REQUIRED

Every sworn member of the Franklin Police Department is vested with enforcement authority, and shall enforce the laws of the State of Indiana, the Ordinances of the City of Franklin and such Federal Statutes as the law may prescribe in a just, impartial and reasonable manner. Officers shall respond without delay to all calls for police assistance. Officers shall be physically and mentally capable of performing such duties and actions.

Outside the City of Franklin, officers shall, at all times take appropriate action in accordance with state law and department regulations.

IVd. INTOXICANT AND ILLICIT DRUG USE

1. Members shall not possess, consume or be under the influence of an alcoholic beverage, illicit drugs, narcotics or any other intoxicant or controlled substances while on duty, or reporting for duty unless such drugs or narcotics are properly prescribed by an attending physician and pose no impairment. The odor of an alcoholic beverage on the officer's breath shall be considered presumptive evidence of consumption. (See Chapter 4 IIIc.)

Officers required to submit to a department ordered breath test (PBT) may also have a blood test performed at their own expense. The blood test must be performed within one (1) hour of the ordered PBT and the ordering officer will inform the Chief, Deputy Chief or next Ranking Officer available prior to administering the test. The administering officer shall forward a full written report to the Chief at once.

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Should the test show .01% or higher, the officer shall be relieved from duty with pay for the duration of the shift. Officers reporting for duty, or found to be operating a city owned vehicle while on duty, with a blood alcohol level of .01% or higher shall be subject to disciplinary action. Officers found to be operating a city owned vehicle off duty with a blood alcohol level of .04% or higher may be subject to criminal and or disciplinary action. *Article 8 of the City Employee Manual, as amended, by the Board of Public Works and Safety on 05/09/06.*

In accordance with the City of Franklin Employee Handbook, no employee will use or be under the influence of alcohol while in the course and /or scope of employment. No employee will report for duty or remain on duty or operate a City vehicle while having any measurable amount of alcohol in his/her system (which for enforcement purposes is defined as anything over .00) or while having any measurable trace of a controlled substance in his/her system for which the employee does not have an authorized prescription. This policy applies to all City employees except law enforcement officers that carry out authorized undercover operations or official duties, such as the handling or transporting of drugs and alcohol.

2. Members shall not purchase alcoholic beverages while in uniform nor be served or seated at a "bar" for meals while on duty. Officers required to consume alcohol in the line of duty will exercise the utmost restraint and at no time become incapacitated.
3. As officers may be required to perform their duties in the event of a departmental need, it is recommended that incapacitation due to consumption of alcohol or narcotics be avoided. Officers not able to respond immediately may be placed on stand-by status for the ability to respond in a timely fashion. Officers called to duty will be held to the standards established for operating a City owned vehicle.

Ve. CONDUCT UNBECOMING

Officers shall not conduct themselves in a manner which brings the department in disrepute, or reflects discredit upon themselves or other officers as a member of this department.

Officers shall not conduct themselves in a manner which impairs the operation or efficiency of the department or themselves.

Officers shall not participate in any incident which impairs their ability to perform their duties, or causes the department to be brought into disrepute.

Officers operating a city owned vehicle, or in uniform or identifying themselves as police officers in any public place, or at any place within the City of Franklin, will be considered to be exhibiting themselves as police officers of this department.

Officers shall not directly or indirectly initiate, permit, or participate in ex parte communications with any member of the Merit Commission concerning any pending or impending disciplinary proceeding of the Merit Commission. Any officer who reasonably believes such ex parte communication has occurred or been attempted between any officer and any member of the Merit Commission shall notify the Chief or Deputy Chief within 24 hours of acquiring such belief.
(Amended 09/21/15)

PROFESSIONAL CODE OF CONDUCT

This rule shall not be construed to prevent the Chief or the Chief's delegates from communicating with the Merit Commission under IND. CODE § 5-14-1.5-6.1 or diminish the Merit Commission's authority under any portion of IND. CODE 5-14-1.5 or of Section 2.12.030 of the City of Franklin Municipal Code.
(Added 09/21/15)

VIi. IDENTIFICATION REQUIRED

Officers shall provide their full name, PE number and area of assignment to any person requesting that information. Identification may be withheld if necessary for the performance of official duties.

VIIg. CRUEL BEHAVIOR

No officer shall, at any time, willfully subject any person to cruel treatment except as is necessary in the line of duty. No officer shall willfully neglect any necessary humane action required to relieve human suffering.

VIIIh. TRUTHFULNESS

No officer shall depart from the truth while giving court evidence, submitting official records and documents, or when questioned under official guidelines; save those guarantees under the Bill of Rights and the Constitution of the United States.

IXi. MISUSE OF RESOURCES

The use of time, facilities, equipment or supplies of the department for private gain or profit shall not be allowed unless authorized by the Chief of Police. See Chapter 3 IIc.

Xj. INSUBORDINATION

No officer shall be unwilling or refuse to submit to the proper, lawful authority of the Department Administration, Ranking Officers, Supervisory Officers, or fail to follow the instructions or intent of department policies by circumventing or ignoring said authority or policies.

GENERAL RULES OF OPERATION

CHAPTER THREE

PURPOSE: The Board of Works has limited interest in the day to day operations of the department, however some issues are of concern. This chapter addresses those issues, but should not be looked upon as an attempt to catalog or address all operational procedures.

SECTION I- EQUIPMENT AND RESOURCES

Ia. VEHICLE OPERATIONS

Occupants of Department vehicles shall comply with State law regarding seatbelts. Officers shall not violate State traffic laws, except in the performance of duty and then in strict conformity with State laws and department policies. Only authorized persons may operate city owned vehicles.

Ib. PATROL OUTSIDE OF CITY

Officers shall not conduct routine patrol outside the city limits.

Ic. AUTHORIZED TRAVEL AREA

Officers assigned vehicles are authorized off-duty travel in the following counties adjoining Johnson: Marion, Morgan, Shelby, Bartholomew and Brown. Use outside of the authorized area may be granted by the Chief of Police, or Deputy Chief. The Chief may restrict or suspend off-duty use as deemed necessary.

Id. OFFICER RESPONSIBILITIES (VEHICLE)

While engaged in off-duty travel outside of Johnson County minor repairs (tire patch, hoses, belts, etc.) and additional gas shall be at the expense of the officer. Copies of all receipts shall be forwarded to the Chief of Police. In the case of a major breakdown officers shall contact the Administrator on call for directions, and will be responsible for the security of the vehicle until the tow truck arrives. The repair shop will be informed to contact the department administration PRIOR TO ANY WORK BEING DONE.

In the event of a property damage accident involving a Department-owned vehicle, no matter how minor, the officer shall inform the agency of jurisdiction and have copies of the report and photographs (if any) forwarded to the Chief of Police. In the case of personal injury, all possible aid should be rendered, the agency of jurisdiction informed and all reports forwarded to the Chief of Police. If possible, the Chief, Deputy Chief, or on call Administrator should be sent to the scene. It is advisable to have another agency with jurisdiction investigate major property damage and personal injury accidents. In the event of a vehicle crash, the officer shall adhere to city policy regarding a post-accident drug screen.

Officers, while operating a police vehicle, shall at all times be:

1. Armed
2. Available to respond to emergency situations
3. Have the two-way radio system on and in working order
4. At all times, operate with total regard for personal and public safety

GENERAL RULES OF OPERATION

Ie. VEHICLE COLLISION REVIEW BOARD

PURPOSE: To set forth rules, authority and responsibilities governing the investigation of vehicle collisions to determine whether or not the collision was preventable by the vehicle collision review board when called to do so by the **CHIEF OF POLICE**.

If. APPOINTMENT AUTHORITY

1. The Chief shall have an Accident Review Board in place at all times pursuant to SOPs for police vehicle crashes and damages. The Chief shall appoint three full-time officers, one from the Investigation section and two from the Uniform section, to the Board. Members shall serve for a specified period of time according to SOPs.
2. The Chief shall have the authority to remove any Board member who can be shown to have been directly involved in the incident under investigation. Further, the Chief may remove a Board member from a particular investigation upon a declaration of conflict of interest from any officer. Said declaration shall be in writing stating the reason why the officer should not serve. The Chief's decision in this area is final.
3. The Board does not have the authority to initiate investigations nor is there an absolute right to have any issue investigated or reviewed by the Board. *Adopted by the Board of Public Works and Safety on 12/12/06.*

Ig. DUTIES OF THE BOARD

The Board is charged with the following:

1. When instructed by the Chief, conduct a complete and impartial investigation of the incident.
2. Forward to the Chief a report containing all pertinent information and documenting the main contributing factors. The Board shall, by majority vote, classify the incident as "preventable" or "non-preventable." After a review of the Board's report, the Chief may consider any lawful action.

Ih. CARE OF EQUIPMENT

Officers are held responsible for the proper use and reasonable care of all city-owned equipment. They shall report in writing to the Chief, the loss of, or damage to, such property. Officers shall not abuse, damage or destroy any equipment or property of the City through negligence, unintended use, or handling. The Board of Works reserves the right to seek replacement or repair costs from any officer found to be negligent in the use or handling of city-owned equipment. This does not preclude the Chief from taking lawful disciplinary action.

Ii. SURRENDER OF EQUIPMENT

Officers subject to suspension, termination, extended medical leave, or having been relieved from duty pending a lawful investigation, shall immediately, at the order of the Chief of Police, surrender all required city-owned equipment and or property. Officers resigning or retiring shall return all such equipment and or property on or before the last work day.

GENERAL RULES OF OPERATION

Ij. OFFICIAL USE OF EQUIPMENT

City-owned equipment is for OFFICIAL USE ONLY except where otherwise allowed by proper authority.

SECTION II- PERSONAL ISSUES

Ila. APPEARANCE

Officers shall report for duty in full uniform or proper civilian clothing. Uniforms will be clean, pressed and in good repair with all equipment in working order. Civilian clothing shall conform to current assignment. Good personal hygiene is mandatory. Hair length, both facial and head, shall be kept conservative and appropriate. This may be interpreted by the Chief as he/she sees fit.

Ilb. FITNESS FOR DUTY

Officers shall, to the best of their abilities, keep themselves physically and mentally capable of fulfilling their duties and responsibilities.

Using the "reasonable person standard," an officer believed to be unfit for duty will be required to submit to a medical and or psychological examination. Examinations will be performed by qualified professionals designated by the Board of Public Works and Safety. Officers found to be in a psychological or medical condition that has the high probability of preventing them from competently or responsibly performing their duties may be encouraged to take medical retirement. The Board may order the Chief of Police to request termination through the Merit Commission.

Ilc. OUTSIDE EMPLOYMENT

Prior to engaging in outside employment, officers shall complete the Off Duty Employment Work Agreement. If the off duty employment requires the use of off duty police officers in a security or law enforcement capacity the Employer Liability Agreement shall be completed. The Chief may approve the request only if it can be shown that the employment will not be in conflict with the best interests of the department. Officers allowed to work in uniform shall conduct themselves as law enforcement professionals. The Chief retains the right to revoke any prior approval.

Officers shall not conduct personal business for profit during duty hours. See Chapter 2 Ic.
Removed completely.

IId. GRATUITIES

No officer shall accept personal gifts, gratuities, bribes, loans, or rewards from anyone in a position to benefit from the performance of the officer's duties and responsibilities, or for tasks performed as part of the officer's duties. Attempts to bribe an officer shall be reported to the Chief at once. Officers may not retain rewards for duties performed, but shall forward same to proper authority for disposition.

Ile. TOBACCO USE ON DUTY

GENERAL RULES OF OPERATION

Tobacco use shall be in compliance with local ordinance.

IIf. PUBLIC COMMENT/PARTISAN ISSUES

Officers shall not publicly criticize fellow officers, department policy or practice, by any form of communication, when such communication is defamatory, obscene, unlawful, impairs department operation or efficiency, or was made without regard for the truth.

On duty, officers shall avoid public comment on issues of partisan controversy which would imply official department involvement or policy.

IIg. COURT APPEARANCE

Officers conducting official business before the courts shall be punctual in attendance and professionally dressed either in uniform or proper civilian business attire. When testifying, officers shall speak only the truth in a calm, clear, explicit manner. Officers shall display the utmost respect for proceedings and all persons in attendance.

Officers shall not recommend attorneys or bondsmen to any person or prisoner. Officers shall not testify in their official capacity in any civil matter absent subpoena.

IIh. MEDIA AND PUBLIC RELATIONS

Officers shall seek to maintain public support, goodwill and cooperation by supporting department policies and objectives, by at all times projecting a professional law enforcement image.

Officers shall cooperate with the news media within department guidelines. No officer shall obstruct media efforts to obtain unclassified information.

Officers shall not communicate to any person or entity not entitled thereto, by law or policy, any information regarding department policies, operations, activities, or contents of official documents or records.

SECTION III- RULE AND LAW VIOLATIONS (GENERAL)

It is the duty of every officer to thoroughly understand and abide by all lawful orders and directives issued by proper authority. Equally important is officers accepting their obligation in reporting violations of regulations and laws for the good of the department and the law enforcement profession.

IIIa. REPORTING

1. Officers shall report, in writing, to any Ranking Officer, Deputy Chief, or Chief, any serious violations of criminal law, department rules, regulations, policy, or procedure, committed by members of this department. Upon receipt of such report, the Chief shall take such action as deemed necessary.
2. Officers shall utilize the chain of command for reporting violations of policies, procedures and directives.

GENERAL RULES OF OPERATION

SECTION IV – ARREST PROCEDURES (GENERAL)

IVa. CONDUCT TOWARD DETAINEES

Officers shall avoid uncomplimentary terms of speech, nor shall they intentionally antagonize any detainee.

IVb. RESPONSIBILITY FOR DETAINEES

Officers may be held responsible for the safety and care of all persons and property detained or held in their custody.

SECTION V – RETIREE FIREARMS & FIREARM TRAINING

Va. RETENTION OF SERVICE WEAPON

When an eligible merit police employee of the Franklin Police Department retires after at least twenty (20) years of service, said employee is authorized to retain his or her standard service weapon and receive a “retired” badge and/or identification card in recognition of service to the community. The Board of Works will declare the value of the weapon at the time of the award for the purposes of proper income tax treatment, which the retiree will be responsible to pay. *Resolution Number 02-01 passed by the Board of Public Works and Safety on 02/12/02.*

Vb. RETIREE FIREARM TRAINING AND CERTIFICATION

Any qualified retired law enforcement officer of the Franklin Police Department desiring to carry a firearm under the provisions of Public Law 108-277 (the “Cop Carry” law) must attend and successfully complete an annual firearms qualification proficiency test as specified by the department’s chief firearms instructor, and approved by the chief of police. Once the retiree is qualified, they will receive from the chief of police a certificate documenting their successful completion. *Resolution Number 04-03 passed by the Board of Public Works and Safety on 11/09/04.*

SECTION VI – UNIFORM ALLOWANCE POLICY

VIa. UNIFORM ALLOWANCE

The sworn members of the police department and the evidence technician will receive an annual cash allotment of \$800.00. Two checks will be issued during the year. The first check will be issued on or before January 10, and the second on or before July 1st. There will be no income tax withholdings from the checks.

All purchases of authorized uniforms, safety equipment, or the maintenance of said, will not be subject to federal income tax withholdings. Each employee shall obtain itemized, original, receipts for each authorized purchase they make during the year. All receipts shall be turned into the Bookkeeper as they are received. All receipts for the first half of the

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year shall be turned in no later than the 2nd Monday in May. All receipts for the second half of the year shall be turned in no later than the 2nd Monday in November. The remaining (if any) unspent portion of the allowance will be subjected to federal income tax withholdings from the last payroll check in July and the last payroll check in December. Indiana sales tax will be re-reimbursed on all authorized clothing and equipment purchases, at the end of each year.

It will be the responsibility of the allowance recipient to keep track of their own receipts, and ensure that they are turned in on time. In order for a receipt to be considered valid, it must be original and record the date, time, place, amount, business name, and purpose.

Likewise, it will be the responsibility of the allowance recipient to handle issues pertaining to duplicate (lost or forgotten) receipts, returns, shipping, etc.

The Police Chief will submit a list of authorized purchases to the Board of Public Works and Safety. The list will be provided to members of the police department. This list will not be exhaustive, and is subject to periodic modification. A list cannot be drawn that will prescribe every possible item that recipients might need. Toward this end, it is the recipient's obligation to use good judgment and in questionable purchases, seek prior approval. Items that are not excludable from IRS income tax withholding regulations (i.e. defective plain clothes) are not approved purchases.

The list of authorized purchases includes both public safety vendors and authorized product lines. Allowance recipients are not restricted to the listed public safety vendors. A purchase may be made at any vendor as long as the purchased item is an approved product line.

Requests for new/additional product lines shall be submitted, through the chain of command, to the chief. *Resolution Number 04-02 passed by the Board of Public Works and Safety on 06/29/04. Resolution revised and this paragraph added by the Board of Public Works and Safety on 05/23/06.*

Items purchased with the allowance will become the property of the employee, and will not be inventoried back to the department upon the conclusion of employment. Employees will however return all items issued to them initially or subsequently by the department (all items furnished and not related to clothing allowance).

Ordinance Number 04-12 passed by the Common Council on 06/28/04.

Section VII Repealed-refer to employee handbook

SECTION VII – LONGEVITY

VIIa. LONGEVITY FOR MEMBERS GRANDFATHERED BY 12/31/02

All full time merit police employees of the City as of December 31, 2002 will continue to receive in addition to their salary and other benefits the longevity compensation to which they are entitled under the provisions of ordinance 81-05, calculated as follows:

1. 2% of a first class police officer wages for 2 years service;

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2. 4% of a first class police officer wages for 4 years service;
3. 6% of a first class police officer wages for 6 years service;
4. 8% of a first class police officer wages for 8 years service;
5. 10% of a first class police officer wages for 10 years service;
6. 12% of a first class police officer wages for 12 years service;
7. 14% of a first class police officer wages for 14 years service;
8. 16% of a first class police officer wages for 16years service;
9. 18% of a first class police officer wages for 18 years service;
10. 20% of a first class police officer wages for 20 years service;
11. 22% of a first class police officer wages for 22 years service;
12. 24% of a first class police officer wages for 24 years service;
13. 26% of a first class police officer wages for 26 years service;
14. 28% of a first class police officer wages for 28 years service;
15. 30% of a first class police officer wages for 30 years service;

The years of service mentioned in this section shall include and be allowed only for years spent in actual service as a member of the City's police department. Longevity compensation shall be paid in two installments per year, on or about June 1 and December 1. Longevity compensation will be added to the pay of the members regardless of their rank pay, but longevity compensation shall be based only upon the pay of a first class police officer. Increases in longevity compensation will only be allowed on January 1 and July 1 of each year.

For the purposes of clarity, this incorporation of the prior longevity compensation plan applies only to police officers hired by the City on or before December 31, 2002, and does not apply to any police officer hired by the City on or after January 1, 2003. Further, police officers hired by the City on or before December 31, 2002, will not receive the longevity compensation described in Section VIb.

VIb. LONGEVITY FOR MEMBERS HIRED AFTER 12/31/02

All full time merit police employees of the City hired after December 31, 2002, will be entitled to receive in addition to their salary and other benefits longevity compensation calculated as follows:

- Upon completion of 1 year of full-time employment, police officers will receive \$100.00 for each year of employment with the City, not to exceed \$1,000.00 per employee.
- The years of employment mentioned in this section shall include and be allowed only for years spent in actual full-time employment as a City employee.
- Longevity compensation shall be paid in 1 installment per year, and will be included in the employee's first full paycheck in January of each year.
- For the purposes of clarity and by way of illustration, a City employee first hired in August of 2003 would receive \$100.00 as longevity compensation in that employee's first full paycheck in January, 2005, because that January, 2005 paycheck would be the first January after the employee's hiring anniversary date.
- This policy was retro active to the date of hire of all civilian employees.
Ordinance Number 02-10 passed by the Common Council on 08/12/02.

DOMESTIC VIOLENCE
Officer Checklist
Johnson County, Indiana

Date:

Dept:

Case No.

Relationship between Victim & Suspect (mark all that apply):

- ☐ SPOUSE
☐ COHABITANTS
☐ DATING/ENGAGED
☐ SAME SEX

- ☐ FORMER SPOUSE
☐ FORMER COHABITANTS
☐ FORMER DATING
☐ CHILD IN COMMON

DATE RELATIONSHIP ENDED:

LENGTH OF COHABITATION:

LENGTH OF RELATIONSHIP:

VICTIM		SUSPECT	
☐ ANGRY	☐ CALM	☐ ANGRY	☐ CALM
☐ AFRAID	☐ COMPLAINT OF PAIN	☐ AFRAID	☐ COMPLAINT OF PAIN
☐ THREATENING	☐ BRUISE(S)	☐ THREATENING	☐ BRUISE(S)
☐ NERVOUS	☐ MINOR CUT(S)	☐ NERVOUS	☐ MINOR CUT(S)
☐ PANICKED	☐ LACERATION(S)	☐ PANICKED	☐ LACERATION(S)
☐ APOLOGETIC	☐ ABRASION(S)	☐ APOLOGETIC	☐ ABRASION(S)
☐ CRYING	☐ FRACTURE(S)	☐ CRYING	☐ FRACTURE(S)
NAME: _____		NAME: _____	
DOB: _____		DOB: _____	

WITNESS/CHILDREN		WITNESS/CHILDREN	
☐ ANGRY	☐ CALM	☐ ANGRY	☐ CALM
☐ AFRAID	☐ WITHDRAWN	☐ AFRAID	☐ WITHDRAWN
☐ NERVOUS	☐ SLEEPING	☐ NERVOUS	☐ SLEEPING
☐ PANICKED		☐ PANICKED	
☐ APOLOGETIC		☐ APOLOGETIC	
☐ CRYING		☐ CRYING	
NAME: _____		NAME: _____	
DOB: _____		DOB: _____	

WITNESS/CHILDREN INFORMATION			
Children present during domestic violence?	☐ Yes	No	☐
Children's statement's taken?	☐ Yes	No	☐
Witness present during domestic violence?	☐ Yes	No	☐
Witness statement taken?	☐ Yes	No	☐

Names, ages and DOB's of ALL children present:

LETHALITY I			
Has (S) ever used/threatened to use a weapon against you?	☐ Yes	No	☐
Witness present during domestic violence?	☐ Yes	No	☐
Witness statement taken?	☐ Yes	No	☐

U = Unable or Unwilling to Respond

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

CHAPTER SIX

PURPOSE: To outline the terms, limits and conditions under which those entitled shall utilize the authorized employee benefits described in this chapter. Further, it is the intent of this Board that employee benefits as noted in the CITY MANUAL not in conflict with or addressed herein shall be afforded to members of the Franklin Police Department as authorized.

SECTION I – VACATION

Ia. ADMINISTRATION, INVESTIGATION DIVISION, OPERATIONS COMMANDER ADMINISTRATIVE SCHEDULE

After one (1) year of continuing employment.....	14 days
After five (5) years of continuing employment.....	21 days
After ten (10) years of continuing employment.....	28 days
After eighteen (18) years of continuing employment.....	30 days

UNIFORM DIVISION ACCRUED TIME TABLE

Prior to one (1) year of continuing employment.....	UP TO 4 days*
After one (1) year of continuing employment.....	11 days
After five (5) years of continuing employment.....	16 days
After ten (10) years of continuing employment.....	21 days
After eighteen (18) years of continuing employment.....	23 days

*Exact number is determined at a rate of .132 hours per day of continuous employment.

Ib. SCHEDULING

Scheduling is dependent upon the needs of the Department. Requests for time off shall be made, in writing, to your immediate supervisor. Vacation will be used in full or half day increments. All vacation benefits shall be taken within each officers ANNIVERSARY year. In the event an employee is not able to utilize all authorized vacation days due to the needs of the department the Chief may allow the unused days to be carried over into the next anniversary year. The carried over days shall be used within the first 70 days of the new anniversary year or be LOST.

SECTION II – OVERTIME

1. Each full-time patrol officer's salary will be based on one hundred sixty eight (168) hours in each twenty-eight (28) day period. The operations commander and investigators will have a salary based on one hundred sixty (160) hours in each twenty-eight (28) day period.
2. Each full-time patrol officer working over one hundred sixty eight (168) hours will be paid an additional hours wage per hour up to and including one hundred and

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

seventy-one (171) hours. The operations commander and investigators working over one hundred sixty (160) hours will be paid an additional hours wage per hour up to and including one hundred and seventy-one (171) hours.

1. Each full-time officer, working a uniform division schedule, will have a salary based on one-hundred sixty-eight (168) hours in each twenty-eight (28) day period to be paid at their total compensation rate. Each full-time officer working a uniform division schedule and working over one-hundred sixty-eight (168) hours in a twenty-eight (28) day period is paid overtime for the additional hours worked at their total compensation rate.
2. Each full-time officer, working an administrative schedule, will have a salary based on one-hundred sixty (160) hours in each twenty-eight (28) day period to be paid at their total compensation rate. Each full-time officer working an administrative schedule and working over one-hundred sixty (160) hours in a twenty-eight (28) day period is paid overtime for the additional hours worked at their total compensation rate.
3. Each full-time officer working over one hundred and seventy-one (171) physical hours (ACTUAL WORKED HOURS) will receive one and one-half (1 ½) times the hourly wage for each additional hour in that twenty-eight (28) day period.
4. Full-time officers required to assist the public with police related duties when off-duty for periods of more than fifteen (15) minutes shall add such time to their payroll formula.
5. Overtime will be computed in accordance with 29 CFR Part 553, Application of the Fair Labor Standards Act to Employees of State and Local Government Federal Register.
6. Falsely reporting or deliberate abuse of overtime may be cause for disciplinary action. Supervisors will be responsible for approving overtime. Supervisors shall assign, assist, or direct Subordinate Officers in the completion of incidents to eliminate as much overtime as possible.

SECTION III – FLOATING HOLIDAY

1. Patrol Officers shall receive thirteen (13) Floating Holidays off per year in lieu of holidays. Floating Holidays shall only be taken in full day increments and at a rate of one (1) within each twenty-eight (28) day work period. Patrol Officers shall use one Floating Holiday per work period or lose it. If an officer is unable to use a Floating Holiday during a work period due to a department need the Chief of Police may grant permission to use it within the next two work periods. Floating Holidays may only be carried over into the next year with just cause as determined by the Mayor.
2. All other officers shall receive holidays off, unless the needs of the Department require them to work, in which event they shall receive two (2) BANKED HOURS for every hour worked on said holiday.
3. All officers shall receive one additional Floating Holiday for their birthday. This day is to be used on or near their birthday.

SECTION IV – OFFICERS SICK TIME and MEDICAL DUTY

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

IVa. SICK TIME POLICY

1. Sick time is a benefit provided to officers in order to protect them from loss of income during short periods of minor NON-DUTY RELATED illness or injury. Sick time MAY NOT be used for any other reason.
2. Officers assigned to the uniform division are entitled to **72** hours of Sick Time during the **calendar year**. Investigators and administrators are entitled to **64** hours of Sick Time during a **calendar year**. Unused Sick Time will be converted into Floating Benefit hours to be used within the next **calendar year**. Unused Floating Benefit hours will be lost at the end of the **calendar year** to which they have been allotted.
3. Officers shall not engage in any conduct that could be considered inconsistent with their reported illness or injury, or engage in any activity that would give the department or public the impression that the officer is capable of working and possibly malingering.
4. Officers may use Floating Benefit hours and Sick hours in quarter (1/4) hour increments.
5. Sick Hours MAY NOT be used to miss more than three (3) CONSECUTIVE WORK days without a doctor's verification that the Officer is unable to work.
6. Officers who return to duty within three (3) days or less may do so without a medical release.
7. Officers who return to duty in excess of three (3) days MUST OBTAIN a full release from their attending physician or be counted ABSENT WITHOUT PAY.
8. Officers ARE REQUIRED to advise PROPER AUTHORITY no less than three (3) hours in advance of any sick day request, when possible.
9. Officers who fail to report for duty due to an off-duty injury or illness may be visited by proper authority in order to confirm the reported illness or injury.
10. The terms of Chapter 6 section IVd, OFFICER RESPONSIBILITIES, shall apply to this section.

IVb. MEDICAL DUTY (WORKERS COMPENSATION)

1. Refer to the City Manual.
2. Refer to SOP 1.29 On Duty Injury or Illness.

IVc. SHORT and LONG TERM DISABILITY

3. Short Term Disability:
 - a. In accordance with City Ordinance (Refer to City manual for details).
 - b. Short Term Disability begins on the eighth (8th) day. Any type of benefit day may be used on scheduled work days to reach the eighth day.
 - c. Short Term Disability pays 75% of the employee's salary. The employee has the option to use their benefit time to reach 100% of salary.
4. Long Term Disability
 - a. In accordance with City Ordinance (Refer to City manual for details).
 - b. Long Term Disability pays 60% of the employee's salary and takes effect after six (6) months after Short Term Disability has been utilized and exhausted.

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

5. If an officer is placed on short or long term disability, the city-owned patrol vehicle shall be parked at the Franklin Police Department.

IVd. RETURN FROM MEDICAL DUTY - SHORT or LONG TERM DISABILITY

1. Depending on the seriousness of the injury or illness and time spent on sick leave, the officer may be required to provide extensive medical documentation from his/her attending physician(s) and submit to further examination by a qualified practitioner as directed prior to release.
2. In NO CASE will an officer return to duty **with a restriction** without a **FULL RELEASE** from his/her attending physician. The officer must produce to the office of the City Clerk Treasurer a completed "Certification of Physician or Practitioner of employee fitness for duty" form.
3. When the officer is able to return to full duty, the assigned vehicle will be released back to the officer by FPD Administration.

IVe. OFFICER RESPONSIBILITIES

1. OFFICERS MUST REPORT DUTY RELATED ILLNESS OR INJURY TO THE RANKING OFFICER ON DUTY. Refer and adhere to SOP 1.29.
2. Officers using sick time or medical duty are still held accountable to the policies of the City and the department.
3. Officers shall not engage in conduct that could be considered inconsistent with their reported illness or injury, or engage in any activity that would give the impression to the department or public that they are capable of working and possibly malingering.
4. Officers are required to update the department administration on any change in condition as it occurs.

IVf. PAID ADMINISTRATIVE LEAVE

1. The department head may request up to 30 days of administrative leave for public safety personnel. Administrative leave will be considered non-punitive and with pay. Administrative leave may be used when situations arise that concern the health, safety, or welfare of the public or members of the department and subject to the rules and procedures adopted by the Franklin Board of Public Works and Safety.

IVg. OTHER LEAVE

1. For entitlements to all other forms of paid and non-paid leave see the CIVILIAN PERSONNEL POLICY MANUAL. Specific types of leave identified, if any, herein is in lieu of similarly identified Civilian Leave.
2. For Military Leave, refer to SOP 1.30

IVh. ABSENCE WITHOUT LEAVE (AWOL)

1. The absence of an officer who does not secure approval of annual leave, sick leave, or leave without pay is recorded as absent without leave.

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

2. An officer who is absent from duty without having already obtained his/her supervisor's approval, must notify the supervisor promptly of the absence; the reason for the unscheduled absence, and the expected date of return to duty. In the event the officer is out of benefit time, the supervisor must contact a member of the Administration to obtain approval.
3. An officer who does not have prior approved leave and who does not notify his/her supervisor and get approval of an absence from Administration shall be considered "absent without leave" or AWOL.
4. An officer may be denied the use of annual or personal leave for an unscheduled absence. The officer will receive no pay for the period of the unauthorized absence.
5. Absence without leave is misconduct and may result in disciplinary action. An officer may be charged with insubordination if absent from duty after having been denied leave by a supervisor.
6. An officer is considered **tardy** if they are not on duty and at the specified location at the specified time for Normal Duty Hours, Special Duty Details, and Training or as directed. Persistent tardiness is considered AWOL. For tardiness policy, refer to SOP 1.1 Uniform Procedures.

SECTION V – OFF DUTY CALL-IN/ADDITIONAL DUTY

1. Officers ordered by proper authority to report for additional, non-scheduled duty, training, court or emergency shall be authorized a minimum of two (2) compensated hours.
2. Officers must **PHYSICALLY REPORT FOR DUTY TO BE COMPENSATED**.
3. The time shall be divided into physical and non-physical hours.
4. Duties which are an integral part of the officer's principal activity, such as completing reports at the end of a shift, or responding to calls just prior to coming on duty, etc., are not included in **THIS FORMULA**.
5. The rate of pay or compensatory time shall be calculated within existing guidelines (See Chapter 6, Sections II & III).

SECTION VI – TIMEKEEPING SYSTEM

VIa. POLICE CHIEF & DEPUTY POLICE CHIEF (EXEMPT – FROM OVERTIME)

1. Must have a minimum of 37.5 physical or benefit hours per week
2. Receives scheduled Holiday benefit hours **ON** the scheduled holiday
3. Time between 37.5 and 40.0 hours is lost
4. Anything over 40.0 hours is automatically added to Comp **EARNED** each week
5. May use:
 - a. Comp Time Banked 1.0 – ¼ hour increments (Comes from Banked 1.0 balance)
 - b. Holiday Comp Time Taken 1.0 – ¼ hour increments (Comes from Holiday Banked balance)
 - c. Birthday – 7.5 hours
 - d. Comp Earned Taken – ¼ hour increments (Comes from Comp **EARNED**)

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

- e. Floating Benefit Time – ¼ hour increments (“Personal Days”)
- f. Sick – ¼ hour increments
- g. Vacation – 1.0 hour increments

VIb. CIVILIANS (NON-POLICE ADMIN & EVIDENCE TECHNICIAN)

1. Must have a minimum of 37.5 physical or benefit hours per week
2. Receives scheduled Holiday benefit hours ON the scheduled holiday
3. May use:
 - a. Comp Time Taken 1.0 – ¼ hour increments (Comes from Banked 1.0 balance)
 - b. Comp Time Taken 1.5 – ¼ hour increments (Comes from Banked 1.5 balance)
 - c. Birthday – 7.5 hours
 - d. Personal – ¼ hour increments
 - e. Vacation – 3.75 or 7.5 hour increments
 - f. Called In:

Hours not regularly scheduled to work, i.e. after 4:00 PM or before 8:00 AM Monday - Friday (even if extension of work day) or on weekend, will be compensated per the City of Franklin Employee Manual for a minimum of 2.0 hours. Hours calculated at a rate of 1.5 per hour for all physical hours worked. Difference between physical hours worked and 2.0 hour minimum will be compensated at rate of 1.0 per hour. Hours in excess of 2.0 will be calculated at rate of 1.5 per hour. May choose to be paid or banked. Must use drop-down transfer code in Kronos: "Called In - Emerg 1.5 Paid" or "Called In - Emerg 1.5 Banked"; for the call-in hours.

Civilian employees must have at least 37.5 hours for each week NOT including the call-in hours. Physical/benefit hours will NOT affect the paid/banked hours earned during any call-in.

VIc. PATROL UNIFORM DIVISION OFFICERS

1. Must have a minimum of 168.0 physical or benefit hours per 28-day period
 - a. *DO NOT* include OPO/DUI/BLITZ hours into this total
 - b. Regular Overtime is *only* calculated at end of 28-day period (B period)
 - c. OPO/DUI/BLITZ is paid as it is earned (can be either A or B period)
 - d. May use:

Comp Time Taken 1.5 – 1.0 hour increments (Comes from Banked 1.5 balance)
Floating Benefit Time – ¼ hour increments or greater (Carried over Sick Days)
Floating Holiday – 12 hour increments (12 Hour Birthday and Holidays)
Sick – ¼ hour increments or greater
Vacation – 6 or 12 hour increments.

VIId. INVESTIGATORS and OPERATIONS COMMANDER ADMINISTRATIVE (NON-EXEMPT) SCHEDULE OFFICERS

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

1. Must have a minimum of 160.0 physical or benefit hours per 28-day period
 - a. DO NOT include OPO/DUI/BLITZ hours into this total
 - b. Regular Overtime is *only* calculated at end of 28-day period (B period)
 - c. OPO/DUI/BLITZ is paid as it is earned (can be either A or B period)
 - d. Receives scheduled Holiday benefit hours ON the scheduled holiday
 - e. May use:
 - Comp Time Taken 1.0 – ¼ hour increments (Comes from Banked 1.0 balance)
 - Comp Time Taken 1.5 – ¼ hour increments (Comes from Banked 1.5 balance)
 - Holiday Comp Time Taken – ¼ hour increments (Comes from Holiday Banked balance)
 - Birthday – One 8 hour day
 - Floating Benefit Time – ¼ hour increments (Carried over Sick Days)
 - Sick – ¼ hour increments
 - Vacation – 4.0 or 8.0 hour increments.
2. **Call Out** – Enter exact time called out and the time you mark off duty. In the “Transfer” column pick “Court-Evidence Call-in – Police” which will automatically give you a minimum of two hours. (**DO NOT** use “Paid 1.0”)
3. **Call Out on Holiday** – To get paid minimum of two hours for callout and to receive two banked hours for every hour worked, Detectives must claim at least two hours of actual time worked. Example: If you work 0900 to 0945, you should claim 0900 (In) to 1100 (Out) and in the comments field indicate “Note - Actual time worked 0900 to 0945.”

VIe. Due to the difference in benefit time between the administration, investigations and uniform division, the following formulas will be used when an officer changes Divisions.

1. $\frac{\text{Benefit Used}}{\text{Benefit Allotment}} = \text{Percent of Benefit Used}$
2. $\text{New Benefit} \times \text{Percent of Benefit Used} = \text{Benefit Used}$
3. $\text{New Benefit} - \text{Benefit Used} = \text{Remaining Benefit in New Assignment}$

VI f. BEREAVEMENT

1. Must be arranged with Administration through a written request if practical. The request must state the relationship between the deceased and the employee, and the length of time needed for the requested absence.
2. All full- time employees may be granted a paid leave up to a total of seven (7) days bereavement leave annually, in the event of the death of a family member, loved one, or co-resident of the household.

VACATION, OVERTIME, COMPENSATORY AND LEAVE TIME

All full-time employees may be granted a paid leave of up to (seven) 7 days for deaths in the employee's immediate family. "Employee's immediate family" for purposes of this section will mean an employee's spouse, parent, child, grandparent, grandchildren, sister, brother, corresponding in-laws, uncles, aunts, step-relatives, and other residents of the household of an employee.

3. In exceptional circumstances concerning the deaths of family members the employee may request additional bereavement leave over the seven (7) day annual limit. The request must be communicated to the Chief, or designee, outlining the circumstances and the amount of time requested. The Chief, or designee, must then apply to the Mayor, or his designee, for approval on behalf of the employee.

In exceptional circumstances, the employee may request additional days of bereavement leave. The request must be communicated to the Chief and must state the exceptional circumstances and the amount of time requested. The Chief must apply to the Board of Works, or its designee, on behalf of the employee. The Board of Works, or its designee, has discretion to approve such leave as determined appropriate.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.9

Subject: POLICE VEHICLE CRASHES AND DAMAGES		References:
Special Instructions:	Effective Date:	No. of pages: -4-
Distribution: All Units	Revised Date: October 6, 2014	Reevaluation Date:

SOP REPEALED

1.9.1 PURPOSE

It is the purpose of this policy to establish guidelines for the handling of police vehicle crashes and damages.

1.9.2 POLICY

The Franklin Police Department recognizes that it is inevitable police vehicles will be damaged and involved in traffic crashes. This directive establishes the procedures to be followed when department vehicles sustain damage.

1.9.3 PROCEDURE

A. CLASSIFICATIONS

1. Any incident occurring on a public street or private property open to the public involving a department vehicle or other object or person where either the department vehicle or other object or person sustains damage caused by the operation of a motor vehicle.
2. The following types of incidents will be classified as Damage to Police Vehicle reports:
 - a. Any incident occurring on public or private property not classified as a motor vehicle crash in which the department vehicle (including the interior), other objects (i.e. gas pumps, etc.), or persons sustains accidental damage or injury
 - b. A department vehicle sustains intentional damage by any person
 - c. Intentional contact during a pursuit i.e. Ramming Suspect Vehicle

B. OFFICER INVOLVED CRASHES (10-50)

In the event of a property damage accident, no matter how minor, the officer shall inform the agency of jurisdiction and have copies of the report and photographs (if any) forwarded to the Chief of Police. In the case of personal injury, all possible aid should be rendered, the agency of jurisdiction informed and all reports forwarded to the Chief of Police. If possible, the Chief or Deputy Chief should be sent to the scene. It is advisable to have another agency with jurisdiction investigate major property damage and personal injury accidents.

Any officer involved in a crash while operating a city owned vehicle shall report for a post-accident drug screen as directed in the City of Franklin Employee Handbook.

C. DAMAGE TO A POLICE VEHICLE WITH-IN THE FRANKLIN CITY LIMITS

1. Whenever a police vehicle is involved in a situation that would qualify it as damage to police vehicle incident within the City of Franklin as classified above, the following

personnel must remain at, or report to, the scene and the following reports will be prepared, for each department vehicle involved.

a. Officer – Incident Report titled “Damage to City Property”

b. Supervisor

- i. Damage Report. The supervisor will conduct a thorough investigation of the incident. If extenuating circumstances exist, the supervisor will prepare a detailed inter-department to the involved officer’s commander regarding the incident. The inter-department should be a thorough account of the incident, outlining all information relative to the incident and must be submitted with the Damage Report.
- ii. A damage estimate will also be attached, including damage estimates for associated equipment, i.e. for damaged MDCs, the Arsenal for damaged shotgun racks, etc.

2. Each officer is responsible for checking his assigned vehicle for damage on a daily basis. The on-duty supervisor shall be notified ASAP of any found damage. Officers failing to do so may be charged with any damage found on the vehicle while it is under his/her control.
3. The on-duty shift supervisor shall be notified ASAP of any known or detected problem with vehicle emergency equipment. The officer shall arrange for repairs through the Fleet Maintenance Officer ASAP.
4. Officers using pool cars shall return the vehicle in proper working order, clean, a full tank of gas, and report any problems to the on-duty supervisor ASAP.

D. ACCIDENT REVIEW BOARD

1. The Accident Review Board is established under the direct authority of the Chief of Police as outlined in department rules, regulations, and applicable law. The board is an administrative body responsible for the review of all crashes and incidents involving motor vehicles under the control of the department. The board will review all cases of damage to department vehicles except:

a. Incidents with Gas Pumps

It will be the responsibility of the shift supervisor to take any disciplinary action deemed appropriate in any incident where gas pumps or the department vehicle were damaged due to negligence by the officer failing to remove the hose from the vehicle before moving the vehicle.

b. Interior Damage

It will be the responsibility of the shift supervisor to take any disciplinary action deemed appropriate in an incident where there is interior damage to a department vehicle.

2. Formal hearings and administrative reviews, conducted in accordance with established procedures, will be held by the board to determine compliance with department orders,

rules, and policies. While not a disciplinary board, the Accident Review Board will make specific recommendations for disciplinary action to the Chief.

3. Responsibilities of the Accident Review Board

- a. To determine the fault of all department vehicle crashes or damage incidents with respect to applicable law, orders, rules and policies.
- b. Provide consistent and judicious recommendations to the Chief for disciplinary or corrective actions to be taken against officers found to be in violation of law, order, rules and policies.
- c. Arrange for corrective or remedial training designed to assist personnel in the prevention of vehicle crashes or incidents.
- d. Periodically review policies and procedures related to vehicle operation to ensure compliance with department directives.

4. Review Procedures

- a. The Accident Review Board chairman will establish appropriate procedures for efficient review of all investigative materials concerning the crash or incident.
- b. The Accident Review Board may require testimony from the involved employee and any other personnel connected with the crash or incident and subsequent investigation.
- c. An employee appearing before the Accident Review Board may present evidence and testimony on their own behalf. Employees will also be permitted to ask questions of the board, provided the questions are specifically and directly related to their case.

5. Recommendations of the Accident Review Board

- a. Not at Fault Accident
 - i. Decision of the board that the employee directly responsible for the vehicle exercised reasonable care in the operation of the vehicle.
 - ii. Circumstances contributing to the crash or incident were reasonably beyond the control of the employee.
- b. At Fault Due to Extenuating Circumstances
 - i. Decision of the board that avoidance of the crash or incident was reasonably within control of the employee.
 - ii. Extenuating circumstances exist and disciplinary action will be waived.
 - iii. Judgments in this category must be thoroughly explained in writing by the Accident Review Board to the Chief.

c. At Fault

- i. Decision of the board that avoidance of the crash or incident was reasonably within control of the employee.
- ii. There was a failure to exercise reasonable care in the operation of the vehicle or a violation of law, orders, rules or policies.

6. Discipline

- a. If an officer is involved in an **AT FAULT** (preventable) crash, they may have their take-home car privileges taken away for a period of time determined by the Chief of Police.

Rule 617. Unrecorded Statements During Custodial Interrogation

- (a) In a felony criminal prosecution, evidence of a statement made by a person during a Custodial Interrogation in a Place of Detention shall not be admitted against the person unless an Electronic Recording of the statement was made, preserved, and is available at trial, except upon clear and convincing proof of any one of the following:
 - (1) The statement was part of a routine processing or "booking" of the person; or
 - (2) Before or during a Custodial Interrogation, the person agreed to respond to questions only if his or her Statements were not Electronically Recorded, provided that such agreement and its surrounding colloquy is Electronically Recorded or documented in writing; or
 - (3) The law enforcement officers conducting the Custodial Interrogation in good faith failed to make an Electronic Recording because the officers inadvertently failed to operate the recording equipment properly, or without the knowledge of any of said officers the recording equipment malfunctioned or stopped operating; or
 - (4) The statement was made during a custodial interrogation that both occurred in, and was conducted by officers of, a jurisdiction outside Indiana; or
 - (5) The law enforcement officers conducting or observing the Custodial Interrogation reasonably believed that the crime for which the person was being investigated was not a felony under Indiana law; or
 - (6) The statement was spontaneous and not made in response to a question; or
 - (7) Substantial exigent circumstances existed which prevented the making of, or rendered it not feasible to make, an Electronic Recording of the Custodial Interrogation, or prevent its preservation and availability at trial.
- (b) For purposes of this rule, "Electronic Recording" means an audio-video recording that includes at least not only the visible images of the person being interviewed but also the voices of said person and the interrogating officers; "Custodial Interrogation" means an interview conducted by law enforcement during which a reasonable person would consider himself or herself to be in custody; "Place of Detention" means a jail, law enforcement agency station house, or any other stationary or mobile building owned or operated by a law enforcement agency at which persons are detained in connection with criminal investigations.
- (c) The Electronic Recording must be a complete, authentic, accurate, unaltered, and continuous record of a Custodial Interrogation.
- (d) This Rule is in addition to, and does not diminish, any other requirement of law regarding the admissibility of a person's statements.

DOMESTIC VIOLENCE
Officer Checklist
Johnson County, Indiana

LETHALITY II

Recently separated after living together or marriage?	☐ Yes	☐ No	☐	☐ U	☐
Has (S) ever tried to kill himself/herself?	☐ Yes	☐ No	☐	☐ U	☐
Do you have a child that (S) knows is not (S)'s?	☐ Yes	☐ No	☐	☐ U	☐
Has (S) ever tried to choke (V)?	☐ Yes	☐ No	☐	☐ U	☐
Is there a protective order in place?	☐ Yes	☐ No	☐	☐ U	☐
If yes, please list cause # and date of service/method _____					
Is (S) violently or constantly jealous or controlling of most of (V)'s daily activities?	☐ Yes	☐ No	☐	☐ U	☐
Does (S) have a gun or can (S) get one easily?	☐ Yes	☐ No	☐	☐ U	☐
Has (S) threatened to kill you in the past 7 days?	☐ Yes	☐ No	☐	☐ U	☐
Does (S) follow/spy on you or leave threatening messages?	☐ Yes	☐ No	☐	☐ U	☐
Is (V) pregnant?	☐ Yes	☐ No	☐	☐ U	☐
Is (S) unemployed?	☐ Yes	☐ No	☐	☐ U	☐

U = Unable or Unwilling to Respond

INCIDENT INFORMATION AND HISTORY

911 Call Completed? ☐ Yes ☐ No

Police contacted By? ☐ Victim / ☐ Family Member / ☐ Neighbor / ☐ Other (circle)

Who was the first non police person V contacted during or after the incident? Name: _____ Phone #: _____

Threats made to V in officer's presence? ☐ Yes ☐ No
If yes, state threat: _____

Domestic related prior unreported incidents between (S) and (V)? ☐ Yes ☐ No
If yes, when? _____

Names and Phone #s of 2 people who can reach V at all times?
Name: _____ Phone #: _____
Name: _____ Phone #: _____

If non-English speaking assistance needed? ☐ Yes ☐ No If yes, what language? Spanish / Burmese / Punjabi / Hindi / Other (circle)

STRANGULATION OR "CHOKING" ALLEGED?

☐ Yes ☐ No ☐

☐ U

U = Unable or Unwilling to Respond

STRANGULATION EVIDENCE: VISIBLE SIGNS

☐ SCRATCH MARKS ☐ RED MARKS ☐ RED SPOTS ☐ RED EYES (BLOOD) ☐ COUGHING BLOOD
☐ SWELLING ☐ BRUISING ☐ INVOLUNTARY URINATION/DEFECATION ☐ NONE (AT PRESENT TIME)

STRANGULATION EVIDENCE: NON-VISIBLE SIGNS

☐ DIFFICULTY SWALLOWING ☐ RASPY VOICE ☐ COLD/ASTHMA PRESENT ☐ NAUSEA ☐ SORENESS TO THROAT ☐ LOSS OF CONSCIOUSNESS
☐ DIFFICULTY BREATHING ☐ HYPERVENTILATION ☐ COUGHING ☐ NONE (AT PRESENT TIME)

Photographic Documentation:

Photos? ☐ Yes ☐ No Taken at: ☐ Crime Scene ☐ Hospital: _____

Who took? _____

Follow-up Photos Req/Rec? ☐ Yes ☐ No Taken of: ☐ Victim's Injuries ☐ Suspect's Injuries ☐ Scene

Victim Statement: ☐ Yes ☐ No ☐ U ☐ To be obtained

U = Unable or Unwilling to Respond

Weapon(s) Documentation:

Weapon(s) used during incident: ☐ Yes ☐ No ☐ U
U = Unable or Unwilling to Respond

Type of weapon used: _____

Weapon(s) seized? ☐ Yes ☐ No

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.25

Subject: MOTOR VEHICLE INVENTORIES		References: SOP 1.16, 1.20
Special Instructions:		No. of pages: -2-
Distribution: All Units	Effective Date: December 3, 2012	Revised:

1.25.1 PURPOSE

The purpose of this policy is to provide officers with guidelines for determining when and how a motor vehicle inventory should be conducted, as well as directing the completion of **BMV Form 322B**, the "Abandoned/Impounded Vehicle Report."

1.25.2 POLICY

A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the agency against claims of lost, stolen, or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of this department to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

1.25.3 PROCEDURE

A. LEGAL AUTHORITY TO INVENTORY

1. Officers of this agency shall conduct a motor vehicle inventory when:

The vehicle has been seized or impounded pursuant to the arrest of the driver, after towing the vehicle for violations, after towing as permitted or required by law, or for related enforcement, safety, and/or care taking purposes.

2. Examination of the contents of a motor vehicle pursuant to a criminal investigation, or for the specific purpose of discovering evidence of a crime, is a search, not an administrative inventory. Officers shall be guided by current law and court rulings when engaged in these actions.

B. SCOPE OF INVENTORY

1. The contents of **ALL** motor vehicles that are seized and/or impounded by this department **SHALL** be subject to inventory in accordance with the provisions of section 1.25.3A of this policy.
2. An inventory should be conducted in the location at which the vehicle is seized unless limited by reasons of safety or practicality. If so, the vehicle shall be inventoried as soon as possible following impoundment.
3. A motor vehicle inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including, but not limited to, the passenger compartment, trunk, and glove compartment.
4. All closed containers found within the vehicle **SHALL** be opened for purposes of the inventory. Closed and locked containers shall not be forced open, but shall be logged on

the impound report as such. If a key or lock combination is available, locked containers shall be opened and inventoried.

5. For **ALL** vehicles which are ordered towed by this department, abandoned, seized, etc., the responsible officer for the incident **SHALL** enter in ECWS. If ECWS is unavailable, the Franklin Police Department Abandoned/Impounded Vehicle Report will be completed. cause the completion of Indiana BMV form 322B prior to going off duty (reference SOP 1.20). For purposes of paperwork control, the appropriate incident number **SHALL** be entered on the top of BMV form 322B. The reason for tow box **MUST** be used to indicate whether or not a "department investigative hold" is to be placed on the vehicle, and the responsible authority for the release. In addition, it is **MANDATORY** that officers include the mention of any tow-ins in reports and detailed information about any investigative holds in a supplement field. If a vehicle is towed to the Franklin Police Department due to an investigative hold, once the hold is lifted, the initial tow company shall be contacted to pick up the vehicle at the Franklin Police Department to be towed to their lot. The owner will then contact the tow company to make arrangements to pick up the vehicle.

C. PROPERTY CONTROL

1. All items of value shall be itemized on Indiana BMV form 322B the Abandoned/Impounded Vehicle Report. Items of great value shall be turned over to the control of the property room for safekeeping (See SOP 1.16). If the number of articles located in a vehicle are so great that there is insufficient room on form 322B the Abandoned/Impounded Vehicle Report, officers are directed to list items on a statement form, marked at the top with the incident number and serial number of the BMV form 322B Abandoned/Impounded Vehicle Report being used, and submitted to Records.
2. The control and safekeeping of hazardous materials shall be the responsibility of the property officer (See SOP 1.16).
3. Contraband and evidence discovered during the course of a motor vehicle inventory shall be deposited with the property officer in accordance with procedures outlined in SOP 1.16.
4. All copies of BMV form 322B, except the canary copy, will be *given to the wrecker driver* for forwarding to BMV. The canary copy of BMV form 322B will be turned into the Records Division. If ECWS is unavailable and the Franklin Police Department Abandoned/Impounded Vehicle Report was completed, forward the white copy to Records and give the yellow copy to the tow company.
5. The Records Division shall maintain a file of the canary copies of BMV form 322B. Forms which are marked to indicate "department investigative holds" are to be initialed and dated as to when they were released. For "holds" for a specific person, or investigation, the impounding officer **SHALL** ensure that the person or agency whose permission must be given prior to release be indicated on BMV form 322B, and supplement field of the incident. The Records Division shall not authorize the release of the impounded vehicle until that person or authorized agent of that agency advises that a release is appropriate.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.31

Subject: LACTATION BREAK		References:
Special Instructions:		No. of pages: - 1 -
Distribution: All Units	Effective Date:	Reevaluation Date:

1.31.1 PURPOSE

The purpose of this policy is to provide break times for employees desiring to express breast milk for the employee's infant child.

1.31.2 POLICY

It is the policy of this department to provide reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child.

For up to one year after the child's birth, an employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her child. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

The department will designate a room for this purpose. The exact location will be determined by the Chief of Police depending on the needs of the department. An employee occupying the room shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigerator storage may be posted in the room.

An employee desiring to take a lactation break shall notify her supervisor prior to taking such a break. Requested lactation breaks may be reasonably delayed or denied if they would seriously disrupt department operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The employee must record the start and end time of each lactation break on the extra time record and submit it to the shift commander. Any lactation break that does not occur during the employee's regularly scheduled rest or meal period and that exceeds 20 minutes will be unpaid.

This policy is intended to comply with Ind. Code § 5-10-6-2 and 29 U.S.C. § 207(r).

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 2.3

Subject: ELECTRONIC INCAPACITATION DEVICE - TASER		References: R&R Chapter 7
Special Instructions:		No. of pages: -6-
Distribution: All Units	Effective Date: December 3, 2012	Reevaluation Date:

2.3.1 PURPOSE

This policy is intended to provide general guidelines for the use of the Taser M26/X26 (hereinafter "Taser"). The Taser will be used as an additional police tool and is not intended to replace firearms or other self-defense techniques. The Taser may be used to control dangerous or violent subjects when deadly force does not appear to be justified and/or necessary; or attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation; or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.

2.3.2 INFORMATION

The Taser is a Conducted Energy Weapon; an electronic incapacitation device. It is a defensive weapon, the decision to use the Taser is based on the same criteria an officer uses when selecting to deploy chemical agents or aerosol projectors. The decision must be made dependant on the actions of the subject(s) or threat facing the officer(s) and the totality of the circumstances surrounding the incident. In any event; the use of the Taser must be reasonable and necessary.

The Taser functions in two ways:

1. It uses compressed nitrogen to project two probes a maximum of 21 feet. An electrical signal is then sent to the probes, via small wires, which disrupts the body's ability to communicate messages from the brain to the muscles and causes motor skill dysfunction.
2. Acts as a touch stun when brought into immediate contact with a person's body.

Each Taser has a data port that stores the date and time of each firing of the weapon. The data provides complete and accurate documentation of each firing.

Any use of an electronic incapacitation device contrary to the direction of this policy can result in the revocation of the officer's permission to use such product and may subject the officer to disciplinary action.

2.3.3 POLICY

Department personnel shall only carry and use Taser's Tasers or electrical incapacitation devices approved by the Chief of Police. Members may use only department issued Taser Air Cartridges. All officers of the Franklin Police Department will successfully complete an approved Taser User familiarization training program. Only officers certified through a department approved Taser training program will be issued; or may use a Taser.

Re-certification for Taser users shall occur annually. Re-certification for Taser instructors shall occur every two years.

2.3.43 PROCEDURES

- A. Only properly functioning and charged Tasers shall be carried for use.
- B. All officers assigned to patrol duties will carry a Taser unless specifically exempted by the Chief of Police or his designee.
- C. The Taser shall be carried in the issued holster or other holster approved by the Chief of Police.
- D. When not in use the Taser shall be properly secured and treated as a weapon.
- E. Each discharge, including accidental discharges, of the Taser shall be investigated and documented using a Taser Use Report. "Spark" tests and approved training discharges are exempt from the reporting requirement. It is recommended to spark test at least four (4) times per pay period. every day worked. The spark test should extend to the full five seconds to avoid bad memory.
- F. **NEVER** aim the Taser at the eyes or the face. It is laser sighted – the top probe will follow the front and rear sights and the laser sight; the bottom probe will travel at an 8 degree downward angle below the aim point. The rule of thumb for the bottom probe (due to the 8 degree drop) is that it drops 1 foot for every 7 feet of travel. The Taser has a range of 21 feet. Optimum distance for deployment is 7-15 feet.
- G. Keep hands away from the front of the unit at all times unless the safety slide is forward and the Taser is deactivated. ****HANDLE THE TASER AS YOU WOULD A LOADED HANDGUN**** Horseplay with a loaded or unloaded Taser, its laser sighting system, or any components will not be tolerated and will subject the offender to disciplinary action.
- H. Always replace air cartridges by their expiration date and use for training only.
- I. **DO NOT** fire the Taser near flammable liquids or fumes. Do not deploy in highly flammable environments such as meth labs, etc. Do not deploy with non-compatible defense spray.
- J. Prior to the use of the Taser, if practical, the user should broadcast on the primary radio channel his intention to deploy the Taser by announcing "Code Taser". The user should also verbally announce, if feasible, "TASER – TASER!" indicating the use of the Taser is imminent. The purpose of these announcements is to ensure other officers present or enroute to your location are aware you are deploying less lethal force.

2.3.54 TACTICAL CONSIDERATIONS AND LIMITATIONS

DO NOT USE IN ANY OF THE FOLLOWING SITUATIONS:

- A. Any known or obviously pregnant female. (Danger of secondary fetal injury due to fall)
- B. Any subject who is saturated with or in the presence of highly flammable or combustible materials and liquids.
- C. Any subject who may receive a secondary injury resulting from a fall from its use, i.e. standing on a roof ledge, a high elevation, bridge or abutment, etc.
- D. Avoid the facial area of the head, neck, groin, and female breast, if possible.

- E. May not be used as a tool of coercion or punishment.
- F. Excessive use of the Taser in subduing a subject is forbidden.

DEPLOYMENT

- A. Use common sense.
- B. Use verbal commands and point laser sight at subject prior to firing.
- C. Have an additional air cartridge available or a second Taser ready to fire in case probes miss the target or there is a malfunction.
- D. Unless the situation requires the immediate use of force to protect the officer or a third party, have back up present to prepare to arrest or use other force options as appropriate and necessitated by the situation.
- E. Aim at center mass and from the rear if possible. Watch for thick or loose clothing.
- F. Use cover and distance to ensure officer safety.
- G. If the subject runs, the officer must run also to prevent wires from breaking.
- H. Use extreme caution on subjects in swimming pools or deep bodies of water due to the chance of drowning. If immediate circumstance dictate the use of the Taser in water situations, be prepared to effect immediate water rescue.

2.3.65 POST-USE PROCEDURES

- A. Once the target is under control and properly restrained, advise communications of a Taser deployment. EMS will be dispatched to the scene for a checkout. After examining the affected subject, medics will make the determination if the subject should or should not be transported to the hospital for evaluation.
- B. If the probes penetrate the skin, removal will be by a trained officer or medical personnel. Officers should inspect the probes to ensure the entire probe and probe barb has been removed. Officers must wear gloves when removing probes from subjects, and the procedure shall be recorded on on-board video cameras whenever possible. Still photographs shall be taken of the probe penetration sites before and after removal. Medical personnel should clean and bandage the wounds as indicated.
- C. If the probes are embedded in soft tissue areas such as the neck, face and groin, and female breast; removal shall be by medical staff only.
- D. When the Taser is used, secondary injuries can occur, and are usually caused by falling to the ground. These type of injuries may require medical treatment.
- E. Probes that have been removed from the skin will be treated as **biohazard** sharps. Probes should be placed point down into the expended cartridge box, secured with tape and submitted to property as evidence.

- F. Every time an air cartridge is fired, it disperses 20-30 identification tags called AFID's AFIDs (Anti-Felon Identification). At least two AFID's AFIDs will be placed in the evidence envelope with the air cartridge. The number from the AFID's AFIDs shall be logged on the Taser Use Report.
- G. The Taser shall then be turned over to the Operation's Operations Commander, or his designee, via property officer, if necessary, for downloading of information from the Taser.
- H. The Operation's Operations Commander, or his designee, will retain all records and downloaded information.

2.3.76 SUPERVISORY RESPONSIBILITY

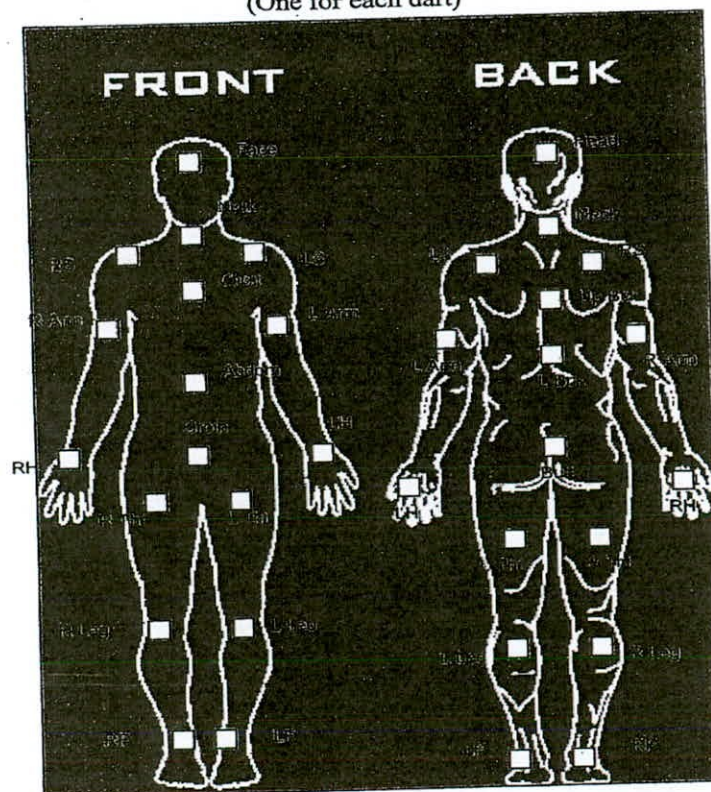
- A. Ensure that incidents involving any discharge of the Taser is investigated and properly documented.
- B. Ensure only officers certified and approved by the Franklin Police Department are issued and using the Taser.
- C. Respond to all scenes where the Taser has been or is expected to be deployed.
- D. Ensure EMS is requested and appropriate emergency care is administered.
- E. Evaluate the scene and ensure appropriate investigative units respond when necessary.
- F. Ensure that officers who discharge the Taser complete a Taser Use Report. All officers present when a Taser is discharged should complete a supplemental incident report.
- G. Ensure the reports are forwarded to the Operation's Operations Commander. The Admin on call should be notified when hospitalization is required.
- H. Ensure photographs are taken of the probe penetration sites and any secondary injuries caused by falling to the ground, etc.

2.3.87 CARE OF THE TASER

- A. The Taser is a sensitive electronic product and costly device. Care should be taken to avoid dropping the unit and to assure it is adequately secured at all times.
- B. Defective or inoperable Tasers or Taser cartridges shall be returned to the Operation's Operations Commander.
- C. Replace air cartridges by the expiration date as marked on the cartridge. Replacement Air Cartridges are available through the Operation's Operations Commander.

FRANKLIN POLICE DEPARTMENT TASER USAGE REPORT				
Incident #:		EMS#	Hospital	
Date of the incident:		Time of incident:		
Location of the Incident: Inside Outside Open Area Enclosed Area Vehicle				
Subjects Name: Last:		First:		
Call Type:		Photographs Taken: Yes No		
Supervisors: Sgt:		C/O:		
Reporting Officer:				
Serial Number of Device:				
Serial Number of probe cartridge if expended:				
Officers Involved:				
Primary		Support		
Support		Support		
APPLICATION INFORMATION				
Advanced Taser Probe Contact: Yes No		Touch Stun Gun Contact: Yes No		
Number of times Taser Display Only		# of times display only W/ Laser		
Number of Touch Stuns				
Number of times Applied (Probe Contact)				
Number of activations after probe contact				
Type of Force used prior to Taser:		None	Chemical	Physical Less-Lethal
Type of Force Used After Taser:		None	Chemical	Physical Less-Lethal
Approximate Target Distance at the time of dart Launch:				
Did the Taser gain subjects compliance:		Yes No	Need for Additional Shot: Yes No	
Did the dart contacts penetrate the subjects skin: Yes No				
Was the subject under the influence of: Drugs Alcohol				
Subject's demeanor after taser was used or displayed: Cooperative Belligerent Combative Abusive Aggressive Complaining				
MEDICAL INFORMATION				
Was an Officer, Police Employee or Citizen injured:		Yes	No	
Nature of injury and Medical Treatment Required other than normal injury caused by taser darts:				

APPLICATION AREAS-POINTS OF CONTACT



SYNOPSIS OF INCIDENT

What happened, any present dangers, other restraint /compliance methods, etc.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.1

Subject: AUTHORIZED UNIFORM APPAREL		References:
Special Instructions:		No. of pages: -4-
Distribution: All Units	Effective Date: August 6, 2013	Reevaluation Date:

3.1.1 PURPOSE

To establish a standard uniform of the Franklin Police Department.

3.1.2 POLICY

It is the policy of the Franklin Police Department that all personnel shall present themselves, by their dress when on duty, as nothing less than professionals. It is the policy of this department that supervisors will ensure compliance with the requirements set forth in this policy at all times.

3.1.3 PROCEDURES

- A. In an effort to maintain uniformity, the uniform as described below will be worn in its entirety when on duty:

Officers will maintain at least one complete seasonal uniform at all times. The uniform will be readily available regardless of the officer's assignment. The policy applies to off duty or part time employment when the uniform is worn.

Although uniform fabric specifications may change from time to time, the chief of police shall retain final authority as to what is acceptable with regard to authorized uniform items.

Only authorized departmental emblems and awards may be worn with departmental uniforms. Unit emblems may be worn only while assigned to the particular unit.

For specialty team or assignment uniforms, refer to the corresponding General Order.

Officers are required to present a neat, clean and well-groomed appearance at all times while in uniform. Uniforms are to be kept clean and pressed, and may not be torn, faded, or frayed.

The gun belt, leather items, footwear, and collar brass must be in good repair and highly polished. These items may not be torn, scratched, dirty, or cracked.

Officers are required to display their badge, nameplate, and rank insignia on the uniform shirt. A badge must be worn on the outermost garment at all times.

In respect for officers killed in the line of duty anywhere in the state of Indiana, black mourning bands will be worn across the badge from the date of death to the day following interment.

Class A Uniform – Summer uniform, Optional winter uniform

A. TROUSERS

Navy blue in color with 1-inch black flat braid from the waist to the bottom of the trouser leg along the outer seam. There are no cuffs permitted on the trousers. Material may be Polyester, or Poly/wool blend as authorized by the Chief at the approved vendors.

B. SHIRT

Navy blue in color, with blue plastic buttons as supplied with the shirt. The shirt may be short or long sleeved. Short sleeves will be worn open at the collar with either a white or black, clean and well-maintained crew neck t-shirt. Long sleeves will be worn with a navy necktie, or open collar with a black shirt. Department patches will be machine-sewn on each sleeve, not more than 1/2 inch from the shoulder seam. Material may be Polyester, or Poly/wool blend as authorized by the Chief at the approved vendors.

C. HAT

Black Navy blue, triple brim, straw campaign hat (optional). Navy, felt, campaign hat (optional). Fitted, Navy blue in color, baseball style cap (optional). Navy Trooper style or watch cap may be worn in the event of inclement weather. The campaign or Trooper hat will have the hat badge affixed in the appropriate space provided. The campaign hat will have the proper color band (gold / silver) according to rank. Navy blue, baseball style caps will be well kept and consistent throughout the department. Campaign and baseball hats are as authorized by the Chief at the approved vendors.

D. FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Shoes will be black in color and able to be shined. Plain or high gloss leather finish is permitted. In inclement weather, black pullovers are approved. Quality tennis shoe style or boot footwear will be permissible. Black or navy blue socks will be worn with duty shoes. If for medical reasons white bottom socks are worn, at no time shall the white portion be visible above the shoe.

Class B Uniform – Optional uniform

A. TROUSERS

BDU navy blue in color with no braid. There are no cuffs permitted on the trousers.

B. SHIRT

BDU navy blue in color, with blue plastic buttons as supplied with the shirt. This shirt may be worn short or long sleeves. Short sleeve summer uniform shirt will have the sleeves tailored, not rolled up. The shirt shall be worn with an open collar, and a black undershirt. Department patches will be machine-sewn on each sleeve, not more than 1/2 inch from the shoulder seam.

C. HAT

Navy blue in color, baseball style cap. The hat will be well kept and consistent throughout the department. Baseball hats are as authorized by the Chief at the approved vendors. In the event of inclement weather, navy Trooper style or Watch caps may be worn.

D. FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Shoes will be black in color and able to shine. Plain or high gloss leather finish is permitted. In inclement weather, black pullovers will be permissible. Quality tennis shoe style or boot footwear will be permissible. Black or navy blue socks will be worn with duty shoes. If for medical reasons a white bottom sock needs to be worn, at no time shall the white portion be visible above the shoe.

Optional dress, Class A Uniform

If the class A uniform is worn for formal dress, it shall be worn with necktie, and high gloss shoes. Polished black, basket weave leather gun belt shall be worn, and all proper dress insignia and commendations shall be affixed. (See accessories, page 4)

Bicycle Patrol Uniform

1. Waterproof bike jacket (navy/navy)
2. Zip-off bike pants (navy)
3. Solid color reflective bike polo (navy)
4. Bike shorts (navy)
5. Black hard soled shoes (bicycle or cross trainer shoes)
6. Black/white bicycle helmet
7. Padded bike shorts/bibs (for comfort)

Duty Jackets

Black leather "Chicago PD" style, or equivalent, jackets are permitted. If the style of jacket purchased has buttons, the color (gold/silver) will be affixed according to rank. Buttons will be located on the pocket flaps and storm flaps. A badge tab will be affixed to the left breast area of the jacket.

Winter jackets will be navy blue in color, with badge tab. Zip-out liners are permissible. Department shoulder patches will be machine-sewn on both sleeves within 1/2 inch of the shoulder seam. Material will be as authorized by the chief at approved vendors. **Corresponding rank insignia will be worn on the epaulets.**

Windbreaker type jackets will be navy blue in color, with badge tab. Department shoulder patches will be machine-sewn on both sleeves within 1/2 inch of the shoulder seam. Material will be as authorized by the chief at approved vendors. **Corresponding rank insignia will be worn on the epaulets.**

Raincoats must readily identify officers by having a badge tab or the word "Police" affixed to the coat. Full or waste length is optional to the officer. Navy blue or black will be the preferred color, however fluorescent colors of orange or yellow may be worn to maximize visibility of the officer. In addition, a clear plastic hat cover may be worn over the campaign uniform hat.

The uniform sweater will be a navy blue or black "commando type" sweater. The sweater will have a V-neck, and a badge tab. The sweater will have department patches machine-sewn on each shoulder.

Safety Vest: High Visibility Garment Requirement

In accordance with Federal Highway Administration, the safety vest shall be utilized by law enforcement personnel when duties involve directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way or Federal-aid highways.

Insignia and Accessories

The color of insignia or accessories will correspond with the officer's rank. The rank of Patrolman and Reserve shall wear silver. Sergeants and above will wear gold. This pertains to collar brass, nametags, ILEA pins, buttons, gun belt buckles and snaps.

The following are Mandatory uniform shirt accessories that officers shall wear. The department issued badge will be worn above the left breast pocket in the space provided, visible on the outer most garment being worn at the time. A metal nameplate with the officers' first name or initial, and or last name will be worn on the left pocket flap, centered below the badge. Rank insignia will be worn on each shirt collar.

Rank insignia will be as follows:

Chief – Star
Deputy Chief – Eagle
Lieutenant – Single Bar
Sergeant – Three-Stripe Chevron
Patrolman & Reserve Patrolman – No Insignia

The following are Optional uniform accessories, provided the class A uniform is not being used as formal dress. If formal dress is being observed, all corresponding accessories shall be worn.

Officers, who have graduated from the Indiana Law Enforcement Academy or a local Reserve Academy, may wear an academy pin, centered on the right shirt pocket flap. A firearms competency pin may be worn directly above the academy pin.

Time-Of-Service pins will be worn centered above the nametag. The pins will be department-issued, and will have one star for each five (5) years of service with the department.

The ten Department Commendation Bars as found in SOP 4.1, will be worn centered above the right pocket flap. Recipients of two or more commendations shall display commendations on a corresponding bar holder. Certain other pins, such as Field Training Officer, Swat, etc., may be worn at the direction of the Chief.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.3

Subject: VEHICLE CARE AND INSPECTION		References:
Special Instructions:		No. of Pages: -2-
Distribution: All Units	Effective Date:	Reevaluation Date:

3.3.1 PURPOSE

To ensure proper care and maintenance of city owned vehicles, to provide a written record of inspections and service requests, and to set guidelines for **NON EMERGENCY** operation.

3.3.2 POLICY

All city owned vehicles will be maintained and operated in a responsible and lawful manner at all times. Refer to Rules and Regulations Manual, as well as DC 92-08-0059.

3.3.3 PROCEDURE

A. INSPECTIONS

1. Prior to 10-41 time, each officer must inspect his/her assigned vehicle's fluid levels and emergency equipment. Low fluid levels must be topped off as soon as possible, and defective equipment must be brought to the attention of the OIC and forwarded to the Fleet Maintenance Officer.
2. Assistant Shift Supervisors must conduct an inspection of each vehicle within their unit, using the provided form, and turn said form in to the Fleet Maintenance Officer **NO LATER THAN THE 10TH OF EACH MONTH.**
3. Administration may order additional inspections. Spot-inspections may be made at any time by any supervisor.
4. Failure to maintain an assigned vehicle may result in the loss of take-home and off-duty privileges.

B. OTHER REPAIR, PARTS AND USE

1. All tire repairs shall be made at Paris Tire. No tire plugs are permitted for safety reasons. Officers are expected to change a flat tire, or to fill a flat tire with an air bottle, in order to take their assigned vehicle to Paris Tire for repairs.
2. All minor parts, such as wiper blades, light bulbs, etc., shall be issued by the shift supervisor. If the needed article is not available, leave a Equipment Repair and Requisition Request form for the Fleet Maintenance Officer. List all articles taken on the sign-out sheet provided.
3. Preventive maintenance will be scheduled by the Fleet Maintenance Officer.

VEHICLE INSPECTION FORM FOR SOP 3.3.3.A,2

OFFICERS NAME _____ DATE ____ / ____ / ____ VEH.# ____

MILEAGE: _____

FLUIDS	ACCEPTABLE/UNACCEPTABLE*
OIL	() ()
OUTSIDE OF VEHICLE	ACCEPTABLE/UNACCEPTABLE*
EMERGENCY LIGHTS	() ()
TIRES (CONDITION & PRESSURE)	() ()
HEADLIGHTS	() ()
TAILLIGHTS	() ()
TURN SIGNALS	() ()
BRAKE LIGHTS	() ()
BACK-UP LIGHTS	() ()
VEHICLE EXTERIOR (CLEANLINESS)	() ()
TRUNK EQUIPMENT	ACCEPTABLE/UNACCEPTABLE*
SHOTGUN	() ()
FUSEE	() ()
FIRST AID KIT	() ()
FIRE EXTINGUISHER	() ()
INTERIOR CLEANLINESS	() ()
VEHICLE INTERIOR	ACCEPTABLE/UNACCEPTABLE*
FUEL LEVEL (CIRCLE ONE)	F 3/4 1/2 1/4 E
SIREN	() ()
DOME LIGHTS	() ()
DOOR LOCKS	() ()
WINDOWS	() ()
PROCEDURES MANUAL	() ()
MAG-LIGHT FLASHLIGHT	() ()
OTHER MISC. EQUIPMENT BEING CARRIED BUT NOT LISTED	
IE;CAMERAS,RADAR,PHONE,ETC.	() ()
VEHICLE INTERIOR(CLEANLINESS)	() ()

*ALL UNACCEPTABLE AREAS MARKED ABOVE ARE TO BE EXPLAINED IN COMMENTS.

 COMMENTS _____

INSPECTED BY _____ P/E# _____

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.6

Subject: RIDER POLICY		References: SOP 1.23 & 3.3
Special Instructions:	Effective Date:	No. of Pages: -3-
Distribution: All Units	Revised Date: October 6, 2014	Reevaluation Date:

3.6.1 PURPOSE

To outline the conditions under which persons who are not employed by the Franklin Police Department may observe on-duty officers.

3.6.2 POLICY

Outside a formal internship program, the Chief of Police, his designee, may grant limited permission to ride with and observe Franklin police officers to interested civilians. Police officers accepting, or having been assigned responsibility for outside observers, are reminded that all due care must be taken, all department guidelines for safety and conduct shall be observed, and they may be held personally responsible for any negligent acts. **SEAT BELTS SHALL BE WORN, AND AT NO TIME SHALL NON-INTERN OBSERVERS EXIT THE CAR EXCEPT IN THE INTEREST OF THEIR OWN SAFETY, OR AS ORDERED BY AN OFFICER.**

3.6.3 PROCEDURE

A. The following persons shall be exempt from waiver requirements:

1. Sworn police officers.
2. Franklin city officials (elected or appointed).
3. Members of the press, with prior notification to the office of the Chief.
4. City employees, with written permission from their department head.

While it is preferable that officers agree to accept a rider, the needs of the department will supersede officer preference.

B. Officers wishing to host an observer who does not fit the above categories shall comply with the following guidelines:

1. Obtain a waiver form **from the Chief of Police** (see attached).
2. Complete the form and return it to the Chief for approval. Allow at least three (3) days for a reply.

C. The following conditions shall apply to observers under Sections A and B above:

1. Observer must not have consumed alcohol or prescription drugs within four (4) hours prior to the event, or be under the influence of any alcohol or drugs.
2. If the observer is armed, the observer must have, in his/her possession, a current, valid firearms permit.

3. **Tape recorders, cameras, and video equipment shall not be operated while participating in the program with the exception of accredited media representatives who have made the necessary arrangements through the Chief of Police or his designee.**

4. Ride along times are from 10:00 a.m. to 1:00 p.m. (3) hours, or from 7:00 p.m. to 10:00 p.m. (3) hours. Exceptions to this schedule may be approved by the Chief of Police or his designee.
5. The application may be revoked by a supervisor if he/she has knowledge of any disqualifying factor or if it was found that the applicant was not truthful on the application/waiver form.
6. Citizens and family members are limited to (1) ride along per calendar year. Franklin Police Department employees are limited to (1) ride along per month. Franklin Police Department police applicants and interns may participate in the ride along program as approved by the Chief of Police or his designee.
7. Riders must be at least 21 years of age, unless they are an approved intern.
8. The requesting officer shall perform a limited criminal history check via Spillman on the rider applicant and verify that they have done so on the application/waiver form.

_____ From: _____ To: _____
Date of Riding Assignment (Time) (Time)

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.9

Subject: MOBILE DATA COMPUTERS (MDC)		References: Rules and Code of Ethics Relating to Computer Use
Special Instructions:	Effective Date:	No. of pages: -2-
Distribution: All Units	Revised Date: October 6, 2014	Reevaluation Date:

SOP REPEALED

3.9.1 PURPOSE

To provide guidelines for the use of Mobile Data Computers (MDC).

3.9.2 POLICY

It is the policy of the Franklin Police Department that officers will use the MDC in accordance with the following guidelines:

- A. MDC's will only be used for the official business of the Franklin Police Department.
- B. Authorized users will strictly adhere to the City of Franklin Rules and Code of Ethics Relating to Computer Users.

3.9.3 PROCEDURE

- A. Officers assigned to the road division will have a MDC assigned to them. The MDC will be secured in the mounting device in that officer's vehicle. The MDC may not be removed from the vehicle without the consent of the Chief of Police, or his/her designee. Reserve officers who are working the road, or officers needing a back-up when another MDC goes down should contact Records. Investigations will be assigned an MDC for detectives and working OPO or other case related needs.
- B. The MDC's are supplied with a Sprint wireless card. This card allows access to the network. Each card has its own internet protocol address and may be monitored to assure proper use. These cards may not be removed from the MDC, unless directed to do so by the Chief of Police or his/her designee.
- C. There is to be no software added, or attempted to be added, to the MDC. There are to be no floppy discs, CD's, or any other form of exterior storage devices connected to the MDC. The only exception to this will be a flash/thumb drive, used solely for transferring electronic crash reports to computers in the squad room.
- D. The MDC shall be centered over the center console to reduce interference with the vehicle airbag system.
- E. The MDC should only be used when the vehicle is stationary. Officers should never become too focused on the MDC, as to maintain awareness to their surroundings.
- F. No unauthorized personnel are to be allowed to use the MDC. Further, no unauthorized personnel shall be allowed to view privileged information on the MDC. This includes, but is not limited to: Incident Reports, Names information, NCIC, IDACS, BMV records, etc.
- G. All messages sent on, or received through, the MDC are the property of the Franklin Police Department. All messages are to be professional in nature and related to official business.

These messages may be reviewed by the administrative staff for compliance and disciplinary purposes.

- H. Internet use shall be for department related business only.
- I. Officers shall be responsible for any damage caused to the MDC due to neglect. Officers should use care in drinking or eating around the MDC to avoid spills onto the MDC.
- J. Officers shall "lock" the MDC, from the screen in Spillman, when they are away from the vehicle for any period of time. This does not include traffic stops or calls generally short in nature where the vehicle is visible to the officer.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 4.1

Subject: AWARDING DEPARTMENT COMMENDATION BARS		References:
Special Instructions:		No. of Pages: -4-
Distribution: All Units	Effective Date:	Reevaluation Date:

4.1.1 PURPOSE

The purpose of this SOP is to provide guidance to officers and civilians as to eligibility, recommendation, procedures, and requirements necessary for awarding Franklin Police Department Commendation Bars.

4.1.2 POLICY

It is the policy of the Franklin Police Department to recognize Officers and civilians who perform acts, achievements, or services worthy of recognition through the department commendation program. Further, it is both a responsibility and privilege for all Officers and Civilian personnel to report such acts to the proper authority in an accurate and timely manner. Recommendations **MUST** be based upon specific acts of achievement, service, or valor. Average or expected performance of duty does not by itself warrant a recommendation.

4.1.3 PROCEDURE

A. GENERAL INFORMATION

1. Ten commendation bars have been selected from the firm of Davis and Stanton, 4002 W. Miller Road, Suite 140, Garland, TX 75041, 214/340-1321 or 1-800-222-2593, FAX 214-340-1388 P.O.C. Crystal Berreles.

In order of precedence and stock number they are:

- a. Medal of Valor - B101
 - b. Meritorious Conduct Medal - F105
 - c. Life Saving Medal - E104
 - d. Purple Heart - L111
 - e. Police Commendation Medal - P115
 - f. Police Shield - K110
 - g. Community Service Medal - D103
 - h. Educational Achievement - N113
 - i. Advanced Certification – 0114
 - j. Military Service – V121
2. In order to attempt a fair and equitable initial issuance of awards, the following guidelines are set:
 - a. All existing awards will be converted to its counterpart.
 - b. Personnel records will be researched back to January 1, 1992, for information that would justify issuance of an award.
 - c. The final decision for any initial issuance based on existing official records rests with the Chief of Police.

B. RECOMMENDATION AND APPROVAL PROCEDURES

1. Who may recommend? Any officer or civilian employee of the Franklin Police Department may make a recommendation for any authorized commendations. Further, the administration of the Department considers it a duty of its officers and civilians who have personal knowledge of an act, service, or achievement believed to warrant a commendation to submit a recommendation.
2. Who may receive commendations? Any officer or civilian as outlined in each commendation's requirements. Further, only officers in good standing, who are not under suspension or investigation, may receive commendations. Civilians convicted of felonies, or under investigation for felony crimes, may not receive commendations.
3. What forms will be used? All recommendations will be typed in block letter format, addressed and forwarded to the Chief of Police. All supporting documents, statements, reports, etc. shall be attached. Each required element of the commendation must be outlined in detail. Dates, places, witnesses, etc. must be noted. **DOCUMENTATION IS REQUIRED.**
4. What is the time limit for submission? Six (6) months from the event.
5. Duplication of Awards - only one (1) commendation per act, except in the case of acts reflecting the awarding of the Meritorious Conduct Medal.
6. Approving Authority - the Medal of Valor may only be approved by the Chief of Police with the advice and consent of the Mayor of the City of Franklin. All other commendations shall be approved, disapproved, or amended by the Chief of Police. The Chief of Police retains the right to appoint a review board chaired by the Deputy Chief to investigate any commendation request.
7. Revocation of Commendations - once awarded, a commendation may only be revoked by the Chief of Police, if facts later determine that the commendation should not have been issued under existing guidelines, or under conditions of individual dishonor to the law enforcement profession.
8. Recording of Commendations - upon approval, the recipient shall receive a formal letter (DC#) from the Chief of Police outlining the events of the act and the commendation by title. In the case of officers and civilian employees, a copy shall be placed in their personnel file.
9. Presentation of Commendations - the Medal of Valor shall be presented at the first available public meeting of the Common Council. All other commendations shall be announced at the first available meeting of the Common Council after an appropriate presentation prescribed by the Chief of Police.

C. ORDER OF PRECEDENCE, ELIGIBILITY AND ELEMENTS OF COMMENDATIONS

1. The Medal of Valor - This medal may be awarded to an officer or civilian who distinguishes him/herself by conspicuous gallantry at the risk of life or serious injury while in the act of law enforcement, or in the protection of life or property, or in assisting

a law enforcement officer of the City of Franklin in his or her official duties. The act must be one of conspicuous personal bravery far beyond that expected of a law enforcement officer or civilian assisting a law enforcement officer.

2. The Meritorious Conduct Medal - This medal may be awarded to an officer, or civilian employee who distinguishes him/herself by outstanding service, achievement, fearlessness or tenacity. Service is intended to mean serving in an assignment authorized by the Department or other authority for a period of not less than one (1) year resulting in a noticeable improvement in operations or marked success in a series of missions. Achievement means a single act of accomplishment so noteworthy as to stand far above that which is normally expected. Fearlessness means an act of courage performed during an enforcement action, or in efforts to protect life or property with a lesser chance of death or injury to oneself than that which would be required for the Medal of Valor. Tenacity means a series of determined acts or noticeable effort over a period of time resulting in the successful accomplishment of an assigned task(s).
3. The Life Saving Medal - This medal may be awarded to officers who, through quick and decisive action, play a major role in the rescue of a person or persons from immediate danger or whose actions clearly result in prolonging the life of a sick or injured person, or whose actions assist in lessening permanent trauma or damage caused by illness or injury. The opinion of a medically qualified authority will be required for the issuance of this medal.
4. The Purple Heart - This medal may be awarded to officers who receive a wound or serious injury as a direct result of actions taken during criminal law enforcement efforts. The wound or injury must have required treatment by a licensed physician. Documentation as to the severity of the wound or injury shall be required.
5. The Police Commendation Medal - This medal may be awarded to an officer who distinguishes him/herself by noteworthy achievement in any documented area of a police related duty. **NO MORE THAN FOUR (4) AWARDS IN A CALENDAR YEAR SHALL BE AUTHORIZED.**
6. The Police Shield Medal - This medal may be awarded to any officer who distinguishes him/herself by meritorious service to the department while acting in a supervisory capacity for a period of not less than six (6) months. The service rendered must have resulted in an improved level of operations, noteworthy acts of selfless leadership, or clear evidence of attempts to improve the professionalism, morale, well-being, or productivity of officers or civilians under his/her direct supervision. **THE CHIEF OF POLICE IS THE SOLE SUBMITTING AUTHORITY FOR THIS AWARD.**
7. The Community Service Medal - This medal may be awarded to any officer who has held a position of leadership (general membership does not qualify) or great responsibility for not less than one (1) year in any of the following: Service Organizations, Fraternal and Veterans Organizations who have a record of service to the public outside their own membership, youth athletics, adult or child support or advocacy groups, church or educational organizations, or officers who play a significant role in organizing, sponsoring or participating in any humanitarian, educational, or charitable function that directly benefits his/her community. This medal may also be awarded to any civilian, group, or other law enforcement officer who provides this Department or its officers with valuable humanitarian or law enforcement assistance. This award shall not be granted to

officers who hold the same leadership role for more than one (1) year, i.e., President of XXXX for three (3) consecutive years equaling three awards.

8. Educational Achievement Medal - This medal may be awarded to any officer who holds a two or four year degree from any accredited college or university.
9. Advanced Certification Medal - This medal may be awarded to any officer who attains advanced certification in any technical or police management related area. The certification must be issued by the L.E.T.B, or from a nationally known leader in police related education, such as the N.A., Northwestern U., etc.

D. WEAR, APPURTENANCES AND MISCELLANEOUS AWARD PINS

1. Wear - When worn (optional), the commendation bars shall be displayed centered just above the right pocket flap of the uniform shirt.
2. Appurtenances - Appurtenances are devices affixed to commendation bars to denote additional awards.
 - a. Gold Stars - This device denotes additional awards for the Medal of Valor, Life Saving Medal, Police Shield Medal, and the Educational Achievement Medal. Each star shall denote one additional award and shall be centered on the medal to a maximum of four (4) stars per bar. Additional awards of the above will require the use of numerals.
 - b. Numerals - This device shall be used to denote additional awards for all other commendation bars. All numerals shall be displayed in the center of the bar.
3. Miscellaneous Award Pins
 - a. Time in Grade Pins - Shall be worn just above the name plate on the left shirt pocket flap (see SOP 3.1).
 - b. Instructor Pins - May be worn on the right pocket flap.
 - c. Firearms Pins - May be worn on the right pocket flap, rating shown must be authorized by the Department Training Officer.
 - d. FOP, IACP, SWAT, Honor Guard, K-9, Bike Patrol, Instructor, SRO, Small Flag and City Pins – One All of these may be centered just above the commendation bars.

City of Franklin

Police Department
2801 N Morton Street
Franklin, Indiana 46131
Administration: (317) 736-3670
FAX: (317) 736-3677 6840
Emergency: 911



8101 -Medal of Valor



F105-Meritorious Conduct



104-Life Saving



L111 - Purple Heart



P115 – Police Commendation



K110 – Police Shield



D103 – Community Service



N113 – Educational Achievement



O114 – Advanced Certification



V121 – Military Service



I1507 – Instructor



A300 – Honor Guard



T219 – Bike Patrol



T119 – Canine



M212 - SWAT



U140 – School Resource
Officer

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FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 4.4

Subject: HARASSMENT IN THE WORKPLACE		References: Resolution No. 07-01
Special Instructions:		No. of Pages: -3-
Distribution: All Personnel	Effective Date:	Reevaluation Date:

SOP REPEALED

4.4.1 PURPOSE

To maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

4.4.2 POLICY

All employees have the right to work in an environment free of all forms of harassment. This agency does not condone, and will not tolerate, any harassment. Therefore, this agency shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

4.4.3 PROHIBITED ACTIVITY

- A. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- B. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this agency.
- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee.
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

4.4.4 EMPLOYEE'S RESPONSIBILITIES

- A. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 - 1. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring.
 - 2. Counseling all employees on the types of behavior prohibited, and the agency procedures for reporting and resolving complaints of harassment.

3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision.
 4. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
- B. Each supervisor has the responsibility to assist any employee of this agency, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Chief Executive Officer.
- C. Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:
1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
 2. Reporting acts of harassment to a supervisor.
 3. Encouraging any employee who confides that he is being harassed, to report these acts to a supervisor.
- D. Failure to take action to stop known harassment shall be grounds for discipline.

4.4.5 COMPLAINT PROCEDURES

- A. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
- B. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor, or the Chief Executive Officer.
1. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
 2. The supervisor taking the complaint shall expeditiously deliver the complaint to the Chief Executive Officer.
- C. The Chief Executive Officer or his appointee(s) shall be responsible for the investigation of any complaint alleging harassment.
1. The Chief Executive Officer, or his appointees, shall immediately notify the prosecutor's office if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

2. The investigating authority shall include a determination whether other employees are being harassed by the person, and whether other agency members participated in, or encouraged the harassment.
 3. The investigating authority shall inform the parties involved the outcome of the investigation in writing.
 4. A file of harassment complaints shall be maintained by the Chief Executive Officer and secured in a safe location.
- D. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.
- E. Complainants or employees accused of harassment may file an appeal in accordance with agency procedures when they disagree with the investigation or disposition of a harassment.
- F. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

MASTER INDEX OF STANDARD OPERATING PROCEDURES AND RULES AND REGULATIONS

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