

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:	11/6/19	Meeting Date:	11/18/19
Contact Information:			
Requested by:	Captain Scott Carter		
On Behalf of Organization or Individual:		Police Department	
Telephone:	317-346-1103		
Email address:	scarter@franklin.in.gov		
Mailing Address:			
Describe Request:			
Approval of revised SOP 4.3 Record of Corrective Action Interview			
Approval of revised SOP 1.21 Traffic Standards for Patrol			
Request Watch Guard in car video systems status to be changed to no value			
List Supporting Documentation Provided:			
SOP 4.3 Record of Corrective Action Interview			
SOP 1.21 Traffic Standards for Patrol			
Photos of 16 watch guard outdated video systems			
Who will present the request?			
Name:	Scott Carter	Telephone:	317-346-1103

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 4.3

Subject: RECORD OF CORRECTIVE INTERVIEW		References:
Special Instructions:		No. of Pages: -3-
Distribution: All Units	Effective Date: 10/1/2019	Reevaluation Date:

4.3.1 PURPOSE

To provide for a standardized method of recording violations of department policy and to promote a sense of accountability among the officers.

4.3.2 POLICY

All officers shall perform their duties in a competent, efficient and professional manner. Further, officers are required to display respect toward, and cooperate with, fellow officers, department administration, and the community at large.

Whenever an officer's conduct or performance does not meet the standards set by the department, or a superior officer, steps must be taken as soon as possible to inform and educate that officer in an attempt to improve performance and avoid serious disciplinary action. Therefore, the concept of **PROGRESSIVE DISCIPLINE** shall apply whenever the act or omission is of a minor nature, or mitigating circumstances exist.

4.3.3 PROCEDURE

- A. Whenever an officer of any rank, acting in a supervisory capacity, finds that a subordinate has violated any policy or standard of the department or superior officer which warrants documentation, that supervisor shall complete a **RECORD OF CORRECTIVE INTERVIEW** form as soon as possible. If more space is required for any entry, the standard three-part statement form will be used.
- B. The supervisor shall complete the top half of the form in as much detail as possible.
- C. The subordinate officer shall read the top half of the form, and then be afforded the opportunity, in the presence of the supervisor, to complete the **EMPLOYEE'S REMARKS** section. The subordinate officer **SHALL** check the correct box, and sign in the indicated space.
- D. The supervisor shall then complete, on a separate piece of paper, his suggestions on the **ACTION TO BE TAKEN** and forward it with the **RECORD OF CORRECTIVE INTERVIEW** to the **Captain** by the Chain of Command. The **Captain** will return the **CORRECTIVE INTERVIEW** with the **ACTION TO BE TAKEN** section completed. The Supervisor will then discuss the **ACTION TO BE TAKEN** with the Subordinate Officer. If the Subordinate Officer agrees with the **ACTION TO BE TAKEN** they will sign the form and it will be returned to the **Captain**. If the Subordinate Officer disagrees with the **ACTION TO BE TAKEN** all documents will be forwarded to the Chief of Police immediately for review and a final decision.
- E. In all instances in which the **ACTION TO BE TAKEN** section reflects or results in a punitive action (i.e. reprimand, suspension, etc.), a copy of the **RECORD OF CORRECTIVE INTERVIEW** shall be placed in the subordinate officer's personnel file. If the **ACTION TO BE TAKEN** section reflects any action less than punitive, a copy of the

form shall be maintained in a separate file. In the absence of a compelling legal reason, the forms shall be destroyed after one (1) year after final action, however a synopsis sheet outlining the finding will be maintained in the appropriate file.

- F. For any citizen complaint or major incident see R&R Ch.5. The complaint shall be forwarded to the **Deputy Chief** who will assign it to the appropriate ranking officer.
- G. Upon completion and final acceptance of the form, copies will be distributed as follows:
 - 1) Personnel/Separate File
 - 2) Original Author
 - 3) Subordinate Officer
 - 4) Photocopies as needed

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.21

Subject: TRAFFIC STANDARDS FOR PATROL PERSONNEL		References: SOP 1.1
Special Instructions:		No. of Pages: 1/2
Distribution: All Units	Effective Date: 10/1/2019	Reevaluation Date:

1.21.1 PURPOSE

This SOP shall establish the minimum acceptable levels of traffic activity by uniform officers. The purpose is to reduce accidents and injuries by active traffic enforcement programs.

1.21.2 POLICY

It is the policy of the Franklin Police Department that every officer assigned to patrol functions shall maintain traffic activity and enforcement.

1.21.3 PROCEDURE

A. PATROL OFFICERS

1. Patrol officers will have at least one (1) documented traffic stop per day worked, averaged over the calendar month. (For example, officer A works 12 days in August have stopped at least 12 vehicles.)
2. Patrol officers will issue at least one (1) ordinance citation/written warning every calendar month.
3. Officers are encouraged to take further enforcement actions as necessary. Officers are also permitted to issue verbal warnings at the officer's discretion; however, such warnings will not be counted toward the standard.

B. SHIFT COMMANDERS

1. Shift Commanders and Sergeants with the task of supervision and other shift responsibilities will have at least one (1) documented traffic stop per two days worked, averaged over the calendar month. (For example, supervisor A works 12 days in August must have stopped at least 6 vehicles.)
2. Shift Commanders will collect and review monthly statistics reports for each officer assigned under them.
 - a. Officers failing to meet minimum standards shall receive a corrective interview per SOP 4.3.

- b. Officers not meeting the minimum standard for a second time within a 12-month period shall receive a one (1) day suspension without pay.
- c. Officers not meeting the minimum standard for a third time within a 12-month period shall receive a three (3) day suspension without pay.
- d. Officers not meeting the minimum standard a fourth time within a 12 month period will be referred to the Franklin Merit Commission for disciplinary action.
- e. The Captain has the authority to amend or resend this procedure due to extraordinary circumstances.

Franklin Police Department**RECORD OF CORRECTIVE INTERVIEW**

Employee's Name _____ P.E. No. _____ Unit No. _____

Date of Interview _____ Time _____ a.m. Date of _____ Time of _____ a.m.
Incident _____ p.m. Incident _____ p.m.**WARNING**

Witness #1 _____ ☐ Substandard Work ☐ Violation of Rules and Regulations ☐ Conduct
 Witness #2 _____ ☐ Carelessness ☐ Violation of Standard Op Procedure ☐ Tardiness
☐ Disobedience ☐ _____

SUPERVISOR'S REMARKS

Prepared by _____ Date _____

HAS EMPLOYEE
BEEN WARNED
PREVIOUSLY?

WHEN WARNED and BY WHOM

☐ YES ☐ NO

First Warning	Second Warning	Third Warning

EMPLOYEE'S REMARKS RE: INCIDENT

I do not wish to respond.

I have entered my version of the incident above. ☐ Employee Signature _____ Date _____**ACTION TO BE TAKEN**

I have read this report, I understand it and will comply with the recommended corrective action.

Employee _____
NAME TITLE DATE

Witnessed by _____

Copy – Personnel File Copy – Author Copy – Employee Photocopies to: ☐ Chief ☐ Mayor

