

BOARD OF PUBLIC WORKS AND SAFETY AGENDA RESERVATION REQUEST

Date Submitted:	April 28, 2020	Meeting Date:	May 04, 2020
Contact Information:			
Requested by:	Chief Kirby Cochran		
On Behalf of Organization or Individual:		Police Department	
Telephone:	317-346-1101		
Email address:	kcochran@franklin.in.gov		
Mailing Address:	2801 N Morton Street, Franklin, IN 46131		
Describe Request:			
SOP1.6, RR1, Captain Job Description revisions			
List Supporting Documentation Provided:			
Revised documents			
Who will present the request?			
Name:	Chief Kirby Cochran	Telephone:	317-736-3670

The Franklin City Council meets on the 1st and 3rd Monday of each month at 6:30 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday before the meeting.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.6

Subject: DEATH INVESTIGATIONS		References:
Special Instructions:		No. of pages: -2-
Distribution: All Units	Effective Date:	Reevaluation Date: April 2020

1.6.1 PURPOSE

To provide guidance in handling cases involving death.

1.6.2 POLICY

In **ALL CASES** in which officers of this department respond to the death, or apparent impending death of a person, the detective on **call and Chief of Police** will be contacted.

1.6.3 PROCEDURE

A. SCENE PROTECTION

1. The first officer on the scene of a death investigation shall secure the area and **start a crime scene log, making** written notations of those persons present **and** other persons who enter the scene (including emergency medical personnel, police officers, etc.). **The officer will also notate** general observations of the body and its surroundings, obvious signs of forced entry, drugs and/or alcohol containers, suicide notes, weapons, **medications**, or any other item or circumstance which could be related to the death of the person.
2. Once the scene is secure, and any transitory evidence is protected from tampering or deterioration due to weather, etc., the officer in charge shall then ensure that photographs of the death scene are taken. **At a minimum, the photographs taken should include pictures of the outside of the residence with house numbers, all entry and exit points of the residence or building, overall photographs of every room in the residence, detailed photographs of the body and surrounding areas. Photographs should include all items related, or possibly related to the death. All photographs will be taken with a department issued camera and downloaded to Spillman or the current authorized system.**

B. NOTIFICATIONS

1. If the death was of apparent natural causes, the officer in charge shall attempt to contact the attending physician. If the physician agrees to sign the death certificate, the officer in charge will contact the detective on call, passing along this information. The detective on call may decline to respond to the scene if he/she is satisfied, based on the information provided, that there are no grounds for further investigation; however, the detective on call **SHALL** make inquiries with the officer in charge as to whether sections A1 and A2 of this SOP have been followed. The officer in charge **MAY** order the detective on call to the scene, if necessary, due to extenuating circumstances.
2. If the death was as a result of injury, suicide, traffic fatality, homicide, or anything other than natural causes, or if the victim was a child, or if the attending physician cannot be reached or refuses to sign the death certificate, the officer in charge **SHALL** contact the detective on call. The detective on call **MUST** respond to the scene, and take charge of the investigation. **The evidence technician must also be contacted, and MUST respond to process the scene.**

3. The detective on call will contact the coroner when necessary.
4. In the event of any death, or impending death, command staff notifications need to be made by the responsible officer on scene.

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C. PERSONAL PROPERTY

1. The officer in charge of the scene shall ensure that any personal property found on the deceased shall be protected from theft or tampering until those items can be taken into custody by the coroner.
2. All requests for the return of any property shall be approved by the coroner or prosecutor.
3. It is recommended that evidence collected as a result of a suicide be retained for six (6) months unless ordered otherwise by a court of law.

ORGANIZATION AND ADMINISTRATION

CHAPTER ONE

PURPOSE: The information contained in this chapter provides the foundation for command and control of the Franklin Police Department.

SECTION I- ORGANIZATION

Ia. CHAIN OF COMMAND

- Mayor (other governing bodies)
- Chief of Police
- Deputy Chief
- Captain
- Lieutenant
- Sergeant
- Patrol Officer/Detective
- Probationary Officer
- Reserve Officer

Exceptions to the chain of command may occur when officers of lower rank or seniority are placed in positions of authority within the table of organization by the Chief of Police. Further exceptions may take place during absences of ranking personnel. The absence of ranking personnel does not excuse officers from taking proper and timely action in any situation.

In general, orders and information are expected to flow up and down the chain. Each link in the chain should be respected in this regard. It is the responsibility of each echelon to promptly forward information and communications to the next higher or lower level as needed. **All requests that are of a job related nature shall be forwarded through the chain of command.** *Adopted by the Board of Public Works and Safety on 12/12/06.*

All merit officers are governed by the Merit Board Rules, Regulations and Evaluation Plan.

Ib. AUTHORITY OF THE CHIEF

By order of the Board of Works and Safety, the Chief of Police shall be the Commanding Officer of the entire department; subject to the laws of the United States, the State of Indiana, the ordinances of the City of Franklin, the Rules and Regulations of the Board of Public Works and Safety and the Franklin Police Merit Commission. The Chief is ordered to utilize the manpower and equipment of the Franklin Police Department to the best of his/her ability, keeping in mind the needs of the community.

The Chief shall have control and custody of all books, records, machines, tools, implements, and equipment used by and within the department. Further, the Chief shall maintain control and custody of public property, including all property confiscated by the department. The Chief may call upon officers of the department to assist in his/her responsibilities or may delegate certain responsibilities to individual officers.

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The Chief shall have the power to temporarily suspend with or without pay any officer of the department from duty for policy violation as permitted by Indiana statute. He/she may relieve from duty any officer, pending the conclusion of any internal or criminal investigation.

Further, the Chief may issue or authorize to be issued written or verbal reprimands as required. The Chief shall issue, or authorize to be issued, proper documents, policies and guidelines governing the operation of the department not held in conflict with Rules and Regulations of the Board of Works or other governing body's. The Chief shall avoid degradation and abusive conduct toward subordinate personnel. Further, the Chief shall not enact or cause to have enacted any policy or practice designed to unjustly discredit, defame or degrade subordinate personnel. The Chief of Police shall report directly to the Mayor.

Ic. AUTHORITY OF THE DEPUTY CHIEF

The Deputy Chief is responsible to the Chief and is generally held to possess the same authority as the Chief under state statute and local ordinance. By authority of the Mayor, the Deputy Chief shall hold all authority of the Chief of Police during prolonged absences, or the incapacitation of the Chief. The Chief shall assign duties and delegate authority to the Deputy Chief as needed for the efficient operation of the department. The Deputy Chief shall utilize both manpower and equipment of the department to the best of his/her ability. Further, the Deputy Chief shall avoid degradation of, and abusive conduct toward, subordinate personnel.

The Deputy Chief of Police shall report directly to the Chief of Police. The Deputy Chief shall maintain direct contact with the office of the Mayor as required.

Id. AUTHORITY OF THE CAPTAIN

The Captain/Operations Commander is responsible for supervising and directing personnel in the Uniform/Patrol Division. The Captain is also responsible for managing the department's fleet maintenance program and the purchasing/equipping of new vehicles. By authority of the Mayor, the Captain shall act with authority of the Chief of Police during prolonged absences, or incapacitation of the Chief and Deputy Chief. Further, the Captain shall avoid degradation of, and abusive conduct toward, subordinate personnel.

The Captain shall report as per the Chain of Command outlined in this chapter or to the supervisor assigned by the Chief of Police.

Ie. RANKING OFFICERS (Lieutenants)

Lieutenants are considered Ranking Officers and, as such, have the authority to act and direct in the name of the Chief of Police within accepted limits. They shall each be assigned to specific areas of responsibility, command or function within the table of organization by the Chief of Police or designee. All orders or directions issued by them shall be in conformity with department regulations and policies.

Ranking Officers are responsible for enforcing and supporting the policies and directives of the Franklin Police Department. They shall avoid injury, degradation or discredit to subordinates by abusive language or conduct. Pending notification of the department administration, Ranking Officers may temporarily relieve any officer from duty for fitness or disciplinary reasons.

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If. SUPERVISORY OFFICERS (Sergeant)

In the absence of Ranking Officers, Sergeants are responsible for enforcing the policies, regulations and procedures written and unwritten, of the Franklin Police Department. They are responsible at all times to assist superior officers in the performance of their duties. They shall avoid any abusive action or conduct toward subordinates.

Ig. ALL MEMBERS OF THE DEPARTMENT

All members of the department shall obey such lawful orders, directives and instructions of the Chief of Police and other proper governing body's at all times. All officers of the Franklin Police

Department shall take prompt, effective police action within the scope of the law, when the occasion so requires.

No member shall discriminate against, harass, or subject to ridicule, any person on the basis of that persons race, sex, age, creed, religion, national origin or human condition.

Members shall be tactful in the performance of their duties, and exercise patience and discretion. They shall conduct themselves at all times in such a manner as to reflect most favorably on the City of Franklin, the Franklin Police Department and the law enforcement profession.

Only the Chief, Deputy Chief or Operations Commander may approve a patrol officer to take the role of a shift supervisor in a time of need.

SECTION II- ADMINISTRATION

Ila. RATIO OF RANK

As authorized manpower expands, the number of Merit Rankings Officers may expand as needed to provide proper supervision. The ratio of Ranking Officers, excluding the Chief, Deputy Chief and Captain shall not exceed **thirty-five percent (35%)** of the total full-time sworn manpower authorized. The need for expanding this number must be documented by the Chief of Police and approved by the Board of Works, with funding approved by the Common Council. *Adopted by the Board of Public Works and Safety on 03/13/01.*

Iib. TABLE OF ORGANIZATION

The Chief of Police is tasked by the Board of Works with the efficient operation of the department. The board empowers him/her to utilize all members of the department toward that end.

SECTION III- MERIT COMMISSION ELECTION RULES

IIIa. Voting shall be conducted within the Police Headquarters building. On the day of the election, no campaign or election advertising shall be allowed in or on department (City) property.

An election to be made by the active members of the Department for a position on the Franklin Police Merit Commission shall be made at a meeting called specifically for that purpose by the Board of Public Works and Safety of the City of Franklin under IND. CODE § 36-8-3.5-8 as

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adopted by City of Franklin Ordinance Section 2.12.030. Notice of the date of election shall be in accordance with IND. CODE § 36-8-3.5-8 as adopted by City of Franklin Ordinance Section 2.12.030.

(Amended 09/21/15)

IIIb. At the election meeting, the active members of the Department shall select an election chairperson from among themselves. Voting by numbered, secret ballot shall occur in blocks of two hours each. These blocks shall commence one hour before, and continue until one hour after, each shift change on the date of the election. The selection of the chairperson shall occur at the opening of the first block, *i.e.*, one hour before the first shift change on the date of the election. No ballots shall be counted until the voting has concluded, *i.e.*, one hour after the last shift change on the date of the election.

(Amended 09/21/15)

IIIc. The Chief or Deputy Chief and election chairperson shall ensure that the names and any other relevant information of all persons seeking election shall be equally and prominently posted within the voting place.

IIId. The Chief shall provide blank numbered ballots equal to the total number of active members of the department.

IIIe. One member appointed by the Chief of Police and one member appointed by the election chairperson shall conduct a sign-in of all members voting. Upon signing the register, the voting member shall pick, at random, one of the numbered ballots. Voting shall be unescorted and in private. No proxy or absentee ballots shall be allowed.

IIIf. As soon as the voting has concluded, the Chief or Deputy Chief, along with one member appointed by the election chairperson, shall meet and conduct a vote count. The count shall be open to any voting member wishing to attend.

As soon as the voting has concluded, *i.e.*, one hour after the last shift change on the date of the election, the Chief or Deputy Chief, along with one member appointed by the election chairperson, shall meet and conduct a vote count. The counting process shall be open to all active members to observe.

(Amended 09/21/15)

IIIg. The Chief or Deputy Chief and the election chairperson shall reconcile the sign-in roster with the number of ballots cast. If equal, the winner shall be declared by simple majority of the votes cast. The Chief and election chairperson shall file a written report with the Board of Public Works, detailing the results. Should the results of the count be irregular or tied, no winner shall be declared. In this event, the sign-in roster and ballots shall be secured and presented to the Board of Public Works at their next regular meeting, at which time the Board of Public Works shall set the time of another election.

APPROVED FEBRUARY 28, 1995, AND AMMENDED JULY 25, 2006 BY THE FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY.

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CITY OF FRANKLIN

Police

Title: Captain (Exempt)

Job Objectives:

To perform the position successfully, an individual must be able to complete each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

Incumbent serves as Captain/Operations Commander for the Chief and is responsible for supervising and directing personnel in enforcing federal, state and local laws and protecting residents and their property.

Incumbent shall act with the authority of the Chief in the absence of the Chief and the Deputy Chief in accordance with local and state laws, regulations and ordinances.

Essential Job Functions:

- The incumbent supervises and directs uniform personnel, including scheduling/making work assignments, maintaining proper staffing levels, evaluating performance, providing corrective instruction, ensuring compliance with department policies and procedures and implementing disciplinary action as needed.
- The incumbent prepares and submits various reports according to department deadlines, reviews reports by subordinates for accuracy, completeness and compliance with legal requirements and compiles stats on officer productivity.
- The incumbent periodically performs road officer duties.
- The incumbent is responsible for managing the department's Fleet Maintenance Program, ensuring issued vehicles are properly equipped, kept in good condition and maintains fleet records.
- The incumbent is responsible for handling the purchasing/equipping of new vehicles and the purchasing of new vehicle equipment.
- The incumbent is responsible for arranging/coordinating repairs on radio equipment, and other equipment as required.

- The incumbent is responsible for assisting in the development of the yearly departmental budget.
- The incumbent is responsible for organizing and supervising major projects assigned by the Chief of Police.
- The incumbent is responsible for recommending changes to department policies and practices.
- The incumbent is responsible for maintaining Road Division performance statistics and reporting monthly to the Chief.

Duties and Responsibilities

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

Equipment Knowledge:

The incumbent must have ability to operate standard office and department equipment, including computer, calculator, fax machine, copier, scanner, telephone, camera, radio, vehicle, PBT, pepper spray, drug/narcotic identification kit, rifle, handgun and Taser.

Critical Skills/Expertise:

- The incumbent must have thorough knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the department.
- The incumbent must have a thorough knowledge of Federal, State and Local laws related to the law enforcement profession and the ability to apply them.
- The incumbent must have the ability to supervise and direct personnel, including orienting new personnel, planning/making work assignments, maintaining proper staffing levels, evaluating performance, providing corrective instruction, ensuring compliance with department policies and procedures and initiating disciplinary action as needed.
- The incumbent must have a thorough knowledge of, and the ability to use, such procedures/techniques as restraint/search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, alarm response procedures and emergency

driving/pursuit procedures required and used by the department.

- The incumbent must have the ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and effect forceful arrest using appropriate physical force as situations demand.
- The incumbent must have the ability to communicate effectively, both in writing and verbally.

Educational Requirements:

The incumbent must have a high school diploma or equivalent, special training with related work experience, possess a valid Indiana driver's license and be certified by the Indiana Law Enforcement Training Board.

Reporting Responsibility:

The Incumbent reports as per the Chain of Command outlined in RR Chapter Ia or to the supervisor assigned by the Chief of Police.

Physical Requirements:

The incumbent may be required to perform work that is considered physical in nature.

Job Location:

The incumbent performs a majority of duties in a police station office environment. At times, the incumbent may be required to work outdoors and in adverse weather conditions. Travel may be required from time to time.

Safety Equipment:

The incumbent will be required to operate certain safety related items, such as: firearms, body armor, flashlight, flares, handcuffs, barrier equipment, collapsible baton, shot gun, Taser and patrol rifle.

Security:

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and shall maintain a non-felonious record.

ACKNOWLEDGEMENT

The job description for the position of Police Captain for the Franklin Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand it is not a contract of employment. I am responsible for reading this job description and complying with all the job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Employee: _____ Date: _____

Employee's Supervisor: _____ Date: _____