



Main Street Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: A resolution to reappoint Aggie Combs to the Locust Grove Downtown Development Authority

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: NA

Date Received: December 13, 2021

Workshop Date: December 20, 2021

Regular Meeting Date: January 3, 2022

Discussion:

Attached is a resolution to reappoint Aggie Combs (Exhibit A) to the Locust Grove Downtown Development Authority (DDA). Aggie has served on the Authority for many years and is a valuable asset to the Main Street Program.

Recommendation:

**I MOVE TO (APPROVE/DENY/TABLE) THE REAPPOINTMENT OF
AGGIE COMBS TO THE LOCUST GROVE DOWNTOWN
DEVELOPMENT AUTHORITY**

RESOLUTION NO. _____

RESOLUTION TO REAPPOINT AGGIE COMBS TO THE DOWNTOWN DEVELOPMENT AUTHORITY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WITNESSETH:

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the Mayor and Council have determined that the need for a downtown development authority to function in the city to aid in the financing of projects for the revitalization and redevelopment of the central business district of the city which will develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities within the city and the state of Georgia; and

WHEREAS, the City must appoint Board of Directors of the downtown development authority; and

WHEREAS, the term of Aggie Combs as a member on the Board of Directors of the downtown development authority expires on January 3, 2022; and

WHEREAS, the City wishes to reappoint Aggie Combs to continue serving as a Director of the downtown development authority in accordance with said Ordinance.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Appointment.** The Mayor, by and with the advice and consent of the City Council, hereby reappoints Aggie Combs as a member of the Board of Directors of the downtown development authority, whose term will expire January 3, 2028.

2. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
3. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
4. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 3rd day of January, 2022.

Robert Price, Mayor

ATTEST:

APPROVE AS TO FORM:

Misty Spurling, City Clerk
(seal)

City Attorney



Main Street Department

P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
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Item Coversheet

Item: A resolution to reappoint Rod Shearouse to the Locust Grove Downtown Development Authority

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: NA

Date Received: December 13, 2021

Workshop Date: December 20, 2021

Regular Meeting Date: January 3, 2022

Discussion:

Attached is a resolution to reappoint Rod Shearouse (Exhibit A) to the Locust Grove Downtown Development Authority (DDA). Councilman Shearouse serves as the City Council representative on the DDA and has served several years as a valuable asset to the City's Main Street Development efforts.

Recommendation:

I MOVE TO (APPROVE/DENY/TABLE) THE REAPPOINTMENT OF ROD SHEAROUSE TO THE LOCUST GROVE DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. _____

RESOLUTION TO REAPPOINT ROD SHEAROUSE TO THE DOWNTOWN DEVELOPMENT AUTHORITY; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WITNESSETH:

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the Mayor and Council have determined that the need for a downtown development authority to function in the city to aid in the financing of projects for the revitalization and redevelopment of the central business district of the city which will develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities within the city and the state of Georgia; and

WHEREAS, the City must appoint Board of Directors of the downtown development authority; and

WHEREAS, the term of Rod Shearouse as a member on the Board of Directors of the downtown development authority expires on January 3, 2022; and

WHEREAS, the City wishes to reappoint Rod Shearouse to continue serving as a Director of the downtown development authority in accordance with said Ordinance.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Appointment.** The Mayor, by and with the advice and consent of the City Council, hereby reappoints Rod Shearouse as a member of the Board of Directors of the downtown development authority, whose term will expire January 3, 2028.

2. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
3. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
4. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 3rd day of January, 2022.

Robert Price, Mayor

ATTEST:

Misty Spurling, City Clerk
(seal)

Approved as to form:

City Attorney



Main Street Department

P. O. Box 900
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Item Coversheet

Item: **Resolutions to reappoint Jeff Mills and Rachel Devitt to the Locust Grove Historic Preservation Commission**

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: NA

Budget Item: NA

Date Received: December 15, 2021

Workshop Date: December 20, 2021

Regular Meeting Date: January 3, 2022

Discussion:

Attached are resolutions to reappoint Jeff Mills (Exhibit A) and Rachel Devitt (Exhibit B) to the Locust Grove Historic Preservation Commission.

Recommendation:

I MOVE TO (APPROVE/DENY/TABLE) THE REAPPOINTMENT OF JEFF MILLS AND RACHEL DEVITT TO THE LOCUST GROVE HISTORIC PRESERVATION COMMISSION

EXHIBIT A

RESOLUTION NO. _____

RESOLUTION TO REAPPOINT JEFF MILLS TO THE HISTORIC PRESERVATION COMMISSION; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

W I T N E S S E T H:

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the historical, cultural and aesthetic heritage of the City of Locust Grove is among its most valued and important assets and the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and

WHEREAS, the City adopted a Historic Preservation Commission Ordinance on September 13, 2004 to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural or aesthetic interest or value; and

WHEREAS, the City wishes to reappoint Jeff Mills as part of his continued dedication to the citizens of the City of Locust Grove by serving on the Historic Presentation Commission in accordance with said Ordinance.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Appointment.** The Mayor, by and with the advice and consent of the City Council, hereby reappoints Jeff Mills as a member of the Historic Preservation Commission, whose term will expire January 6, 2025.
2. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
3. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
4. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 3rd day of January , 2022.

Robert Price, Mayor

ATTEST:

Misty Spurling, City Clerk
(seal)

APPROVED AS TO FORM

City Attorney

EXHIBIT B

RESOLUTION NO. _____

RESOLUTION TO REAPPOINT RACHEL DEVITT TO THE HISTORIC PRESERVATION COMMISSION; TO REPEAL INCONSISTENT RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

W I T N E S S E T H:

WHEREAS, the City of Locust Grove (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the historical, cultural and aesthetic heritage of the City of Locust Grove is among its most valued and important assets and the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; and

WHEREAS, the City adopted a Historic Preservation Commission Ordinance on September 13, 2004 to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural or aesthetic interest or value; and

WHEREAS, the City wishes to reappoint Rachel Devitt as part of his continued dedication to the citizens of the City of Locust Grove by serving on the Historic Presentation Commission in accordance with said Ordinance.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:

1. **Appointment.** The Mayor, by and with the advice and consent of the City Council, hereby reappoints Rachel Devitt as a member of the Historic Preservation Commission, whose term will expire January 6, 2025.
2. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
3. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
4. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 3rd day of January , 2022.

Robert Price, Mayor

ATTEST:

Misty Spurling, City Clerk
(seal)

APPROVED AS TO FORM

City Attorney



Police Department
P. O. Box 900
Locust Grove, Georgia 30248

Phone: (770) 957-5043
Facsimile (770) 954-1223

Item Coversheet

Item: Revision of Standard Operating Procedure I-005 Criminal Investigation

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Incremental – General Fund/Dept. 3230 – Public Safety

Date Received:

Workshop Date: December 20, 2021

Regular Meeting Date: January 3, 2022

Discussion:

Attached is a revision to the police department SOP Section I-005 Criminal Investigations. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to add SOP Section I-005 Criminal Investigations in its entirety.

Recommendation:

APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION I-005 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

ORDINANCE NO. _____

TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND I-005 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS

SECTION 1. Amendment of the Police Standard Operating Procedures. The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section I-005 and replacing same with the new Section I-005 which is attached hereto and incorporated into the Code by reference and herein as Exhibit “A”. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

SECTION 2. Codification. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 4. Severability.

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent

allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this _____ day of _____, 2022.

ROBERT PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk
(Seal)

APPROVED AS TO FORM:

CITY ATTORNEY

EXHIBIT "A"

AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –
January 3, 2022

_____ (amended)

LOCUST GROVE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SECTION: I-005 CRIMINAL INVESTIGATIONS / MISSING PERSONS

EFFECTIVE DATE: June 1, 2014

NUMBER OF PAGES: 46

REVISED DATE: January 3, 2022

DISTRIBUTION AUTHORIZATION:

Chief Derrick B. Austin

I. POLICY

It shall be the policy of the Locust Grove Police Department to reduce crime through the successful completion of the criminal investigative process that should identify, cause the arrest and conviction of the suspect, and recover stolen property. The preliminary investigation is a critical step in the overall criminal investigative process. Often, the success or failure of the entire investigation is contingent on the preliminary investigation being conducted thoroughly and completely and should be conducted accordingly.

II. PURPOSE

To increase the effectiveness of the Locust Grove, Police Department's investigative efforts by establishing uniform procedures and guidelines for the preliminary and follow-up investigations of specific crime scenes involving property crimes, serious injury, natural death and violent or suspicious death.

III. SCOPE

These procedures shall apply to all sworn personnel of the Locust Grove Police Department as directed per policy.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The CID supervisor shall be responsible for assisting and overseeing the investigative operations of the Locust Grove Police Department. He or she will operate under the direct authority of the Chief of Police and at all times ensure that he or she is informed of all investigations. The CID supervisor

shall complete an annual documented review and evaluation as to the effectiveness of the division. There will also be as many supervisors, detectives and officers assigned to the section as is necessary to handle the case load on a reasonable basis. All personnel assigned to CID will be non-uniformed when actively investigating cases unless otherwise directed.

B. Criminal Investigation Division

The Criminal Investigations Division purpose and responsibility is to investigate of the following types of crimes:

1. Part 1 Crimes - deaths, attempted homicides, kidnappings, aggravated assaults, shootings with injury, rapes, armed robberies, burglaries, thefts, auto thefts, arson, etc.
2. Part 2 Crimes - Fraud, embezzlement, stolen property, vandalism, prostitution, drugs, gambling, forged checks, etc.

V. CRIMINAL INVESTIGATION PROCEDURES

A. Information Development

The development of pertinent case information begins when the call for the police is received and continues until the case is cleared or made inactive. Obtaining and recording even apparently minor information is often crucial to the successful conclusion of a case.

1. Sources of departmental information that are valuable and should be utilized as needed includes, but is not limited to:
 - a. Central records files (including photos and fingerprint records).
 - b. Computer logged information.
 - c. Field interview cards/electronic records.
 - d. City Clerk's Office records.
 - e. Informant files.
 - f. HCSO website for booking formation.
 - g. Various Internet resources.

2. Outside agency information can be valuable in an investigation and should be used when appropriate. Such information includes but is not limited to:
 - a. GCIC/NCIC criminal history records information.
 - b. Vehicle registration information.
 - c. Driver's license information.
 - d. Probation and parole records.
 - e. Court records.
 - f. Tax records.
 - g. Local and federal agencies records.
 - h. Welfare and social service agency records.
3. Private organizations and agencies can also provide information valuable to investigations. Court orders may be necessary to obtain certain records. Such sources of information include but are not limited to:
 - a. Utility company records.
 - b. Telephone company records.
 - c. Bank and credit agencies.
 - d. Insurance companies.
 - e. Online subscription information services.
 - f. The Internet (World Wide Web).

B. Interviews and Interrogations

The effective use of interviews and interrogations with victims, witnesses and suspects are often crucial in solving many types of crimes.

1. Victim/Witness Interviews

- a. Detailed notes and/or a recorded tape (includes video tape and Digital Audio) should be made for future reference giving time, date, location, officers present, etc.
- b. The trauma or stress to which the victim or witness has been subjected should be considered and the interview conducted in such a manner as to reduce stress and minimize further problems.
- c. The age, physical limitations and credibility of witnesses should also be considered.
- d. Interviews are usually voluntary. Every effort should be made to have the suspect(s), victims and witnesses come to the police department for the interview.
- e. Persons being interviewed in a voluntary setting will be advised that they are free to stop the interview and can leave at any time. No steps will be taken to limit their ability to depart.

2. Interrogation of Suspects

In the Interrogation of suspects, officers should consider these important points:

- a. Interrogation to obtain investigative leads can be very useful, but all constitutional precautions must be taken once a suspect is in custody and is going to be questioned.
- b. Detailed notes and/or a recorded audio and/or video tape should be made for future reference and court use giving time, date, location, officers present, waiver of rights, time interrogation ended, etc.
- c. Statements obtained during an interrogation must not be based on coercion, promises, intimidation or deprivation of counsel.
- d. Persons being interrogated in a voluntary setting will be advised that they are free to stop the interrogation and can leave at any time. No steps will be taken to limit their ability to depart.
- e. For a statement to be admissible in court; prior to the suspect being questioned, he or she shall be advised of their Miranda constitutional warnings and the right to counsel. The detective/officer must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of those rights. Officers should stay

abreast of recent court decisions which may mandate changes in constitutional rights procedures.

- f. Juvenile suspects must be given the same constitutional protection as adults. The following additional safeguards should be followed:
 - 1) When juveniles are questioned, a parent, guardian or attorney should be present. If the parent or guardian chooses not to be present or cannot be located, the officer may continue with the interview so long as the juvenile consents to the interrogation.
 - 2) Number of officers present and duration of the interrogation should be kept to a minimum.
- g. If there is more than one (1) suspect to be interrogated, the suspects should be separated and interrogated individually.
- h. When interrogating suspects, if possible, two (2) detectives or one (1) detective and one (1) officer or supervisor should be present, one in the interview interrogation room and the other in a location to observe and conduct the Audio/Video recordings and in position or proximity to witness the "Advice of Rights Waiver and Statement" and observe and monitor the interrogation. The Investigating officer should also obtain a signed waiver of rights form.
- i. Detectives should remember that by using innovative, yet proper methods, much valuable evidence can be obtained from victims, witnesses and suspects. A flexible and effective interrogation technique can obtain valuable evidence that might otherwise be lost.
- j. When conducting investigations of incidents involving the abuse, neglect or molestation of a juvenile, the investigator will have received specialized training in:
 - 1) Interviewing and report writing techniques;
 - 2) Dealing with child victims of sexual abuse;
 - 3) Dealing with child victims of physical neglect and abuse;
 - 4) Familiarity with the use of anatomically correct dolls/drawings; and
 - 5) The use of taping and recording devices.

If personnel within the Locust Grove Police Department are not available for crimes of abuse, neglect, or molestation the Southern Crescent Sexual Assault and Child Advocacy Center will be contacted to assist with investigation of the incident.

C. Collection and Preservation of Physical Evidence

Physical evidence is of major importance in all cases, particularly those without witnesses. The successful prosecution of a case often hinges on the quality of the physical evidence that is collected and preserved.

1. All officers and detectives are responsible for the preservation of evidence and for maintaining and documenting the chain of custody of all evidence that is in their custody.
2. Most evidence collected will be handled by the detective in charge of the crime scene.
3. Officers having questions about collection and preservation of specific items of evidence should consult the detective in charge, a supervisor or the Chief of Police. If necessary, the District Attorney's Office may be contacted.

D. Surveillance and Equipment Procedures

1. The secretive observation of a person, place or vehicle is a basic police technique that can be used by all departmental units. Surveillance can be used effectively to gather evidence of illegal activity or, in the case of a stakeout, to apprehend criminals after a pattern of criminal activity has been identified.
 - a. All detectives/officers should be encouraged to use surveillance on known trouble spots and known violators as part of their efforts to suppress crime.
 - b. For specific assistance in surveillance procedures, techniques and equipment, officers should contact designated supervisors.
2. The Locust Grove Police Department has access to pieces of equipment to ensure the safety of its police personnel. One of these is the body wire, or body mic. It is designed to allow

back-up officers to monitor a police operative to ensure his / her safety, and its use is permitted upon approval from the Supervisor or Chief of Police. Members of the Locust Grove Police Department will not, under any circumstances, use a body wire for unauthorized verbal interceptions. State and federal law prohibits such use and violators can be prosecuted. Having knowledge of this activity and not reporting it will lead to prosecution and departmental discipline.

- a. To prevent unauthorized use and loss of surveillance and undercover equipment, the distribution and use of the equipment shall be approved by a Supervisor or Chief of Police.
- b. The appropriate checkout forms/logs will be used when checking out and distributing surveillance equipment.

3. Body wire

Defined as any electronic device used in a covert operation that is capable of listening/monitoring or recoding conversation and interactions.

The body wire can be used as prosecution tool when one person involved in the conversation has knowledge his or her conversation is being intercepted and permission was given beforehand. In addition to the body wire and phone intercept may be utilized to gather evidence in a criminal case. When one of the above listening or recording devices is selected, the officer must complete an equipment log prior to use. The completed log is to be approved by a supervisor documenting the case file number, date, and time in and out and condition. In all cases where police personnel or civilian police operatives are wearing or in any way using a body wire, a written permission form must be signed and witnessed prior to use of the equipment.

4. Inventory Control of Investigative tools

In addition to the procedure for the body wire and tape an inventory log will be kept in and by the Supervisor of all investigative tools (i.e., lowlight binoculars, tape recorders, etc.) borrowed for temporary use from this agency or another agency. If technical alarm systems or tracking systems are borrowed from other agencies, an inventory log must be submitted to the Supervisor. The supervisor will ensure that department owned equipment is in a state of operational readiness.

E. Criminal Background Investigations

In the course of conducting criminal investigations, it is sometimes necessary to seek out background information concerning individuals who are suspected of criminal activity. Information which is gathered during these background checks is often of a secretive and confidential nature. In order to protect the department and individual officers from possible liability, it is necessary for guidelines to be established for conducting these background investigations and dissemination of information gathered from them.

Any officer who; while investigating a criminal matter, particularly those which relate to white collar crime, organized crime, narcotics, and vice activities; decides that a background investigation is necessary, shall immediately notify his supervisor. The officer and the supervisor shall consider the following when conducting background investigations:

1. Identifying the purpose of the investigation.
2. Identifying potential sources of information.
3. Determining how the information will be used after it has been collected.
4. Controlling the distribution of related records.
5. Possible purging of these records at a future date.

In this regard, it should be remembered that the dissemination of information on suspect offenders that would not be admissible in court should be restricted to those officers who have a clear need for such information.

This regulation shall apply to background information that is gathered in relation to ongoing criminal investigations. It shall not apply to background investigations that are conducted for employment purposes.

This agency shall make use of information gathered by GCIC and NCIC by utilization of the department's computer which accesses GCIC. This utilization gives the officer/detective information about inter-jurisdiction and inter-state criminal activity.

VI. PRELIMINARY INVESTIGATION PROCEDURES

A. Duties and Responsibilities

The Locust Grove Police Department will fully investigate all reported crimes and incidents with sufficient resources provided consistent with the investigative leads and magnitude of the crime.

Upon arrival at the scene of a crime, the patrol officer or detective having responsibility for the preliminary investigation should:

1. Assess the crime scene to provide a level of safety for the officer, victim and witness. Observe and record all conditions, events and remarks.
2. Provide aid to the injured.
3. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
4. Locate and identify witnesses:
 - a. Full name;
 - b. Telephone number(s);
 - c. Address;
 - d. Work information;
 - e. Name and address of a relative.
5. Protect the crime scene to ensure that evidence is not lost or contaminated prior to it being taken into custody.
6. Interview the complainant, victim and witnesses to:
 - a. Obtain description, name, address, physical, etc. of suspect(s);
 - b. Determine what information is known by witnesses, victim or complainant;
 - c. Furnish other field units through radio with a lookout including method, direction of flight and other relevant information concerning persons or vehicles wanted.
7. Arrange for the collection of evidence:
 - a. Organize and conduct searches for property or evidence.

- a. Notify a supervisor if detectives and / or evidence collection personnel are needed to collect evidence or photograph the scene;
 - b. Photograph and collect evidence if there is no need to notify detectives or supervisor for crime scene processing.
8. Determine the identity of suspect and make an arrest if it can be accomplished at the scene or through an immediate pursuit.
 9. Interview the suspect:
 - a. Read Miranda Warning; if applicable (custody and interrogation)
 - b. Use field interview techniques.
 - c. Take suspect into custody and turn over to detectives.
 10. Accurately and completely record pertinent information.
 11. Make appropriate GCIC/NCIC inquiries and/or modification and clearance referrals when applicable to the Records personnel or Communications Center.
 12. When necessary, brief supervisors, officers and/or the detective who may assume the follow-up investigation as to the known facts of the case, and advise if the suspect has been read the Miranda Warning.
 13. Check victim(s), witness(es) and suspect(s) through communications and at the Henry County Jail for possible outstanding warrants.

B. Shift Supervisor Responsibilities

Upon arrival at the scene of a crime, the Shift Supervisor shall:

1. Immediately ascertain from the patrol officers the seriousness of the incident under investigation and the basic details concerning the crime.
2. Ensure that the patrol officers conduct a thorough preliminary investigation and gather all pertinent facts and information or conduct the investigation personally.
3. Provide leadership to subordinates to ensure an efficient and effective preliminary investigation or provide training to responding patrol officers by conducting the investigation.

4. Ensure that patrol officers devote that amount of time necessary for a quality preliminary investigation without jeopardizing other important police services or assume the lead role and conduct the investigation including the writing of reports.
5. If a patrol officer writes the initial report, review the preliminary investigation reports as soon as possible to ensure completeness of the reports prior to approving them. (NOTE: If the preliminary investigation report is incomplete, the supervisor will return the report to the patrol officer for completion.) The report must be completed prior to the end of the shift. If, due to circumstances beyond the officer's control, the report cannot be completed prior to the end of the shift or if there is an error contained within the report, the approving supervisor will attach a note to said report explaining the problem. The officer will make corrections as soon as possible. The approving supervisor will be held accountable for the completeness of all preliminary investigation reports.

C. General Responsibilities

1. Except in those cases where the presence of a uniformed officer would obviously hinder a proper investigation or specific expertise is required, the preliminary investigation shall be conducted by the uniformed patrol officer or supervisor assigned to the call.
2. The assigned patrol officer or supervisor shall initiate and complete as many of the activities listed above as are necessary. The individual circumstances of the incident will determine how many of the activities are required.
3. The patrol officer or supervisor assigned shall be responsible for initiating action as necessary to inform other appropriate departmental personnel that a serious crime or one requiring immediate on-thescene, follow-up investigation by Criminal Investigations Division exists.

VII. FOLLOW-UP INVESTIGATIONS

A. Basic Functions in Non-criminal and Criminal Cases

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to make the arrest of an offender, recover stolen property and/or discover additional facts surrounding the case.

Basic functions of the follow-up investigation in non-criminal and criminal cases include:

1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records and results from laboratory examinations;
2. Conducting additional interviews and interrogations;
3. Locating missing persons;
4. Determining if information or suspicious activity may/does relate to criminal activity;
5. Locating lost property and returning same to the owner;
6. Investigating deaths, overdoses, suicides and injuries to determine if a crime was committed;
7. Recording information obtained during follow-up investigation (supplemental report);
8. Reviewing departmental records for investigative leads and records that may aid in bringing the investigation to a satisfactory conclusion;
9. Seeking additional information (from patrol officers, informants, contacts in the community, other investigators/agencies, etc.);
10. Interviewing victims, witnesses and suspects;
11. Arranging for the dissemination of information as appropriate (teletypes to other agencies through GCIC/NCIC, lookouts for patrol personnel, BOLOs for other department personnel and local agencies);
12. Planning, Organizing, and Conducting Searches;
 - a. Assistance from the Patrol Division will be initiated through the Shift Supervisor;
 - b. Detective in charge shall coordinate with the Shift Supervisor concerning personnel assignments and duties;

- c. Shift Supervisor will assign personnel according to instructions and needs provided by detectives or provide the necessary assistance;

- 13. Identifying and collecting physical evidence;
- 14. Recovering stolen property;
- 15. Arranging for analysis and evaluation of evidence;
- 16. Reviewing results from laboratory examinations;
- 17. Identifying and apprehending the suspect(s);
- 18. Checking for criminal history on suspect(s);
- 19. Determining if other crimes may have been committed by the suspects, establishing possibility of MO;
- 20. Consulting with the District Attorney's Office in preparing cases for court presentation and assisting in the prosecution thereof;
- 21. Attendance in court to testify.

B. Criminal Investigations Division Duties and Responsibilities

Criminal Investigations Division is responsible for determining follow-up investigation needs for all Part 1 and Part 2 cases and those patrol cases needing special attention or long-term investigation.

Criminal Investigations Division will receive a copy of all crime reports for review and will apply a formal case screening process to all crimes referred to the section to ensure that investigative resources are assigned to those cases that can most benefit from the expenditure of additional investigative effort. Screening will be based on research and experiences within the agency and solvability factors.

C. Detective Responsibility

Detectives will be responsible for:

- 1. Follow-up investigation on all cases assigned.
- 2. Developing an investigative plan for each case assigned, including:

- a. Witnesses to be interviewed.
 - b. Locations to canvas.
 - c. Records to obtain and check.
 - d. Other investigative techniques to be utilized (stakeout, photo show, etc.).
 - e. Informant information.
 - f. Making a second contact with victims and/or witnesses for possible additional information.
3. Notifying the designated Lieutenant of any change in the case status.
 4. Documenting all investigative activities.
 5. Discussing case details with another investigator or the designated Lieutenant prior to obtaining arrest and search warrants, if required.

D. Supervisor Responsibility

The Lieutenants/Supervisor will monitor patrol investigations for quality and coordination with other criminal investigations. In addition, he or she will screen all cases prior to assignment to detectives. Cases will be assigned based on the following criteria:

1. Seriousness of offense.
2. Suspect or nickname is known.
3. Tag number of suspect vehicle is known.
4. Informant information is available.
5. Traceable stolen property.
6. A series of crimes.
7. Witness who can identify a suspect.

The designated Detective or Lieutenant will be responsible for:

1. Assignment of all cases.
2. Monitoring of case progress.
3. Disposition of all arrest and search warrants.
4. Proper use of investigative techniques by detectives.
5. Determining the suspension of investigative activity due to the lack of investigative leads.
6. Quality of investigations and reports assigned to detectives.
7. Coordination of investigative efforts with the Patrol Division and other law enforcement agencies.
8. Submit monthly report of section activities to the Records Section and Chief of Police.
9. Establish work schedules and deployment tactics.
10. Coordinate and direct the section's investigative efforts.
11. Develop required records to be used for direction, monitoring and evaluation of the detective's activities.
12. Supervise personnel on a continuous basis to stay abreast of ongoing activities.
13. Be responsible for the training and development of detectives.

VIII. SOLVABILITY FACTORS

- A. For the purpose of this order, a solvability factor will be deemed to be present if any of the following factors are apparent at the end of the preliminary investigation process:
 1. The suspect or accomplice has been made; i.e. full name, partial names, nicknames or aliases).
 2. A full description of what is believed to be a distinctive partial description of the suspect or accomplice is available.

3. Significant data is available about the suspect(s) or accomplice(s), such as address or locations frequented.
4. A victim or witness could possibly identify the suspect or accomplice from a photo or in-person line-up.
5. Any property associated with the crime is traceable and/or recovered.
6. The suspect's or accomplice's vehicle license number is known completely or sufficiently known to be traceable.
7. A good description of the vehicle is known or a distinctive description of part of the vehicle or its contents is known and traceable.
8. A suspect's fingerprint(s) is obtained.
9. Significant physical evidence (either traceable or uniquely distinctive) is developed.
10. An unusual, distinctive or significant modus operandi pattern is identified.
11. There was a definite limited opportunity for anyone except the suspect(s) to have committed the crime.
12. Time frame of occurrence.

IX. CASE ASSIGNMENT

When determining the criteria for assigning cases for follow-up investigations, the designated Detective should consider research from crime analysis and documented experience of the agency.

- A. It shall be the responsibility of the designated Detective and/or Lieutenant to review all incident reports turned in by officers. He or she will assign cases for follow-up investigation based on solvability factors of each case. This decision will be based on the Investigator's or Supervisor's personal experience and the solvability factors indicated in the report. In cases requiring specialized skills and abilities (i.e. sex crimes, juvenile offenses, homicides, etc.), the case should be assigned to a particular detective who possesses the physical skills necessary to properly conduct the investigation. Once the assignment has been made, the detective has full responsibility of the case and is thus held accountable for the investigation.

A case assignment record shall be maintained in Criminal Investigations Division and shall include the following:

1. Case number.
 2. Date of occurrence.
 3. Date assigned.
 4. Type of case.
 5. Detective assigned to the case.
- B. Detectives shall make contact with victims/witnesses to determine if any new information has been discovered or remembered.
- C. Cases assigned will be reviewed by the detective supervisor within 10 days of assignment for reasons of continuation or closure.

X. CASE INVESTIGATION STATUS

A. Case Status When Not Cleared

1. Active - This status is used at the conclusion of an investigative summary when an investigation is still active and possesses a degree of solvability.

Detectives will not maintain a case report in "Active" status beyond forty-five (45) days unless a continuing flow of information and leads are available to support the "Active" status.

2. Inactive - This status is used at the conclusion of an investigative summary to indicate all investigative efforts have been exhausted, there is an unavailability of investigation resources and / or insufficient degree of seriousness and the case will be inactive pending the development of further information. The following criteria will be considered when making a case inactive:
 - a. Absence of further leads or solvability factors.
 - b. Unavailability of investigative resources.
 - c. The degree of seriousness of the crime

If new information is discovered on an inactive or unassigned case, the designated Detective or Supervisor will then assign the case to a detective. The CID supervisor will review the case before moving it to "Inactive" status.

B. Case Status Notification

It shall be the responsibility of the assigned case detective to notify the victim of any change in the case status. Notification may be made by phone or in writing within 10 working days after the status change.

C. Cleared Case Status

Cases will receive a clearance status upon conclusion of the investigation by a detective. They will be classified as follows:

1. Cleared by Arrest - An offense is cleared by arrest when one or more persons are arrested and held for prosecution.
2. Cleared/Unfounded - An offense is considered unfounded when the investigation yields no evidence to verify that the incident occurred.
3. Exceptionally Cleared - An offense is considered cleared by exception when it falls into one or more of the following categories:
 - a. The handling of a juvenile offender, either by verbal or written notice to parents in instances involving minor offenses.
 - b. Suicide of the offender (the person responsible is dead)
 - c. Double murder (two persons killed each other)
 - d. Deathbed confession (the person responsible dies after making the confession)
 - e. Offender killed by police or citizen
 - f. Confession by offender already in custody or serving sentence (this actually is a variation of a true clearance by arrest - you would not "apprehend" the offender, but in most situations like this the offender would be prosecuted on a new charge.
 - g. An offender prosecuted in another city for a different offense by state or local authorities or prosecuted in another city or state by federal

government for another offense (you attempt to return him / her for prosecution, but the other jurisdiction will not release to you).

D. Case Control/Monthly Report

The CID supervisor, for the purpose of preparing monthly activity reports, will maintain a copy of case assignment records. He or she will compile a report showing both individual stats on detectives as well as section totals. These records and reports will show the following:

1. Case number.
2. Type of crime.
3. Date of occurrence.
4. Date of assignment.
5. Case status.
 - a. No leads.
 - b. No prosecution.
 - c. Leads exhausted.
 - d. Cleared by arrest, adult, juvenile.
 - e. Counts.
6. Date case closed/inactivated.

XI. DETECTIVE'S CASE FILE

Separate case files will be maintained by CID. These case files will contain copies of all reports, supplemental reports, statements, crime lab reports, case status reports and other reports and records used for investigative purposes. These files shall be retained in accordance with state retention laws or when circumstances dictate otherwise. All case files will be accompanied by an investigative checklist form to ensure that critical areas of investigations are not overlooked. Case file will be maintained in the department report management system.

Once a case file is completed, it shall be turned in to the CID supervisor for review. All case files completed, leads exhausted, unfounded or no prosecution are reviewed for completeness and accuracy.

Case files will remain on file in the Records office, report management system or in records storage in accordance with state law or until such time as it is destroyed. When a case file is destroyed, it shall be by shredding or burning.

Every two years, the CID personnel will purge the internal files and move them to records storage.

Other files maintained in CID including informant files, monthly and annual reports and field interview reports.

XII. PROCEDURE FOR SERIOUS INJURY OR DEATH CRIME SCENE PROCESSING

A. Serious Injury

1. Upon arrival of the first officer on the scene, the officer will consult with the medical technician present (EMT) and determine if there is a serious injury or a death.
2. If there is a serious injury and not a death, the officer will allow the medical technician to treat and transport the injured.
3. The officer will secure the crime scene and detain all witnesses, if possible. If a witness must leave the location the officer shall record the name of the witness, home and work addresses and phone numbers and a brief statement of what was witnessed, if possible.
4. The officer will notify the supervisor who, if not the primary officer, will in go to the scene and evaluate the situation. The supervisor shall make the determination if a detective is needed.
5. Upon arrival, the detective will, if additional assistance is needed, contact the designated Lieutenant to obtain the needed resources.

B. Natural Death

Upon arrival of the first officer, he or she will carefully observe the scene. If the officer can determine from the immediate circumstances that the death is natural, he or she will notify the supervisor, should the supervisor not be

the primary officer. The supervisor will make a final determination as to the circumstances surrounding the death. After all questions and possibilities about the death have been satisfied and the death is considered natural, the Coroner/Medical Examiner may be called to the scene. In all cases of death, the Coroner/Medical Examiner will be notified regardless of the circumstances.

C. Violent or Suspicious Death, Homicide Cases

1. Upon arrival of the first officer on the scene, he or she will request the medical technicians to stand by and will detain all witnesses. If a witness cannot be retained, the officer shall record all required information and forward that information to the detective.
2. The officer will request a supervisor who will respond to the scene and evaluate the situation if the supervisor is not the primary officer. If a detective is needed, the supervisor shall make the determination and authorize notification. The detective shall make proper notification to the designated Lieutenant of all facts and requests regarding the case. This Lieutenant will respond to assist if the situation dictates a response.
3. The officer on the scene will remain to secure the scene and assist the detectives by detaining anyone who attempts to leave before they have been interviewed. If they cannot be detained, the officer will record their names and addresses so the detectives can follow up with an interview.
4. The officer will remain on the scene until relieved by the detective in charge.
5. The detective will call in another detective or the designated Lieutenant to prepare a search warrant for the crime scene.
6. Upon arrival of the Coroner/Medical Examiner, the detective in charge will cooperate with the Coroner/Medical Examiner so he can:
 - a. Observe the scene.
 - b. Take photographs of the body.
 - c. Jointly, with the detectives, search and remove the personal property from the deceased. The detective/evidence custodian will ensure that a complete inventory of all personal effects is made and release any non-evidentiary personal property to the Coroner/Medical Examiner for return to the person entitled to same.

7. Property of evidentiary value on the deceased or at the scene will be thoroughly inventoried by the detective/evidence custodian.
8. Upon completion of the crime scene search, the investigating detective and the Coroner/Medical Examiner will coordinate the release of the body for autopsy or other appropriate disposition.

D. Handling of Homicide Cases

The solution of a murder, together with the proper presentation of evidence, must be the responsibility of the entire department. Criminal Investigations Division and Patrol Division must all work together as a team. The responsibility for coordinating the entire investigation will rest with Criminal Investigations Division and they shall have the sole responsibility of handling the technical phases of the investigation. The first officer to arrive on the scene and other personnel will have definite responsibilities in such cases.

It should be noted that the ultimate solution to any homicide case can be seriously impaired or perhaps even completely destroyed if the scene is disturbed or contaminated by members of this department or unauthorized persons. Extreme care should be exercised in isolating the scene immediately and it should remain so until competent authority directs otherwise. To ensure all such cases are being handled in an efficient and businesslike manner, it is hereby ordered that the following procedure be followed in all homicide cases, serious assaults where death may result or any sudden deaths of a suspicious nature.

1. Duties of the First Officer to Arrive on the Scene

- a. If there is any possibility of life remaining in the victim, administer first aid and summon or have someone else summon an ambulance or nearby physician.
 1. If the victim is removed to a hospital and there is only one officer present, he shall remain and protect the scene. Notification shall be made to the Shift Supervisor who shall respond to the scene and determine if additional assistance is needed, if he is not the first/primary officer. Another officer shall proceed to the hospital to obtain a statement or report from the victim, if possible. If two officers are present, an officer will accompany the victim to the hospital and the other will remain at the scene.

2. An officer who accompanies a victim or who is sent to a hospital in such cases must in every instance make an effort to obtain a description of the assailant, his or her identity, if possible, and a complete statement of facts or dying declaration when necessary and forward any pertinent information to the investigating officer immediately.
 3. He or she shall take possession of all clothing removed from the victim at the hospital and shall caution hospital personnel against loss or destruction of other articles of clothing left on the body.
- b. Arrest perpetrator if possible.
 - c. Protect the immediate area of the crime scene, indoors and outdoors.
 1. Patrol officers will not touch or disturb anything at the crime scene. (EXCEPTION: Evidence may be taken into possession by an officer if, in his judgment, the evidence may be lost, stolen or damaged if left in its original position.) However, if evidence is removed due to extreme circumstances the officer shall note the exact location and position of the evidence and forward the information to the detective. Extreme care should be exercised not to contaminate the scene.
 2. The room or the immediate area of the crime scene will be cleared of all unauthorized persons except such officials whose presence is required and/or authorized.
 - d. Request the supervisor to respond to the scene, if not already present. Request additional officers if needed to secure/process the crime scene.
 - e. Notify the Communications Center by telephone or radio of all particulars which have been obtained, especially the description of suspect, route of escape, etc., and request whatever assistance is required; i.e. detectives, crime scene unit, Coroner/Medical Examiner, etc.
 - f. Pending arrival of Criminal Investigations Division, the officer will:
 1. See that the body is left in its original position. If it is necessary to move the body to the hospital or elsewhere, the officer will indicate the position of the body by marking with chalk, crayon, string or other means available and note same in his report.

2. Obtain names, addresses and identification of all witnesses and detain them, if possible. If not, record the necessary information.
3. Exercise every precaution to safeguard any fingerprints or other evidence, being careful to avoid destroying or impairing their value by careless handling.
4. Upon arrival of a detective or commanding officer, inform him of the following:
 - a. The witnesses being detained.
 - b. The evidence found, especially any evidence that has been handled by the officer or other people.
 - c. All other information regarding the case.
5. Enter all facts and details regarding the case in his field notes, especially such things as date and time of call, time of arrival, weather and lighting conditions, location, names and addresses of suspects and witnesses, complete identification of victim, description and location of evidence, description of crime scene, etc.
6. Remain with the members of Criminal Investigations Division under their supervision until the conclusion of the crime scene investigation.
- g. In cases requiring a prolonged investigation, the first officer on the scene may be detailed to plainclothes to work with the detectives.

2. Duties of Criminal Investigations Division

- a. Duties at the crime scene:
 1. Upon arrival the Criminal Investigations Division shall take charge of the crime scene. However, the patrol officer remains charged with the responsibility of continuing to protect the murder scene as aforementioned until the scene has been completely processed by Criminal Investigations Division and/or the Crime Scene Unit. No unauthorized person may enter the restricted area without the permission of the detective in charge of the investigation. This will

include members of this department not assigned to the investigation.

2. Call in another Detective or the designated Lieutenant to prepare a search warrant for the crime scene. Do not begin the crime scene search until the warrant has been signed by the appropriate judge.
 3. Direct the taking of photographs and the search for fingerprints and other evidence.
 4. Make required notes and sketches of the crime scene.
 5. Assist the Coroner/Medical Examiner.
 6. Record, mark, preserve and take custody of all evidence in the case and deliver the evidence to the evidence room or the crime lab for processing.
 7. Keep accurate records of the entire case, especially those records concerning:
 - a. Possession and marking of evidence and where found.
 - b. Custody of prisoners (chain of custody).
 - c. Detailed description of crime scene.
 - d. Coroner/Medical Examiner's report.
 8. Have all witnesses or other persons having knowledge of the crime taken to police headquarters for interviewing, with a detective present.
 - a. If this is impractical, an officer shall question the person and take necessary statements immediately.
 - b. Direct that such questioning be done privately and, if possible, prevent witnesses from discussing the case with each other until they have been interviewed individually.
- b. Keep communications informed of all new developments in the case, with special attention to as full and complete a description of the

assailant as possible. Also, provide the route and method of escape, weapon used and any probable injuries suffered by the attacker.

- c. Assign personnel necessary to canvas the neighborhood with detectives. These officers will question all persons who may have knowledge or information regarding the crime.
- d. Assign personnel to search the surrounding area for any evidence which may have been lost or disposed of by the assailant while in flight. Whenever possible, the detectives will supervise this search.
- e. Conduct whatever investigation necessary outside the city limits of Locust Grove, including communications or extradition processes.
- f. Review the case with the District Attorney to assure full preparation of case for trial.

3. Control of Suspect Following Arrest

- a. Whenever a suspect is arrested in a homicide case, case detective will be notified immediately. If he or she is unavailable, contact the designated Lieutenant.
- b. Clothing and other evidence from the suspect will be marked, preserved from contamination and delivered to the evidence room whenever laboratory analysis is required. Any clothing or other items covered in blood must be air dried prior to storage. **NEVER** put bloody clothes in a plastic bag, only paper bags.

E. Crime Scene Search and Investigative Reports

1. It will be the detective's responsibility to conduct a thorough crime scene search, inventory all evidence, describe all evidence and identify the location of all evidence in coordination with any crime scene personnel. This will not begin until a search warrant is obtained.
2. The detective will include the results of the crime scene search, a sketch of the crime scene, if necessary, and details of items of evidence found and released.
3. In the event of a suicide and the location of a suicide note, the detective shall preserve the suicide note for subsequent processing.

4. The detective in charge will take appropriate photographs at the scene and at the autopsy, collect appropriate evidence and submit the same to the Georgia Bureau of Investigation (G.B.I.) Crime laboratory.
5. The detective will prepare a supplemental report on photographs taken and evidence collected and any other action taken as the primary investigative officer.
6. The detective may be required to appear at the autopsy to ensure that any additional evidence is observed, collected, properly stored or submitted to the crime lab. The detective should observe the location and nature of the wounds to assist with their subsequent testimony and investigation.
7. The detective in charge of the investigation will assemble a complete investigative report including details of the crime scene search, inventory of personal property, evidence obtained, photos taken (which will be in the supplemental provided by the processing officer) and a copy of crime lab reports. The investigative file shall be turned over to the designated Lieutenant for inspection.

XIII. FORGERY AND HANDWRITING SAMPLES

Forgery: Valid checks, which have been altered in any manner, are considered forged documents. In addition, when a person cashing a check signs a fictitious name or a true name that is not his own, the crime shall be considered as a forgery, Georgia Code 16-9-1.

A. General Procedures

As soon as an officer/detective has determined he has a forgery case, he should examine the original check and determine how it has been marked by the bank.

1. Checks marked in the following manner are generally forgeries:
 - a. Unauthorized signature.
 - b. Signature irregular.
 - c. Stolen.
 - d. Cannot locate account.

- B. A passed check which has been determined to be a bad check must be presented to the magistrate and handled in accordance with Official Code of Georgia Annotated 16-9-20. This will be handled as a civil matter by this court. No other action is required by the investigating officer unless he is directed to do so by the court.
- C. In cases of forgery, it is necessary to have the original check to compare with known fingerprints and handwriting samples if a suspect has been identified. When the check is seized by the officer, it shall be handled and processed in accordance with the procedure for submitting documentary evidence. Each forged item or "counterfeit currency" shall be bagged separately and marked accordingly.
- D. Forgery cases will be completed by Criminal Investigations Division. Patrol officers will take the initial report when a detective is not available and will handle the submitting of documentary evidence when required. When a Patrol officer collects the evidence, he or she shall bag the items separately and mark the bags accordingly. If possible, the complainant should be directed to see the detectives in order to provide additional information that might be required to bring the case to a successful conclusion.
- E. Detectives investigating forgery cases shall:
 - 1. Attempt to locate the pattern (master) signature that the forger used to trace the signature of another. If this pattern signature is located, it shall be submitted as evidence and for examination.
 - 2. If the signature is simulated or copied, the detective shall have the suspect write samples of the exact signature and then submit these as evidence and for examination.
 - 3. If the detective compares a forged signature with the original and finds that the forgery is a freehand simulation, he or she shall attempt to obtain samples of the same signature from the suspect.

F. Collection of Handwriting Samples

Detectives obtaining known handwriting samples from suspects shall adhere to the following procedures:

- 1. Duplicate the original conditions as nearly as possible when having a suspect give a sample of writing; i.e. use the same size paper, same size writing area, same writing instrument -- pencil, ballpoint pen, fountain pen, etc.).

2. Have the suspect review and sign the handwriting waiver form. If the suspect refuses to sign the form, handwriting samples cannot be taken.
3. Dictate to the suspect what he is to write. Do not allow the suspect to see the original or copy of a questioned document.
4. Remove each sample of writing from the suspect's view as it is completed. This will hamper attempts on the part of the suspect to disguise his writing.
5. Do not give the suspect instructions in spelling, punctuation or paragraph arrangement.
6. If the questioned document consists of a signature or a few words, have the suspect prepare at least 25 samples of the original writing. When the signature or other writing on the back of a check is questioned have the suspect write the required number of samples on the unlined side, narrow end, of a 3 x 5 index card (or other form used).
This will duplicate endorsement conditions found on the back of a check.
7. Where the questioned document consists of a long paragraph or a number of paragraphs, have the suspect prepare at least three to five samples of the original writing.
8. Make photocopies of all original forms and place copies in the investigative file.
9. Place all forms, samples and original evidence into the evidence room to be forwarded to the crime lab or for securing evidence in accordance with departmental procedures.

XIV. ARSON INVESTIGATION PROCEDURES

A. Fire Scene Investigation/Fire Department on Scene

1. The following guidelines shall be followed whenever suspicious fires or arsons are being investigated within the City of Locust Grove and the fire department has responded:
 - a. The fire department, upon its arrival at a fire scene, will be solely responsible for determining the origin of the fire.

- b. If the origin is of a suspicious nature, then the on-call detective should also be notified.
- c. It shall be the responsibility of the fire department to conduct a preliminary fire investigation into the exact cause of the fire.
- d. The police department detective, upon his arrival at the scene, shall initiate a secondary investigation into the identity of the subject(s) responsible.
- e. Patrol officers shall assist the police department detective with the investigation or arrest as may be required.

B. Fire Scene Investigation/Fire Department Not Called

- 1. If an officer has been called to the scene of a fire which has been extinguished by someone other than the fire department and the fire department has not responded to the scene, he/she shall conduct a preliminary investigation into the origin of the fire.
- 2. If the officer determines that the fire is of a suspicious origin or an arson, he/she shall reflect this fact on the appropriate report and shall notify the Shift Supervisor.
- 3. If the officer feels that the assistance of the detective is needed and if the fire has caused extensive property damage, he/she shall notify the Shift Supervisor who shall notify the Fire Marshal and, if needed, a detective.
- 4. The detective, upon his arrival at the scene, shall assume command of the investigation. Patrol officers shall assist him or her with the investigation or arrest as may be required.

C. Investigation of Fatal Fires

- 1. Criminal Investigations Division shall be contacted on all fatal fires by the Shift Supervisor and shall be responsible for overall investigation in conjunction with fire department investigators.
- 2. Police officers responding to fatal fire scenes shall make every effort to preserve the scene. In addition, any bodies found shall not be removed, for humanitarian reasons, prior to the completion of the fire scene investigation.

XV. DYING DECLARATIONS

Department members investigating homicides shall make every effort to obtain a dying declaration from a victim of a homicide.

- A. The principal element in a dying declaration is the mental attitude of the victim. In order for a dying declaration to be admissible in court, the victim must have no hope of recovery. The detective/officer must fully interrogate the victim on this point before any statement is taken.

- B. In a case of serious assault and the victim has been taken to a hospital, the investigating officer shall request the doctor in attendance to inform the person that he is at the point of death, if such be the case, and that the doctor has no hope for his recovery. This must be done so that if a statement is made, its contents will leave no doubt in the mind of the court that the person making the statement was fully aware of his impending death and had no hope of recovery. In case of repeated interviews, the same procedure should be followed. In all cases, the dying person shall be questioned as follows:
 - 1. What is your name?

 - 2. Where do you live?

 - 3. Do you believe that you are about to die?

 - 4. Do you have any hope of recovery from injuries you have received?

 - 5. How, and in what manner, did you receive the injuries from which you are now suffering?

The statement shall be reduced to writing and signed by all witnesses present. If possible, the victim's signature should also be obtained. Answers to questions may be given by signs if the victim is unable to speak or write.

XVI. ADMISSIONS AND CONFESSIONS

- A. It is mandatory that all department members advise a person in custody of his constitutional rights prior to any interrogation. Until such rights are given, no evidence obtained as a result of a custodial interview can be used against the person in custody. Remember, it is necessary to give the Miranda warning when a person is in custody and before questioning.

Detectives/officers conducting an interview must give serious consideration to the age, education and mental and physical condition of the person in custody prior to interviewing him or her. The detective/officer must be convinced that the person in custody fully understood his or her constitutional rights and they must never threaten, trick or coerce any person in custody when trying to obtain a statement or confession.

- B. A waiver of rights form has been devised to ensure that suspect or person in custody understands all constitutional rights and desires to waive such rights. The suspect shall be advised he or she has a right to legal counsel prior to giving a statement and access to counsel if he is indigent.

Admissions or confessions by a suspect, taped, hand-written or however obtained, will be taken by the detective and it will be his discretion as to the method used.

- C. Whenever an admission or confession is typewritten or in the handwriting of a person other than the suspect, the person in custody or witness, the detective/officer shall have the suspect, person in custody or witness read the statement or confession. The admission or confession may be read aloud. The suspect, person in custody or witness will then sign the confession or statement including the date and time. The detective/officer shall do the same. If other witnesses are present, they shall sign their name in the appropriate space provided along with the date and time of signing.
- D. All possible details of the offense shall be developed, particularly details, which may be corroborated by other evidence. If the admission or confession narrative does not contain sufficient detail, the detective/officer may use a question-and-answer statement. The detective/officer shall set down the full question and allow the suspect or person in custody to speak or write the answers in his own words. This method may also be used when taking statements from witnesses or the detective may choose to use his own method.
- E. If a witness, suspect or person in custody desires the admission or confession changed in any part, he shall be requested to make the change in his own handwriting and be instructed to place his initials opposite each correction. This will be done only during the period when the admission or confession is being prepared or read and prior to final signing. Once the person has signed the admission or confession, it must not be changed. Any change desired must be made by the subject on a separate signed statement, which refers back to the first admission or confession.

If a suspect or person in custody expresses a desire to exercise his rights, the officers shall immediately stop the interview. Detectives and officers shall not give legal advice.

- F. Whenever an admission or confession is made, whether oral or written, the officer shall state such fact in the narrative portion of his report.

XVII. TECHNICAL AIDS/POLYGRAPH

When a detective is assigned a case and he or she feels that a polygraph examination may be a useful tool to their investigation, the detective may request a polygraph examination of the person(s) involved. The detective cannot force anyone to take the examination; it must be given on a voluntary basis. The detective shall consult with his or her immediate supervisor prior to scheduling a polygraph examination. A licensed operator will conduct polygraph examinations.

XVIII. ASSIGNMENT OF PATROL OFFICERS TO DETECTIVE SECTION

- A. Temporary re-assignment of patrol personnel affords the opportunity not only to strengthen the investigative process, but also to enhance career development of the individual officer, create a pool of patrol officers who possess investigative experience and provides improved preliminary investigations by patrol officers.
- B. Whenever investigative workload increases or when a special operation is underway, the designated Lieutenant shall request the from the Chief of Police additional manpower. The Chief may assign patrol officers to Criminal Investigations Division for an acceptable period up to six months when resources permit.
- C. Patrol officers assigned to Criminal Investigations Division shall report in plainclothes according to the dress code established for investigative personnel.
- D. Rate of pay for re-assigned officers shall remain the same as uniformed officers with proper recording of overtime.
- E. Patrol officers shall receive adequate training by investigators before being assigned cases.
- F. Patrol officers shall abide by policies and procedures established by the Department.

XIX. ATTENDANCE AT PATROL DIVISION ROLL CALL

Detectives may, when necessary, conduct briefings at patrol roll call to ensure cooperation between the two Divisions and enhance the exchange of information. These briefings should include information about criminal activity, crime patterns, BOLOs, any other information that needs to be disseminated and handout materials. Detectives will note the exchange of information in case files when applicable.

XX. DETECTIVES ON CALL

The designated Lieutenant will ensure that the other department supervisors are furnished with an up-to-date list of all detectives and their phone numbers who are on call after normal duty hours. Any call for a detective during this time will be cleared through the patrol shift supervisor. In the event that the detective on call cannot be located, the designated Lieutenant shall be notified. The designated Lieutenant, generally the Relief Lieutenant, will assist in the on-call rotation and respond when needed.

XXI. DETECTIVE VEHICLES

Vehicles used by Criminal Investigations Division shall be unmarked and be equipped with operational emergency lights and a siren.

XXII. INTERVIEW ROOMS

The Interview Room is designated as the departmental interview room for both detectives and uniformed personnel. This office houses the audio/video equipment to record interviews and interrogations. A procedure for access of this facility is in place for all officers to conduct interviews or interrogations and it is designed so the interview or interrogation can be observed by another detective or officer.

A. General Security Concerns

1. To provide proper security, all subjects, shall be searched prior to being brought into the interview room.
2. All subjects will be handcuffed prior to entry of the interview room. Handcuffs may be removed at the discretion of the officer/investigator conducting the interview.

3. When an officer/investigator is conducting an interview or interrogation, if possible, a second officer should be present in the room and/or observation room. If the interviewer needs assistance, he/she shall verbally and/or physically summon the officer monitoring the interrogation or utilize the “emergency” feature on their police radio.

B. Interview Room General Guidelines

1. Items in the interview room should be limited to office supplies and other items such as a table and enough chairs to accommodate the individuals in the room. Any other items brought into the room shall be at the discretion of the officer/ investigator conducting the interview.
2. The number of persons present while conducting an interview/interrogation should be kept to a minimum. Typically, no more than two officers and the person being interviewed or interrogated should be present. Special circumstances may require a parent, a guardian, legal representation, or a language interpreter.
3. Consideration must be given to the comfort of the suspect to avoid a situation, which places him or her under duress. This includes ensuring that all persons being interviewed and/or interrogated have access to restrooms and water.
 - (a) Interrogations should be limited to one (1) hour sessions between breaks. The investigating officer may use his or her own discretion in extending the one (1) hour session if based upon their experience and training they feel stopping the interrogation at that point would staunch the flow of information. Investigating officers should not extend the time out so much that it could be interpreted as coercion.
 - (b) More breaks should be given if necessary due to physical or biological reasons.
4. Prior to and after usage of the interview room, officers/investigators shall search the room for weapons and/or contraband.

XXIII. Confidential Informants

Detectives/Agents may use confidential informants to assist in the investigations by the Locust Grove Police Department or other law enforcement agencies.

A. Security of Confidential Informants Information

1. All information related to the identity and use of individual Confidential Informants will be secured.

- (a) Forms and files related to Confidential Informants will be stored in a secure file cabinet in the Locust Grove Police Department file room.
- (b) In reports, Confidential Informants will only be referred to as CI's or by a CI number.
- (c) The identity of CI's is protected from release under the Georgia Open Records Act.

B. Master Confidential Informant File

1. To use a CI, Detectives/Agents must do the following:

- (a) Complete a Locust Grove Police Department Confidential Informant form.
- (b) Take a picture of the Confidential Informant.
- (c) Check the intelligence database to determine if the potential Confidential Informant has been deactivated for misconduct.
- (d) Document the motivation for the potential Confidential Informant whether it is money, case consideration, ego, pride, civic pride, revenge, etc.
- (e) Debrief the potential Confidential Informant to collect information that the potential Confidential Informant is aware of and determine the potential Confidential Informants capabilities.
- (f) Have the potential Confidential Informant to sign an agreement and be assigned a Confidential Informant number.
- (g) Obtain a criminal history on the potential Confidential Informant.
- (h) Submit the Confidential Informant packet to the CID supervisor for approval.

2. Confidential Informants requiring special handling

- (a) Juveniles

Juveniles will not be used except in extraordinary circumstances with the prior approval of the CID supervisors and with the consent of the juvenile's parent or guardian.

(b) Probationers and Parolees

If a potential Confidential Informant is on probation or parole, the detective/agent must contact the probation officer or the parole officer to ensure that working as a Confidential Informant will not interfere with the rehabilitation of the informant. At a minimum the detective/agent will obtain consent from the probation or parole officer.

(C) Contact with Confidential Informant/Safeguards and Precaution

Detectives/Agents will only meet with a confidential informant while accompanied by another law enforcement officer, probation officer, parole officer, or prosecutor.

- 1) Undercover agents may be alone with a confidential informant only when there are cover agents monitoring the confidential informant and the undercover agent.
- (2) Whenever possible, the undercover agents and the confidential informants will be subject to audio monitoring.
- (3) Agents will not meet with a confidential informant while off duty or in a manner that could be construed as social.

(D) Documentation – A Confidential Informant report will be completed when:

- (1) Any in person meeting with a Confidential Informant will be documented.
- (2) Any contact with a Confidential Informant which provides useful information will be documented.
- (3) Any operation involving a Confidential Informant
- (4) At a minimum, detectives/agents will document a least one contact a week with a Confidential Informant that is working a case.

(E) Compensation

- (1) Payments to Confidential Informants of up to \$1000 will be approved by the CID supervisor. The Chief of Police must approve payments in excess of \$1000.
- (2) The Confidential Informant will be required to sign a money receipt in order to receive any payment and the receipt will be scanned into the case file.

XXIV. EXCULPATORY EVIDENCE

It is the policy of the department to seek the truth in all investigations. All evidence should be considered when investigating a case, and the exclusion of exculpatory evidence is not condoned. Seeking truth in justice shall always be an aim of the department in its investigations, as failure to do such could erode public confidence in the department and the criminal justice system. Accordingly, the following policies will be followed regarding the discovery of exculpatory evidence.

A. During an Investigation

During an active investigation, investigating officers shall document all evidence related to the case, inculpatory or exculpatory, in seeking the truth concerning a reported crime. Should a member of the department become aware of exculpatory evidence in a case currently under investigation by another officer or detective, both the investigating officer and the supervisor of such officer will be made aware of the evidence. Such evidence will be documented in the case management system.

B. Post-Arrest

In the event exculpatory evidence is uncovered after an arrest has been made in a case, the supervisor and the investigating officer shall be made aware of the evidence. The evidence will be documented, and a supplemental report will be filed. The supervisor, upon reviewing the evidence, will determine if the case should be assigned to a different case investigator for further work. The supervisor shall ensure the information is transmitted to the proper prosecuting authority. All actions taken and notifications made regarding the exculpatory evidence will be logged into the case management system.

C. Post-Conviction

Exculpatory evidence that comes to the attention of the department after a conviction has been entered on a case is of paramount importance to the department. Should any member of the department become aware of exculpatory evidence in a case that has been prosecuted, it will be the duty of that member to report the exculpatory evidence to the supervisor of the investigating officer without delay.

The supervisor will document the receipt of the information and shall inform the prosecuting authority without delay of the information. The department will work in concert with the prosecuting authority in investigating the new evidence or information. The supervisor shall assign a detective to the case who was not involved in the initial prosecution of the case to work with the prosecutor on the investigation into the new evidence.

All information concerning the exculpatory evidence and actions taken thereon shall be documented in the case management system. Such items to be memorialized in the case management system shall include, but not be limited to, the following:

1. Description of the evidence and when and how it was obtained.
2. Notification to prosecuting authority; and
3. Follow-up investigation.

XXV. Missing Person

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, it is the policy of this Department:

- That all reports of missing persons be given full consideration and attention by employees to include careful recording and investigation of factual circumstances surrounding the disappearance, and
- That particular care be exercised in instances involving missing children and those who may be mentally or physical impaired or those who are insufficiently prepared to take care of themselves.

- That the [State of Georgia Child Abduction Response Team \(CART\)](#) be utilized whenever the following has occurred:
 1. A non-family abduction of a minor child (under the age of 18).
 2. The abduction of a minor child with endangerment circumstances.
 3. Any other abduction or missing child investigation that requires immediate response in order to protect the well-being of the child; or
 4. The supervisor believes it is appropriate given the circumstances surrounding the incident.

An additional tool provided to officers, which should be used as a guiding tool, is the Investigative [Checklist for First Responders pocket guide](#) (NCMEC Order # 88) distributed by the National Center for Missing and Exploited Children, the Office of Juvenile Justice and Delinquency Prevention, and Amber Alert. This checklist can also be found at the end of this policy.

A. Reporting/Classification of Missing Persons

There is no waiting period for reporting a missing person (42 U.S.C. 5780) Missing person reports shall be taken in person or by telephone in conformance with the criteria of this policy and the criticality of the incident. A person may be declared "missing" when the person's whereabouts is unknown and unexplainable for a period that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.

A missing child is anyone seventeen (17) years of age and under, that is being reported as missing from his/her usual location within the City of Locust Grove. Reports of juveniles who have voluntarily left home should be classified as "runaway" and forwarded to CID for follow-up.

A critical missing child is any child twelve (12) years of age and younger, that is missing or any child in poor physical or questionable mental health, or any missing child where there is an indication of foul play. Foul play is indicated if the occurrence is grossly out of character for the child, or the reporting party has sufficient reason to believe foul play has occurred. Any child missing under circumstances which would lead a reasonable person to conclude that there is

danger if the child is not located immediately (i.e., child missing outdoors in extremely harsh weather or who requires medication, etc.) will also be considered a critical missing child. The circumstances outlined in one (1) through seven (7) below would be considered a critical missing child. Refer to checklist "Attachment E" in LGPD Critical Missing Policy P008.

An individual may be considered "missing critical" or "at risk" who meets the foregoing criteria and who, among other possible circumstances:

1. Out of the zone of safety for their age and physical and mental condition - The zone of safety will vary depending on age. In the case of an infant, for example, the zone of safety shall include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood, or the route taken between home and school.
2. Mentally diminished - If a child is developmentally disabled, emotionally disturbed, or the victim of disease, they may have difficulty communicating with others about needs, identity, or address. The disability places the child in danger of exploitation or other harm.
3. A potential victim of foul play or sexual exploitation - Significant risk to the child can be assumed if investigation reveals indications of a possible abduction, violence at the scene of abduction, or signs of sexual abuse.
4. In a life-threatening situation - The environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a young teenager, or simply an outdoor environment in inclement weather for any missing child.
5. Absent from home for more than twenty-four (24) hours before being reported to the police as missing - While some persons may incorrectly assume that

twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

6. Believed to be with persons who could endanger their welfare - A missing child in such circumstances is in danger not only of sexual exploitation, but of involvement in criminal activity such as burglary, shoplifting and robbery.
7. Is absent under circumstances inconsistent with established patterns of behavior - Most children to some degree have established routines that are reasonably predictable. Significant, unexplained deviations from those routines increase the probability that the person may be at risk.

A supervisor shall be notified immediately upon classification of a report as "critical missing."

Based on the outcome of the initial inquiries, a decision should be made by the officer and/or the supervisor concerning the potential danger posed to the missing person and the urgency of police response.

Periodically, a person who has not yet been reported as missing is located either by the police or a concerned citizen. If, due to the person's age or mental capacity, he is unable to tell you who he is or where he lives, the on-call detective will be called. If deemed necessary, the detective will take the person into protective custody and coordinate with D.F.A.C.S. for placement of said person.

B. Preliminary Investigation

The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:

1. Complete description of the missing person (name, date of birth/age, race, complexion, sex, height, weight, hair color, eye color, etc.) and a recent

photograph. (The photograph should be attached to the report.)

2. Details of any physical or emotional problems
3. The relationship of the complainant to the missing person
4. Time and place of the last known location and the identity of anyone accompanying the missing person
5. Identity of the last persons(s) to have seen the subject, as well as friends, relatives, co-workers, or associates who were, or may have been, in contact with the subject prior to his/her disappearance
6. Plans, habits, routines, and personal interests of the subject, including places frequented or locations of particular significance to the missing person
7. Indications of missing personal belongings, particularly money and other valuables
8. Any suggestions of foul play or accident.

The officer will conduct a search of the immediate area. If additional resources (K-9, additional personnel, etc.) are required, the officer shall request such from the supervisor.

In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:

1. The presence of behavioral problems
2. Past instances of running away

3. Signs of an abusive home environment or dysfunctional family situation
4. Whether the child is believed to be with adults who may pose a danger; and
5. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.

When possible, officers should gain permission to search a missing child's home and school locker, as appropriate. If necessary, a search warrant will be secured.

The officer shall, as soon as basic information is available on the scene, inform E911 for an immediate look out for the missing person to all officers, and surrounding jurisdictions. E911 will enter the necessary information on G.C.I.C./ N.C.I.C. for statewide lookouts.

The officer should determine if there is a possible crime scene. If it is determined that there is a possible crime scene, the officer will be responsible for securing the scene and making the appropriate notifications. In the case of persons designated as "missing critical," a supervisor may:

1. Direct that E911 periodically broadcast to all officers on duty, all information necessary to identify the missing person, and
2. Request that the shift commander authorize mobilization of resources necessary for an area search. Resources to be considered include requesting assistance from the following:
 - a) K-9 units
 - b) other departmental employees
 - c) Fire Department
 - d) Sheriff's Department, Henry County Police Department
 - e) aerial unit from the State of Georgia Public Safety or another approved/authorized helicopter
 - f) the G.B.I. Child Abduction Response Team (C.A.R.T.)

- g) public works personnel and other county departments
- h) search assistance from area volunteer groups.

If foul play (kidnapping, parental snatching, etc.) is suspected by the officer or supervisor, the supervisor will notify the Chief of Police. He/she will evaluate the resources needed and assign investigators to assist in the case regardless of the age of the missing person reported, as necessary and appropriate.

C. Follow-Up Investigation

Follow-up investigations of missing persons either adult or minor shall be the primary responsibility of C.I.D. However, Officers who acquire additional information about any aspect of the case should complete a supplemental report and forward the information to the investigator assigned to the case immediately.

The investigator assigned to the missing person case shall maintain contact with the persons or the parents of the missing minor to inform them of the following:

1. Name of the detective assigned to the case
2. Status of the case
3. Any special instructions concerning the case
4. A phone number and case number for them to contact the detective with any new information.

Follow-up investigations of missing persons may include, but not be limited to, the following actions and activities:

1. Request for the release of dental records and any fingerprints available
2. Contact hospitals and the coroner's office, as appropriate, for injured or deceased persons fitting the description of the missing person

3. Thoroughly check the location at which the missing person was last seen and conduct interviews with persons who were with the person, or who may work in, or frequent, the area
4. Conduct interviews with any additional family, friends, work associates, schoolmates, and teachers as well as school counselors and social case workers, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental snatching, or running away
5. Provide identification and related information to all employees, the neighboring police agencies and ensure periodic updates are entered on G.C.I.C./ N.C.I.C. If evidence of kidnapping or parental abduction is present, the Chief of Police may authorize notification to the G.B.I.
6. Decisions to use local media to help locate missing persons shall be made with the approval of the Chief of Police or his/her designee and the missing person's family
7. The detective shall maintain routine on-going contact with the reporting persons concerning the progress of the investigation. The reporting persons and any other relevant individuals should be informed that they must notify the detective as soon as any contact is made with the missing person.

D. Removal of Information from G.C.I.C./ N.C.I.C.

When the critical missing person has returned to the care, custody, and control of his/her parents or legal guardian and an officer has received verification of that information, either through notification from another law enforcement agency or from visual verification by the officer, and the person is no longer missing, the officer receiving that information will document such finding on a supplemental report. The supplemental report will be sent to E911 to have the information removed from G.C.I.C./ N.C.I.C.

Competent adults will be removed from G.C.I.C./ N.C.I.C. when they are located.



Police Department
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Item Coversheet

Item: Revision of Standard Operating Procedure A-081 Social Media

Action Item: Yes No

Public Hearing Item: Yes No

Executive Session Item: Yes No

Advertised Date: N/A

Budget Item: Incremental – General Fund/Dept. 3230 – Public Safety

Date Received:

Workshop Date: December 20, 2021

Regular Meeting Date: January 3, 2022

Discussion:

Attached is an addition to the police department SOP A-081. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to add SOP Section A-081 in its entirety.

Recommendation:

APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION A-081 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR

OTHER PURPOSES

I | *... in The Grove*

ORDINANCE NO. _____

TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO ADD SECTION A-081 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS

SECTION 1. Amendment of the Police Standard Operating Procedures. The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by Adopting Section A-081 and replacing same which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

SECTION 2. Codification. This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 4. Severability.

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this _____ day of _____, 2022.

ROBERT PRICE, Mayor

ATTEST:

MISTY SPURLING, City Clerk
(Seal)

APPROVED AS TO FORM:

CITY ATTORNEY

EXHIBIT “A”

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –
May 3, 2021**

_____ (amended)

LOCUST GROVE POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

SECTION: A- 081 Social Media

EFFECTIVE DATE: January 3, 2022

NUMBER OF PAGES: 6

REVISED DATE:

DISTRIBUTION AUTHORIZATION:

Chief Derrick B. Austin

This general order establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This order is not meant to address one form of social media rather social media in general, as advances in technology will occur and new tools will emerge.

Policy

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

I. Definitions

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "web-blog."

Page: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This included, but is not limited to, social networking sites (Facebook, Snapchat), microblogging sites (Twitter,

Nixle), photo- and video- sharing sites (TikToc, YouTube), wikis (Wikipedia), blogs, and news sites (Digg,Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

World Wide Web: Information system on the internet which allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Web 3.0: The third generation of the World Wide Wbe focused on the **creation of high-quality content and services produced by gifted individuals using** Web 2.0 technology as an enabling platform. Web 3.0 refers to specific technologies that should be able to create the Semantic Web.

Wiki: Web page(s) that can be edited collaborative-ly.

II. On-the-job use

A. Department-Sanctioned Presence

1. Determine strategy

- a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
- b. Where possible, the page(s) should link to the department's official website.
- c. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.

2. Procedures

- a. All department social media sites or pages shall be approved by the chief of police or his or her designee.

- b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulation, and policies, linking all information technology and records management policies.
 - (1) Content is subject to public records laws. Relevant records retention schedules apply to social media content.
 - (2) Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
- d. Where possible, social media pages should state the opinions expressed by visitors to the page(s) and do not reflect the opinions of the department.

3. Department-Sanction Use

- a. Department personnel representing the department via social media outlets shall do the following:
 - (1) Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
 - (2) Identify themselves as a member of the department.
 - (3) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
- b. Not conduct political activities or private business.
- c. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.

B. Potential Uses

- 1. Social media is a valuable investigative tool when seeking evidence or information about:
 - a. Missing persons;

- b. wanted person;
 - c. gang participation
 - d. crimes perpetrated online (i.e., cyberbully-ing, cyberstalking); and
 - e. photos or videos of a crime posted by a participant or observer.
2. Social media can be used for community outreach and engagement by:
 - a. providing crime prevention tips;
 - b. offering online-reporting opportunities;
 - c. sharing crime maps and data;
 - e. soliciting tips about unsolved crimes (i.e., Crime stoppers, text-a-tip).
 3. Social media can be used to make time-sensitive notification related to:
 - a. road closures,
 - b. special events
 - c. weather emergencies, and
 - d. missing or endangered persons.
 4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.
 5. This department has an obligation to include Internet-based content when conduction background investigations of job candidates.
 6. Persons authorized to search Internet-based “social media sites”, should be deemed as holding a sensitive position.
 7. Search methods shall not involve techniques that are a violation of existing laws.
 8. Vetting techniques shall be applied uniformly to all candidates.
 9. Every effort must be made to validate Internet-based information considered during the hiring process.

III. Personal Use

A. Precautions and Prohibitions

1. Absent exceptional circumstances, law enforcement personnel may not be prohibited from having a personal website or social media profile.
 - a. Posting one’s affiliation with a law enforcement agency; however, could have an effect on future work assignments (for example, undercover assignments).

2. Locust Grove Police personnel shall not post, transmit, or otherwise disseminate any material that brings discredit to or may adversely affect the efficiency, reputation, or integrity of the agency.
 3. Photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches or badges, trademarks, or logos without prior approval from the chief of police or designee.
 4. Sexual, violent, racial, or ethnically derogatory comments, pictures, artwork, audio, video, or other material that references or may negatively affect the public perception of the agency.
 5. Text, pictures, audio, or videos of department training or work-related assignments without the permission of the chief of police or designee.
 6. Sensitive, confidential, proprietary, or classified information to which they have access due to their employment with the agency without prior permission from the chief of police or designee.
 7. Data from criminal or administrative investigations including photographs, videos, or audio recordings.
 8. Photographs of suspects, arrestees, or evidence, unless it is public information.
 9. Information about department security procedures.
 10. Employees of the department will not post, like or participate in any conversations on social media while on duty without the approval of the Chief of Police.
- B. Comments on the operations of the department, or specific conduct of supervisors or peers, that might negatively impact the public perception of the agency.
1. Department personnel should be aware that they may be subject to civil litigation.
 2. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 3. Publishing or posting private facts or personal information about someone without their permission that has not been previously revealed to the public.

IV. Reporting

A. Reporting Violation

1. Any employee becoming aware of or having knowledge of a posting or any website or web page in violation of the provisions of this policy shall notify his or her supervisor immediately.
2. Locust Grove Police Department may ask personnel to disclose any website(s) where they have posted information pertaining to their job or employment.

COMMUNITY DEVELOPMENT DEPARTMENT REPORT
(As of 12/14/2021) vs. this same time in 2020

- **2,619 (up from 2,425) permits issued in 2021**
Year 2020: 1,625

- **402 (up from 382) new house permits issued in 2021**
Year 2020: 215

- **447 (up from 382) COs issued in 2021**
Year 2020: 367
 - **Residential = 327 (up from 271)**
 - **Year 2020: 275**

 - **Commercial = 120 (up from 111)**
 - **Year 2020: 92**

- **467 (up from 453) Business Licenses issued in 2021**
Year 2020: 440

2021 Active Developments				
	<i><u>Residential</u></i>	<i><u>Commercial</u></i>	<i><u>Industrial</u></i>	<i><u>Capitol Project</u></i>
1	Bunn Farms	LaQuinta	Loves	Bill Gardner modifications
2	Locust Grove Station Pine Valley	Moe's Southwest Grill	HD Atlanta	Market Place Blvd. at Hwy. 42 signalization
3	Indian Grove	STLC 640 Market Place Blvd.	XPO seasonal	Extra Lane on Hwy 42
4	Grove Village	Express Oil Change	Radial	Peeksville Road Extension
5	Elmstone Commons	Chick-fil-A	Walker Crossing	Davis Lake Interceptor
6	Indian Grove	World Peace Center	South Atlanta Steal	MMIP/Bethlehem Road Interchange
7	Derringstone Manor	Shops at Locust Grove Phase 2	M&M Waste	Chase Maddox Park (f.k.a. Tanger Park)
8	Bridle Creek	Planter's Antiques	Gardner Logistics Park	
9	Havenwood Grove	Waffle House	Spec. Bldg. at Colvin and Hwy. 42	
10	Collin	Dollar General	Scannel Bldg. 3 - Phase III	
11	River Oaks	AT&T new Cell Tower	Sansone	
12	Berkley Lakes Phase II	Gabino's Mexican Restaurant	Norfolk Southern	
13	Barnes Station III		Gardner Logistics Park Phase III	
14	Wentworth			
15	Locust Grove Station Pod B			
16	Cedar Ridge Pod D			
17	Oak Ridge Meadows Pod E			
18	Flakes Mill South Bethany			
19	Nine Oak Phase 2 (coming soon)			
20	Peeksville Road Subdivision (coming soon)			
21	South Unity Grove Subdivision (coming soon)			
22	Capshaw Homes - Jackson St.			
23	Dawson Creek subdivision			