

JACKSON POLICE DEPARTMENT

Number: 1.0

October 2019

RESPONSIBILITIES

1.1 MEMBER RESPONSIBILITIES

- A. The policies and procedures of the department apply to all department personnel, both sworn and non-sworn. Any violation of department policies and procedures, or Town of Jackson policies and Procedures may subject members to disciplinary action.
- B. Any violation of Federal, State, or Municipal law may be a violation of department policy.
- C. Members of the department are expected to be at their assigned post prepared to go on-duty at the start of their shift.
- D. Uniforms and equipment are to be in clean and serviceable condition when reporting to work.
- E. Members are to be in physical and mental condition to deal with the rigorous and uncertain demands of police work.
- F. Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the department or any conduct which has a tendency to adversely affect, lower or destroy public respect and confidence in the department, or any employee. Conduct unbecoming also includes any conduct which brings the agency or any employee into disrepute or brings discredit upon the agency, or any employee. Employees shall conduct themselves at all times both on and off-duty, in such a manner as to reflect favorable upon the agency.
- G. Members are to remain productive and active throughout their shift.
- H. Members are expected to comply with all lawful instructions and orders given to them by a supervisor. If an instruction or order conflicts with a previously given order, the member is to bring that to the attention of the supervisor giving the new order who is responsible for resolving the conflict.
- I. Members shall identify themselves when requested, giving their name and badge or employee number and displaying their police identification, if requested by any member of the public.
- J. Members shall incorporate the Town of Jackson values and principles into their daily policing activities.
- K. Members are expected to meet the minimum requirements of their position as defined by their job description, performance plan, and evaluations. Failure to meet the minimum requirements may result in termination or demotion.
- L. Members suffering from an off-duty injury or illness that prohibits their ability to fulfill the duties of their job description must immediately notify their immediate supervisor. Members who are unable to perform their duties will not be allowed to return to full duty until cleared to return to duty in writing by a licensed physician.

JACKSON POLICE DEPARTMENT

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- M. No member shall report to work or be on-duty when his or her judgement or physical condition has been impaired by alcohol, medication, or other substances.
- N. Members must report the use of any substance, condition or circumstance prior to reporting for duty that would likely impair their ability to perform as a law enforcement officer.
- O. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol.
- P. Use of Alcohol
 1. Members shall not consume any intoxicating beverage while on-duty unless authorized by a supervisor
 2. No alcoholic beverage shall be served or consumed on department premises or in vehicles owned by the Town of Jackson
 3. No employee who has a measurable amount of alcohol in their system may be in non-public areas of the department.
- Q. Officers shall not knowingly join or participate in any organization that advocates, incites or supports criminal acts or criminal conspiracies outside of an authorized departmental criminal investigation.

1.2 SUBPOENAS, CIVIL SUITS AND / OR CRIMINAL CHARGES

- A. Any employee who receives a civil subpoena to appear as a defendant or witness in any civil action related to any circumstances arising from the performance of his/her duties shall immediately inform the Operations Lieutenant and the Chief of Police.
- B. Prior to any employee initiating any civil action resulting from his or her employment with the town, he or she shall notify the Chief of Police.
- C. Any employee who is arrested, cited, or comes under investigations for any criminal offense or otherwise charged with any violation of Federal, State or Municipal law must inform the Operations Lieutenant and / or the Chief of Police as soon as reasonably practical.
- D. Any employee or division of the department that receives a subpoena to produce documents related to any department record shall immediately notify the Operations Lieutenant and provide a copy of the subpoena to the Lieutenant, who in turn will immediately notify the Town Attorney. The Town Attorney will make the determination as to whether the documents will be produced or not. No documents shall be released until authorized by the Town Attorney.

1.3 SUPERVISOR RESPONSIBILITIES GENERALLY

JACKSON POLICE DEPARTMENT

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- A. Supervisors are expected to incorporate the principles learned in first-line supervision training into their leadership practices and into staff management and development.
- B. Supervisors are to work towards achieving the four main goals of supervisors:
 - 1. Achieving maximum productivity from employees.
 - 2. Maintaining high morale.
 - 3. Developing employees to do their jobs better and to assume leadership roles.
 - 4. Serving as a communications conduit between administration and line employees, between line employees and administration, and amongst their peers.
- C. Supervisors are to serve as role models, both as workers and leaders.
- D. Supervisors shall foster community-oriented policing practices within their subordinates and encourage, facilitate, and develop self-initiated problem-solving skills with them.
- E. Supervisors are to recognize employees for their successes and correcting performance deficiencies, are expected to focus on the behavior, rather than the person, to achieve maximum results.

1.4 SERGEANT'S RESPONSIBILITIES

- A. Sergeants are to ensure that subordinates are prepared to go on-duty and that equipment is kept in serviceable condition. Cars, equipment, and uniforms should be routinely inspected for signs of damage or the need for replacement.
- B. Sergeants are to assure that subordinates are conducting their affairs in a manner that meets the standards of the department and follows the departments and the Town's values and principles.
- C. Sergeants are to conduct their supervisory and personal affairs in a manner that exceeds the standards of the department and town.
- D. Sergeants are expected to lead, coach and support subordinates, to provide backup when necessary and to serve as an informational resource.
- E. Sergeants are to evaluate subordinates work product, to insure that reports are complete and accurate, to approve reports when complete and to recommend changes.
- F. Sergeants shall document performance, training, and corrective measures for each subordinate under their supervision using the Supervisor Situation reporting (SSR) program. At least one SSR shall be completed on each officer per month.
- G. Sergeants are to complete performance evaluations and performance plans on subordinates on the schedule prescribed by the Chief of Police.
- H. Sergeants have primary oversight of the patrol schedule and are charged with ensuring minimum staffing levels are met while still providing paid time off when the schedule allows.

JACKSON POLICE DEPARTMENT

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- I. Sergeants are to immediately notify the Chief of Police and the Operations Lieutenant of any high liability incidents or incidents that might cause increased scrutiny or media attention.

1.5 CORPORAL'S RESPONSIBILITIES

- A. Corporals are supervisors and are expected to conduct themselves as role models and leaders at all times.
- B. Corporals are team supervisors in the absence of the team Sergeant.
- C. Even when the team Sergeant is on-duty, Corporals are expected to monitor, coach and direct officers with the goal of getting maximum quality and productivity from each member of the department.
- D. Corporals shall act as the primary field training officer for the department.
- E. Corporals shall work in conjunction with their team Sergeant to foster a cohesive, team-oriented approach to policing.
- F. Corporals shall perform other duties as assigned.

1.6 EVIDENCE CUSTODIAN RESPONSIBILITIES

- A. The Evidence Custodian is responsible for the secure storage, release, and accurate record keeping of all evidence items booked into the department.
- B. The Evidence Custodian and the Investigations supervisor, or hi/her designee, shall act as the department evidence custodians. No other members of the department or the public will be authorized to access secure evidence storage areas without an escort by an Evidence Custodian.
- C. In an instance of a prolonged absence of both evidence custodians, a third member of the department may be granted permission to act as a temporary evidence custodian at the direction of the Operations Lieutenant or the Chief of Police.
- D. The door to the department evidence room will be secured with an electronic lock that requires both a pass code and an access card to open. This door shall not be permitted to be unsecured when an Evidence Custodian is not in the room. Evidence Custodians shall have their pass codes changed in intervals as determined by the Operation Lieutenant. At no time shall an Evidence Custodian share their pass code or access card with another person.
- E. Upon the change of assignment of any Evidence Custodian the IT Department shall be immediately notified by the Operations Lieutenant to cancel the prior Evidence Technician's authorizations into the evidence room. This shall include both the pass code and the access card.
- F. At their discretion, the Chief of Police or the Operations Lieutenant may conduct an audit of the evidence room and the procedures related to it, to insure compliance.