



HSPD
Standard Operating Procedures and Guidelines
General Order Number 1.01

Departmental Mission and Goals

Issue Date: 07/01/83 Revised Date: _____

PURPOSE

The purpose of this general order is to prescribe the guidelines for the development and annual updating of agency goals and objectives.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD to establish goals and objectives, and to encourage the establishment of personal goals for all HSPD personnel.

DISCUSSION

Planning within the HSPD is perhaps the most basic of all management functions since it involves selecting from alternative courses of action. Comprehensive planning requires the identification of HSPD goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in incidents at schools and changes in crime trends. Internal factors may include existing resources (manpower and equipment), approved budget items, hiring, and promotion policies.

I. MISSION STATEMENT

We must strive to set a standard of excellence for others to follow, both individually and collectively. In keeping with this goal, we have adopted the following concise mission statement that reflects the fundamental principles of our department. We feel this should be the cornerstone of every member of our agency's policing philosophy:

Our Mission:

The HSPD is committed to exercising the highest level of professionalism while creating a safe and secure environment for teaching and learning. Through implementation of the G.A.S.R.O.E. TRIAD School-Based Policing Model, we will strive to be a leader in school safety and security services and to work alongside other school system personnel to do our part in ensuring *Success for All Students*. Additionally, the HSPD will be diligent in making certain that all SRO's are seen as a RESOURCE rather than just a RESPONSE.

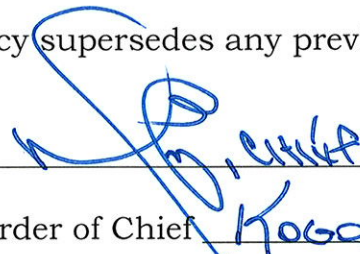
II. AGENCY GOALS

1. Agency Goals are general statements of the strategic direction for the HSPD. They are directly related to the department's mission statement and serve to form the basis for organizational decision-making. Normally, goals remain constant over time and do not change, unless the mission of the department is modified **OR** there are significant changes imposed upon the organization by legislative, legal, social or other environmental influences.
2. The overall goals of the HSPD are to:
 - A. **SERVE AS A RESOURCE** to administrators, faculty, staff, students, and visitors at any and all facilities of the Habersham County School System.
 - B. **SERVE OUR COMMUNITY** through positive partnerships and by maintaining a helpful and caring attitude.
 - C. **PREVENT CRIME** at the schools by implementing proactive measures that limit the opportunity for illegal behavior and by working with administrators and support staff to address student behavior issues.
 - D. **COORDINATE OUTSIDE LAW ENFORCEMENT AGENCY SERVICES** when the need arises for agencies other than the HSPD to provide law enforcement services to the school system.
 - E. **MAINTAIN THE HIGHEST PROFESSIONAL STANDARDS** through comprehensive training and the establishment of appropriate policies, programs, and procedures.
 - F. **RENDER QUALITY ADVICE TO SCHOOL PERSONNEL** concerning projected law enforcement requirements and related issues.
 - G. **CREATE A PROFESSIONAL WORKING ENVIRONMENT** that recognizes the value and dignity of each member of the department whereby each individual can grow professionally and render effective service to the public.
 - H. **ADHERE TO THE HIGHEST ETHICAL STANDARDS**, both individually and as an organization, to ensure that individual rights are protected.
3. As stated above, agency goals normally remain constant and do not change unless there are significant outside factors that directly impact the agency. To determine whether such factors exist, or if there are any other reasons to modify the goals of the department, a review will be performed annually at the start of the budget preparation process.

III. DEPARTMENT OBJECTIVES

1. The Chief, with input from other identified school system personnel, will formulate goals and objectives for review and approval by the Superintendent and/or Assistant Superintendent of Schools. These objectives will be:
 - A. Drafted at the beginning of the formal budget preparation period.
 - B. Directly related to, and in support of, one or more of the department's stated goals.
 - C. Will represent the major initiative(s) that is/are to be accomplished during the upcoming fiscal year.
 - D. Will be maintained in the office of the Chief and made available to all personnel upon request.
2. All divisional objectives will be reviewed annually at the start of the budget development process and updated as appropriate. Those that cannot be accomplished during the current fiscal year will be carried over into the next fiscal year for necessary action.

This policy supersedes any previous policy



By order of Chief 



HSPD
Standard Operating Procedures and Guidelines



General Order Number 1.02

OATH OF OFFICE

Issue Date: _____

07/01/23

Revised Date: _____

PURPOSE

To prescribe the oaths of office for all officers of the HSPD.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD that all sworn personnel take an oath of office prior to assuming sworn status.

I. OATH OF OFFICE (CHIEF OF POLICE)

I, _____, do swear that I will faithfully execute all duties, precepts, and processes directed to me as the Chief of Police of the Habersham County, Georgia School District Board of Education Police Department/Habersham Schools Police Department, which I can lawfully execute, and true returns make, and in all things well and truly, without malice or partiality, perform the duties of the office of Chief of Police of the Habersham County School System Board of Education Police Department, during my continuance therein, and take only my lawful fees.

I do further swear that I am not the holder of any unaccounted for public money due this state or any political subdivision of this state, that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which by the laws of the State of Georgia I am prohibited from holding, and that I am otherwise qualified to hold the office of Chief of Police of the Habersham County, Georgia School District Board of Education Police Department/Habersham Schools Police Department according to the Constitution and laws of Georgia.

I, _____, a citizen of the State of Georgia, and being an employee of the Habersham County School System and the recipient of public funds for services rendered as such employee, do further solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of Georgia.

So help me God.

II. OATH OF OFFICE (HSPD Officer)

Prior to assuming sworn status, all officers must take an oath of office and must thereafter abide by that oath of office during their employment at the Habersham County, Georgia School District Board of Education Police Department/Habersham

OATH OF OFFICE - POLICE OFFICER Habersham Schools PD

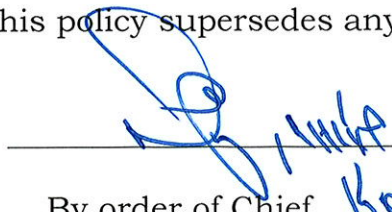
I, _____, do solemnly swear (or affirm) that I am duly qualified, according to the Constitution and laws of Georgia, to perform the duties imposed upon me as a Police Officer of the Habersham Schools Police Department, and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of the United States of America and the Constitution of the State of Georgia.

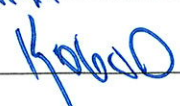
I swear that I am not the holder of any office of trust under the government of the United States, any other state, or any foreign state which I am prohibited from holding by the laws of the State of Georgia, nor am I the holder of any unaccounted for public money due this state or any political subdivision or authority thereof.

I further swear that I will enforce the criminal laws of the State of Georgia, abide by the rules and standard operating procedures governing the Habersham Schools Police Department, adhere to the Law Enforcement Code of Ethics published by the International Association of Chiefs of Police, and uphold the Ethics rules established by the Habersham School Police Department Standard Operating Policies and Procedures Manual. In doing so, I will be mindful of the trust that has been placed in me to improve the quality of life and make every effort to live up to that trust. I will not persecute the innocent, nor help to shield the guilty, nor will I be influenced in the discharge of my duties by fear, favor, or affection, reward, or the hope thereof.

So help me God.

This policy supersedes any previous policy



By order of Chief  _____



HSPD Standard Operating Procedures and Guidelines

General Order Number 1.03

CODE OF ETHICS



Issue Date: _____

07/01/23

Revised Date: _____

PURPOSE

To provide a written code of values and ethical conduct that will serve as a model for all members of the HSPD.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD that all employees operate under the code of ethics at all times, but most particularly when situations arise that are not directly addressed by any HSPD orders or policies and procedures. A printed copy will be dated and signed by each officer upon orientation prior to the carrying out of any security or law enforcement duties.

I. CIVILIAN

CODE OF ETHICS FOR CIVILIAN PERSONNEL

Every employee of the HSPD will:

1. Put loyalty to the highest moral principles and to country above loyalty to Government persons, party, or department.
2. Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never to be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

7. Engage in no business with the Government, either directly or indirectly which is inconsistent with the conscientious performance of his governmental duties.
8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

II. LAW ENFORCEMENT OFFICER

CODE OF ETHICS FOR SWORN HSPD POLICE OFFICER PERSONNEL

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a public trust to be held so long as I am true to the ethics of law enforcement.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

I. ANNUAL ETHICS TRAINING

All HSPD personnel shall receive annual training on ethics as required by Habersham County School District policy and/or practice.

This policy supersedes any previous policy



By order of Chief _____



HSPD
General Order Number 1.04



Code of Conduct

Issue Date: _____

07/01/23

Revised Date: _____

PURPOSE

To establish uniform rules of conduct that govern required and prohibited acts on the part of employees (sworn and non-sworn), contractors and volunteers of the HSPD.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD to establish rules of conduct that are reflective of a professional law enforcement agency. It is essential that our conduct instills in our employees the highest standards of professionalism and integrity; ensures that we respect individual rights and human dignity; and provides the foundation for the highest quality of professional law enforcement services to the Habersham County School System.

DISCUSSION

Public faith and trust in the HSPD and its employees are essential if we are to be successful in providing the very best service to the school system. In order to maintain a high level of public trust and confidence, employees are expected to maintain the highest standards of professional and personal conduct, both on- and off-duty. All employees will be held responsible for the proper performance of their duties. Each person will maintain a level of appearance and deportment so as to inspire confidence and respect for the position of public trust they hold. Employees will deal with the all people, young and old, with courtesy, dignity, and respect, without regard to status, sex, color, race, religion, national origin, age, or disability. It is the duty of each employee to promote good public relations by giving assistance when it is requested, by the impartial administration of the law, and by presenting a professional and competent image to others.

For the purpose of this policy, the term "employee" refers to employees of the HSPD, volunteers and contractors.

I. RULES OF CONDUCT

Employees will not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, policies, or orders of the department or the school system, whether stated in this policy or not.

1. Unbecoming Conduct

- A. Employees will conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the HSPD and/or the Habersham County School System.
- B. Conduct unbecoming an officer will include that which brings the HSPD and/or the Habersham County School System into disrepute or reflects discredit upon the officer as a member of the HSPD; that which impairs the operation or efficiency of the HSPD and/or the Habersham County School System or the officer; or causes the public to lose confidence in the HSPD and/or the Habersham County School System.
- C. Examples of unbecoming conduct include, but are not limited to, the following:
 - a. Drunk or disorderly behavior in public.
 - b. Fighting or threatening violence in the workplace.
 - c. Boisterous or disruptive activity in the workplace.
 - d. Possession of dangerous or unauthorized materials, such as explosives or firearms (other than authorized and approved duty weapon), in the workplace.
 - e. Unauthorized use of telephones, facsimile machines, mail system, or computer system.
 - f. Unauthorized disclosure of confidential information.
 - g. Extra marital affairs with another HSPD or Habersham County School System employee or an affair with a non-system affiliated individual that causes an adverse reaction within the school system or the department.
 - h. Practical jokes that bring discredit to the department or other school system employees.
 - i. Threatened or actual physical violence, assault, fighting, violent action or verbal intimidation, on or off duty.

2. Immoral Conduct

- A. Employees will maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession.
- B. Employees will not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement employees or causes the HSPD and/or the Habersham County School System to be brought into disrepute.

3. Insubordination – Includes, but is not limited to, willful refusal to follow rules, policies, professional practices and failure to follow directives by supervisors. Any employee who demonstrates willful disobedience, either verbal or physical towards any supervisor in authority shall be subject to immediate suspension or termination.
4. Conformance to Laws - Employees will obey all laws of the United States, the State of Georgia, other states, local jurisdiction in which the employees are present.
5. Reporting for Duty
 - A. Employees will report for duty at the time and place required by assignment or orders and will be physically and mentally fit to perform their duties.
 - B. Employees will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
 - C. Judicial subpoenas will constitute an order to report for duty.
6. Neglect of Duty
 - A. Employees will not read, play games, watch television or movies or otherwise engage in entertainment or practical jokes while on duty, except as may be required in the performance of his duties.
 - B. Employees will not engage in any activities or personal business that would cause them to neglect or be inattentive to duty.
 - C. Employees will respond without delay to any person requesting law enforcement service or to any request for assistance by school personnel.
 - D. Employees are expected to take appropriate action necessitated by the situation, by department directives, or that is otherwise required by duty. When in doubt as to the action that is required, employees are expected to exercise common sense and to contact a supervisor for appropriate direction.
7. Fictitious Illness or Injury Reports
 - A. Employees will not feign illness or injury or falsely report themselves ill or injured.
 - B. Employees will not otherwise deceive or attempt to deceive any official of the HSPD and/or the Habersham County School System as to the condition of their health.
8. Sleeping on Duty - Employees will remain awake while on duty. If unable to do so, they will report to their Supervisor, who will determine the proper course of action.
9. Leaving Duty Post - Employees will not leave their assigned duty posts during a tour of duty, except when authorized by proper authority.

10. Unsatisfactory Performance

- A. Employees will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
- B. Employees will perform duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of HSPD and the Habersham County School System.
- C. Unsatisfactory performance may be demonstrated by, but not limited to, the following:
 - a. Repetitious or consistent lack of knowledge of the application of laws.
 - b. An unwillingness or inability to perform assigned tasks.
 - c. The failure to conform to work standards established for the position.
 - d. The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving HSPD attention.
 - e. Repeated unacceptable performance evaluations.
 - f. A record of repeated infractions of established procedures.
 - g. A failure to satisfactorily complete established Georgia POST or agency training requirements.

11. Secondary Employment (Extra-Duty and Off-Duty) - Employees may engage in extra-duty and off-duty employment subject to the following limitations set forth in the General Order 4.07 - Secondary Employment:

- A. Such employment will not interfere with the officer's employment with the HSPD.
- B. Employees will submit a written request for secondary employment to the Assistant Chief, whose approval must be granted in written form prior to engaging in such employment. This includes all self-employment situations.

12. Gifts, Gratuities, Bribes or Rewards - It is improper for any employee to solicit any gift or accept any gift from any person, business, or organization for the benefit of the employee or the department, if the gift is given for the purpose to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.

The word "gift" will include money, tangible or intangible, personal property, loan, promise, service or entertainment.

13. Identification - The HSPD will provide a department identification card, which will include a photograph of the employee to all HSPD employees.

Officers will carry their badge and credentials on their persons at all times, except when impractical or dangerous to their safety. While acting in an official capacity, employees will furnish name and badge number to any person requesting that information, except when withholding such information is necessary for the performance of their official duties or is authorized by proper authority.

14. Receipt of Allegation, Inquiry, or Commendation - Employees will courteously and promptly accept or refer any allegation, inquiry, or commendation made concerning the department or any of its employees. Employees will never, through threats or coercion, attempt to dissuade any person from lodging a complaint against, or from bringing favorable information about any employee or the department.
15. Courtesy - Employees will be courteous and professional in their association with members of the public and other department members. Employees will be tactful in the performance of their duties, will control their tempers, and exercise the utmost patience and discretion.

In the performance of their duties, employees will not use profane, vulgar, defamatory, or insolent language, drawings, depictions, or gestures toward any individual or group nor express or display any prejudice concerning race, color, gender, religion, national origin or disability.

16. Operation of Vehicles - Employees are expected to operate official vehicles in a careful and prudent manner and will obey the laws of the State of Georgia. Employees will set the proper example for others. The loss or suspension of an employee's driving license will be reported to the employee's Supervisor immediately.
17. Use of Department Equipment and Facilities - Employees will use department equipment only for its intended purpose and will not intentionally, knowingly, or carelessly abuse, damage, or lose through negligence any item of equipment for which an employee is responsible or damage, deface, or otherwise abuse the facilities and property of the department or the Habersham County School System.
18. Dissemination of Information - Employees will disseminate information only to those for whom it is intended. Official records and reports will be used only in the performance of an employee's duties. Employees will not divulge the identity of persons giving confidential information except as required by official duties or authorized by proper authority. Employees will, at all times, abide by the limitations established by the Family Educational Rights and Privacy Act (FERPA).
19. Intervention - Employees will not interfere with cases being handled by other members of the department, or by any other school personnel unless the employee reasonably believes that an injustice, administrative error, or abuse of authority would result from a failure to act or that there is imminent danger to the other school personnel or a third party.

20. Processing Property or Evidence - Property or evidence that is discovered, gathered, or received in conjunction with department responsibilities will be processed in accordance with established procedures. Employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence found in connection with any law enforcement action, except in accordance with established property and evidence disposition procedures.
21. Honesty - Employees will not willfully, intentionally, or knowingly depart from the truth or in any way be deceptive or provide misrepresentations, falsifications, or material omissions in giving testimony, providing information orally or in writing, or reporting in connection with any official duties. This includes the submission of fictitious or inaccurate reports or the falsification or misrepresentation of any facts or circumstance in official departmental records. Upon the order of a superior, employees will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the department.
22. Departmental Reports - Employees will submit all necessary reports accurately, timely, and in accordance with established procedures.
23. Treatment of Persons in Custody - Employees will not mistreat nor allow any other person to mistreat persons who are in their legal custody. Persons in custody will be handled in accordance with law and established procedures.
 - A. Employees will not fraternize with or engage the personal services of any person in custody; will not become socially or emotionally involved with persons in custody; will not borrow money or any type of property; or will not lend money or any property to any person in custody.
 - B. Employees will not engage in any form of physical coercion, intimidate an individual from rendering an otherwise free and voluntary statement, or violate, when legally required, a suspect's right to silence and right to counsel during a custodial interrogation.
24. Use of Force - Employees will use only the force that is reasonably necessary under the circumstances to achieve lawful objectives. The use of physical force will be restricted to that amount of force which is reasonable and necessary to affect a lawful arrest, overcome resistance, capture a person who has escaped from custody, or in defense of self or others. The use of force will be in accordance with law and the procedures established in the General Order 2.07 - Use of Force.
25. Use of Illegal Drugs or Abuse of Legal Drugs or Intoxicants - Employees will not:
 - A. Use any illegal drug.
 - B. Possess any illegal drug while on- or off-duty, except when authorized by proper authority for the performance of legitimate law enforcement activities.
 - C. Attempt to perform their duties following the use of any legal drug or prescription medication that may cause impairment or otherwise interfere with the safe operation of departmental vehicles or equipment.

- D. Use intoxicants while on duty, except when authorized by proper authority in the performance of their officially assigned duties.
 - E. Appear for duty or be on duty while influenced by intoxicants.
 - F. Drive any departmental vehicle while they are under the influence of any intoxicants or there is any detectable level of alcohol in his body.
26. Lawful Orders - Employees will obey all lawful orders issued by a superior, including any order relayed from a superior by an employee of the same or lesser rank. Employees who are given an otherwise proper order which is in conflict with a previous order, regulation, or directive will respectfully inform the individual issuing the order of conflict. If the person issuing the order does not alter or retract the conflicting order, the last order will stand and be followed. Under such circumstances, the responsibility will be upon the supervisor who issued the order and the employee will not be held responsible for disobedience of the order previously issued.

No employee will obey any order that they reasonably believe to be illegal. If in doubt as to the legality of the order, the employee will request that the issuing Supervisor clarifies the order or confer with higher authority.

27. Abuse of Position - Employees will not:
- A. Lend their badge or departmental identification to another person or permit them to be photographed or reproduced without the written approval of the Sheriff.
 - B. Permit or authorize the use of their official title or position in connection with testimonials or advertisements of any commodity or commercial enterprise.
 - C. Use their official position, departmental identification, or badge for soliciting personal or financial gain or for avoiding the consequences of illegal acts.
28. Sexual Harassment - HSPD employees have the right to work in an environment free of all forms of harassment. The HSPD will not tolerate, condone or allow any form of unlawful employee harassment based on race, color, religion, gender, marital status, age, national origin, handicap, sexual orientation or veteran status.

The HSPD will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination.

29. Endorsement and Referrals - Employees will not recommend or suggest in any manner, except in the transaction of personal business, the use or procurement of a particular product, professional service, or commercial service (such as attorney, towing service, etc.). In all cases, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees will proceed in accordance with established procedures.

30. Immediate Supervisor's Failure to Take Action

Supervisors, regardless of rank or position, are prohibited from:

- A. Failing to supervise assigned employees in compliance with departmental policies and procedures.
 - B. Failing to initiate complaint procedures or notifying superiors when required or when appropriate.
 - C. Failing to take other appropriate action necessitated by the situation, by departmental directives, or that is otherwise required by duty (nonfeasance).
31. Report of Arrest - Employees who are arrested or likely to be arrested, regardless of jurisdiction or offense, will immediately report this information to their immediate supervisor, or in his/her absence, the next highest-ranking official in the chain of command who is available.
32. POST Investigation - All employees are required to immediately notify (within 24 hours of notice) HSPD chain of command upon notification of any disciplinary action or sanction issued to the employee by the Georgia Peace Officer Standards & Training Council.

If any employee is suspended awaiting appeal, they will not be allowed to function in their capacity as Law Enforcement Officer while under suspension.

Failure to comply with required notification may result in disciplinary action up to and including termination.

33. Personal Appearance - Employees will report for duty well-groomed and in the prescribed uniform or attire that is neat, serviceable, and in accordance with the standards in the General Order 5.08 - Uniforms and Appearance.
34. Violation of Established Policies or Procedures - Employees are responsible for being knowledgeable of and obeying to the best of their ability, all established policies and procedures as promulgated in official departmental directives.
- A. Employees who encounter written instructions that appear to be unclear or in conflict with another written directive, will respectfully inform their supervisor of the problem. If the supervisor cannot clarify the issue or resolve the conflict, or is not available to do so, the employee will follow the instructions in the directive that is most recently issued.
 - B. Should an employee encounter written instruction within the same directive that appear to be unclear or in conflict, he will inform their supervisor of the problem. If the supervisor cannot clarify the issue or resolve the conflict, or is not available to do so, employees will use their best judgment in complying with the instructions.

C. Following compliance, the employee will make all reasonable attempts to inform the appropriate supervisor of the conflict in written instructions or of any instructions that are unclear, so that necessary corrective action may be taken.

35. Prohibited Association - Except as required in the performance of their duties, employees are prohibited from frequenting places that may compromise the department's image. Employees will avoid regular or continuous associations or dealings with persons whom they know or should know are racketeers, sexual offenders, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for involvement in felonious, criminal, or illegal behavior, except as necessary in the performance of official duties, or where unavoidable because of established family relationships. In addition, employees will avoid associations with:

A. Subversive Governments: No employee will knowingly become a member of, or be connected to, any subversive government as defined by the U.S. Department of Justice.

B. Subversive Organizations: No employee will knowingly become a member of, or be connected to, any subversive organization as defined by Georgia law (OCGA 16-11-6).

C. Any organization, association, or group whose constitution or by-laws in any matter exacts allegiance which would prevent a full performance of their law enforcement or other assigned duties or any organization with a history of violent activity, which is antithetical to enforcement or which has become known to the public and created as understandably adverse public reaction that seriously and dangerously threatens to interfere with the department performing effectively its public duties.

36. Public Criticism - Employees will not publicly criticize the policies, operations or staff of the HSPD or of the Habersham County School System by speech, writing, or other expression, where such speech, writing or other expression is:

A. Defamatory

B. Obscene

C. Unlawful

D. Undermines the effectiveness of the HSPD or the Habersham County School System.

E. Interferes with the ability of supervisors to maintain discipline.

F. Is made with reckless disregard for truth or falsity.

37. Employees will not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondents to a newspaper or a periodical, release or divulge confidential information, or any other matters of the department or school system without proper authority, if:
- A. Such actions would disrupt the operations of the HSPD or the Habersham County School System.
 - B. Adversely affect morale.
 - C. Create disharmony in the workplace.
38. Telephone and Address - All employees will maintain a working telephone or cellular telephone and will ensure that the department knows that number at all times. Employees will report any changes of address or telephone numbers to the HSPD Chief of Police within 24 hours of the change.
39. Internal Investigations - Employees are to cooperate with all internal investigations in accordance with the provisions outlined in the General Order 6.08 - Internal Investigations.
40. Payment of Just Debts - Employees will not undertake any financial obligations, which they know they will be unable to meet. Employees will pay their just debts, to include any court judgments, commercial bills, and payments owed to individuals, when due, unless appropriate civil action has been initiated. However, an isolated instance of financial irresponsibility will not be grounds for disciplinary action, except in unusually severe cases. Repeated instances of financial difficulty may be cause for appropriate disciplinary action. Filing for a voluntary bankruptcy petition will not, by itself, be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.
41. Political Involvement and Activity - Employees will not, during normally scheduled work periods or while in uniform, solicit contributions for candidates, political parties, or other political purposes; take part in any political parties' campaign; address or take part in political rallies or meetings; solicit votes or assist voters at the polls or help as an effort to get voters to the polls; participate in the distribution of campaign literature; initiate or circulate nominating petitions, or ride in caravans for any political party or candidate.
- A. Nor will any employee coerce or attempt to coerce or command directly or indirectly any other department employee to pay, lend, or contribute any part of his salary or to provide any sum of money or anything else of value to any party, committee, organization, agency, or person for political purposes. (OCGA 45-11-10).
 - B. No employee will be prohibited from participating voluntarily, while off-duty and not in uniform, in legally conducted political activities of any candidate or political party. However, no employee will run for elected office or hold elected office within Habersham County.

- C. No employee may run for an elected county office in Habersham County or any adjacent county (Hall, Banks, White, Rabun, Stephens). Any employee wishing to run for an elected county office must request and obtain approval for a leave of absence from the Chief or must resign their position prior to announcing their candidacy for said office.
42. Solicitations for Charities or for Donations to the HSPD - Employees are prohibited from soliciting funds for any purpose from the public or from other employees during normally scheduled duty periods, except for such charitable causes or donations that have been pre-approved by the Chief. No funds will be solicited from the public while in uniform unless written pre-approval is obtained from the Chief.
 43. Posting Bond for an Individual Booked into the Habersham County Detention Center - Employees are forbidden from posting bail for any person booked into the detention center, except for immediate family members.
 44. Employees are prohibited from testifying as a character witness for persons under criminal investigation or indictment without written consent from the Chief prior to that employee's testimony.
 45. Knowledge of Criminal Activity - Personnel will report any and all criminal activity involving private citizens to the 911 Dispatch (or other appropriate reporting agency) for necessary follow-up action. Illegal activity involving department personnel will be reported without undue delay to the Chief.
 46. Employees are prohibited from using their official position to secure privileges for themselves or others.
 47. Employees are held accountable for compliance with the code of ethics.
 48. Court Attendance - An officer's attendance in court or in a tribunal is mandatory when he has cases scheduled. When an officer is not available for court, (vacation, sick, etc.) it is his/her responsibility to notify the prosecutor, D.A., judge or affected principal and have his/her case continued. Officers under subpoena to appear in more than one court will notify the appropriate court clerk of the conflict and make prior arrangements. Officers that fail to report to any court appearance after being subpoenaed, will be held accountable and face sanctions under the standard operating procedures and by authority of said court.

When the court calls to request an officer's appearance in court, even if not subpoenaed, every effort will be made to accommodate the court and appear in a timely manner.

49. Employees are prohibited from taking photos or videos using personal cameras or cell phones of any child, any secured area, or any other confidential information inside any school unless the picture or video is necessary for legitimate work-related purposes.
50. Domestic Violence involving HSPD personnel - Employees who are involved in any act of domestic misconduct will notify their supervisor. This is specifically true

whenever the employee is the subject of any judicial proceeding concerning these types of acts, whether the employee is the person complained of or the victim.

When the incident involving domestic misconduct occurs in a jurisdiction other than that of this department:

- A. The department person notified of this incident shall immediately notify the Chief.
 - B. The Chief shall make immediate contact with the involved agency to ensure they progress reports of the investigation are received.
 - C. The Chief shall ensure the employee and other persons involved are aware that the department will assist them during this process.
51. Employees will be responsible, upon coming on duty, to familiarize themselves with all new orders, rules, memoranda, bulletins, circulars, and laws that were received since their last tour of duty.

All employees will check their email throughout each work day and address all emails that require a response.

II. DISCIPLINARY ACTION

- 1. Any employee who violates the provisions of this directive will be subject to appropriate corrective measures. In the interest of consistency and fairness, a progressive system of imposing disciplinary action will normally be used.
- 2. Actions taken for violations will be initiated on a progressive basis and determined by the seriousness of the misconduct; the totality of circumstances surrounding the incident; and the employee's previous record. If the record reveals other incidents of misconduct, whether similar to the specific offense in question or other unrelated violations, the disciplinary action taken will be more severe than for a first offense.
- 3. Although it is the Department's intent to normally take disciplinary action against an employee on a progressive basis, especially for the initial or for relatively minor offenses, this does not preclude the initiation of adverse disciplinary action, when appropriate for a first-time offense, regardless of an employee's previous record. When the misconduct is of a serious nature, such as for the commission of a felony or the misuse of authority or position, or for engaging in activities that are unbecoming, appropriate adverse disciplinary action will be initiated.

4. Because it is the policy of this department to use a progressive system of imposing disciplinary action, employees are advised that each incident of misconduct will be handled on an individual basis and that action will be initiated only after a supervisor first considers all relevant factors surrounding the matter. However, in all cases, disciplinary action taken against an employee will be done in a non-discriminatory and professional manner, without regard for the race, color, gender, sexual orientation, religion, national origin, age, or disability of the employee. This Department will not condone disciplinary action taken against any employee that is not done fairly and equitably. If, at any time, an employee feels that the action taken against him is not consistent with agency policy or procedures, the following remedies are available:

A. A formal grievance may be initiated, if an employee feels that there has been inequitable application of adverse disciplinary action; if he/she has been treated unprofessionally; if agency procedures have not been followed; or if the employee has suffered from any form of illegal discrimination.

B. Refer to General Order 3.04 – Employee Grievance Procedures.

This policy supersedes any previous policy

By order of Chief _____



HSPD

General Order Number 1.05



Organizational Structure and Function

Issue Date:

07/01/23

Revised Date:

PURPOSE

The purpose of this section is to establish the organizational structure of the HSPD. One goal of effective administration is ensuring that all employees are familiar with the organizational structure of the department, including each component and sub-component contained therein. In addition, each member should be able to recognize the chain of command, beginning with his/her unit, through the ranks, to the Chief. Additionally, this chapter gives guidance for the development and distribution of written directives.

RULES AND REGULATIONS

I. NEED FOR ORGANIZATIONAL STRUCTURE

No organization, including a police department, can function without an organizational structure that assigns responsibilities or functions to specific individuals or groups of individuals. Throughout the organization, there must be clearly defined and distinct lines of authority, so that responsibility and accountability can be placed. Each person employed by the police department is responsible for certain functions and tasks. Additionally, each member is held accountable for the use of delegated authority. One function of an employee holding supervisory responsibilities is to ensure that subordinates are performing the task assigned to them, so that the objectives and goal of his/her command, as they relate to the organization, are met. The ability of the police department to make organizational adjustments to meet changing needs is essential to obtain the maximum benefit from the expenditure of assigned resources. However, to ensure stability, the basic office structure should not be changed in the absence of a demonstrated need or to satisfy temporary requirements.

The organizational chart of the HSPD will be recognized by all members and will be updated when any reorganization occurs. It will be the responsibility of the Chief's office to update the organizational chart, which will be posted and accessible to all employees.

II. ORGANIZATIONAL STRUCTURE

The HSPD will be comprised of:

1. The Office of the Chief of Police

The office of the Chief of Police will be the executive office of the police department. The Chief will be the Executive Officer of the police department.

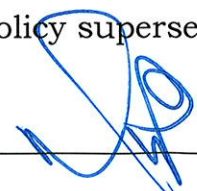
The Chief has the authority to issue, modify, and approve agency written directives and see that the rules, regulations, and all general and special orders are enforced.

The Chief is also directly responsible for supervision of the State Certification Manager, once State Certification is sought after and obtained. The State Certification Manager encompasses the policy making function and provides clear and concise written directives and policy for every employee and their function. The State Certification Manager works in an ongoing capacity to conduct and document a self-analysis of agency practices using the Standards set forth by the Georgia Association of Chiefs of Police.

The Chief's office is also responsible for Internal Affairs reviews of all citizen complaints and disciplinary actions against employees for completeness and proper application of related standard operating policies, procedures and laws. The Internal Affairs function will also conduct internal investigations related to employee conduct and/or police department operations.

2. **Assistant Chief of Police.** The Assistant Chief of Police serves as second in command of the police department and serves as Interim Chief in the absence of the Chief of Police. The Assistant Chief of Police carries out all duties assigned to him/her by the Chief of Police and provides day-to-day operational supervision of all police department activities.
3. **S.R.O. Investigators.** S.R.O. Investigators assist School Resource Officers with the investigation, prosecution and judicial handling of cases of child abuse, neglect, child sexual abuse, and/or child exploitation or maltreatment, as well as incidents that may be drug- or gang-related.
4. **School Resource Officers.** The School Resource Officers (S.R.O.'s) provides law enforcement support services to students, administrators, faculty, staff and visitors at Habersham County schools. The SRO Program also provides resources and support for students, teachers and staff in any and all areas that relate to law and law enforcement.
5. **School Security Officers.** The School Security Officer is a non-sworn, security position that is responsible for maintaining over-all security for all occupants and property of the assigned school district buildings, parking lots and sites in accordance with established security procedures. This classification may be armed or unarmed (at the discretion of the Board of Education pursuant to O.C.G.A. 20-8-5) and does not have the police powers, to include, but not be limited to, the powers to arrest.

This policy supersedes any previous policy



By order of Chief 



HSPD

General Order Number 1.06

Written Directive System

Issue Date: 07/01/22 Revised Date: _____

PURPOSE

To establish a system of written communication for the HSPD and define the associated terms.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD to establish all policies, procedures, practices, orders, rules and regulations in the form of written directives that will be issued in a manner that will be available to all personnel within the department.

Written Orders may be created or changed as needed to fit the needs of the department as long as these directives comply with law and departmental policies and procedures.

DISCUSSION

All directives will be written in a clear and concise manner and all personnel of the HSPD are responsible for knowing and adhering to the provisions of all orders. Anyone who does not understand or comprehend the directive, or any part thereof, will be responsible for notifying his/her immediate supervisor for immediate clarification.

DEFINITIONS

General Order - A written directive issued by the Chief, which establishes a policy or procedure concerning a given subject.

Special Order - A written directive issued by the Chief or a supervisor which establishes temporary principles, policies or procedures on any given subject, usually for a specific stated length of time.

Personnel Order - A written directive issued by the Chief or a supervisor which changes the status of personnel, such as new appointments or promotions.

Policy - A written directive that is a broad statement of departmental principles that provides a framework for development of procedures and rules and regulations.

Procedure - A written directive that is a guideline for carrying out departmental activities.

Supervisory Order - A written or verbal directive issued by a supervisor for the purpose of directing subordinates' activities.

Memorandum - An informal, written document used to clarify, inform or inquire.

I. WRITTEN DIRECTIVES

1. The Chief has the responsibility to issue, modify, or approve written directives and to delegate this authority to the specific individuals indicated in this General Order
2. General Orders

General Orders are issued only by the Chief and establish a policy or procedures concerning a given subject, require the Chief's signature for validation, and are in effect until revoked by a subsequent General Order or Special Order.

- A. General Orders from the Chief's office will be incorporated into the HSPD Policy and Procedures Manual.
- B. The Certification Manager (when applicable) will maintain a filing system of electronic and hard copies of all General Orders. Until State Certification is achieved, this function will be maintained by the Chief's office.
- C. All General Orders will be written and issued on the approved General Order Form and will contain the following information:
 - a. Subject
 - b. Date of Issue
 - c. Effective Date
 - d. Revision Date
- D. General Orders will be cited in the following format:

PURPOSE

POLICY

DISCUSSION (if applicable)

DEFINITIONS (if applicable)

Topic

Section

Subsection

Paragraph

Subparagraph

E. Dissemination Procedures

- a. HSPD General Orders will be disseminated to all affected personnel.
- b. The Chief's office (until a Certification Manager is in place) will have the overall responsibility for the dissemination of all General Orders to departmental employees.
- c. The HSPD employee having supervisory responsibility for a particular component will be responsible for ensuring that members under his/her supervision receive issued General Orders.
- d. The supervisor will have the employee initial/sign beside his name on the Receipt of Acknowledgement Form to indicate that the order has been received. This will also indicate that he accepts responsibility for knowledge of the contents of the order. Upon completion, Receipt of Acknowledgement Forms will be returned to the Chief's office or, when applicable, the Certification Manager.

3. Special Orders

- A. Special Orders are issued by the Chief, a supervisor (when applicable) or the Certification Manager (when applicable), and require the Chief's signature for validation.
- B. Special Orders will be written and issued on the approved Special-Order form and will contain the following information:
 - a. Subject
 - b. Date of Issue
 - c. Effective Date
- C. Special Orders may be applicable to the HSPD as a whole or to a specific component or unit, which will be specified within the order itself.
- D. The Chief's office or the Certification Manager (when applicable) will maintain a filing system of electronic and hard copies of all HSPD Special Orders.

E. Dissemination Procedures

- a. The Chief or Certification Manager (when applicable) will have the overall responsibility for the dissemination of Special Orders.
- b. The HSPD employee having supervisory responsibility for a particular division or component will be responsible for ensuring that members under his supervision receive issued Special Orders.

4. Personnel Orders

- A. Personnel Orders are issued by the Chief.
- B. Personnel Orders will be written and issued on the approved Personnel Order form or in the form of an email and will contain the following information:
 - a. Subject
 - b. Date of Issue
 - c. Effective Date
- C. The Chief's office or the Certification Manager (when applicable) will maintain a filing system of electronic copies for all HSPD Personnel Orders.
- D. Dissemination Procedures
 - a. The Chief will have the overall responsibility for the dissemination of Personnel Orders.
 - b. The HSPD employee having supervisory responsibility for a particular component will be responsible for ensuring that members under his supervision receive issued Personnel Orders.

5. Supervisory Orders

- A. Supervisory Orders can only be issued by personnel serving in a supervisory capacity. They will not change, rescind or conflict with any existing General Order, Special Order or Personnel Order.
- B. The Certification Manager (when applicable) will issue supervisory orders when the issue addressed is one that affects compliance with State Certification standards.
- C. Supervisory Orders will be written and issued on the approved Supervisory Order form or in the form of an email and will contain the following information:
 - a. Subject
 - b. Date of Issue
 - c. Effective Date
- D. It will be the responsibility of the issuing supervisor to ensure that Supervisory Orders are disseminated to all affected personnel.
- E. The Chief's Office or the Certification Manager (when applicable) will maintain a filing system of electronic copies of all HSPD Supervisory Orders.

6. Memorandums

- A. A Memorandum can be issued by any member of the HSPD and is validated by the member's initials or issued in the form of an email.
- B. Memorandums are the basic means of written communication within the HSPD and provide documentation of clarifications, inquiries and information dissemination. They are informal and do not contain orders. Memorandums are to be used for information dissemination within the components of the HSPD.

II. IMPLEMENTATION

1. Issuance of Policy and Procedures Manual

Upon employment or upon initial dissemination of the HSPD Policy and Procedures Manual, all employees of the HSPD will be issued a compact disk containing a complete copy of the Policy and Procedures Manual, comprised of General Orders, for which they will sign a receipt of acknowledgement. All revisions, deletions or additions will be completed by the Chief's office or the Certification Manager (when applicable) and reissued on a yearly basis.

2. Revision/Deletion/Additions to SOP

Any revision, deletion or addition to the manual will be distributed to all affected employees. It is so ordered that each affected employee review all revisions or additions. All affected employees are required to sign an acknowledgement receipt of revisions, deletions or additions to the manual. It is the responsibility of the supervisors to instruct their subordinates in any changes mandated by the issuance of a policy.

3. Employee Responsibility for Policy and Procedure Manuals

Upon receipt of a General Order, the affected employee will be responsible for reading, comprehending and adhering to the specified policy. All employees will be issued a new SOP Manual yearly which will contain all new additions, deletions, and revisions from the previous year.

4. Staff Review

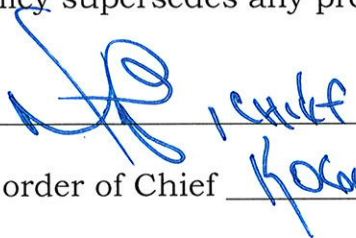
Prior to the promulgation of a General Order, the Chief's office or the Certification Manager (when applicable) will review the draft General Order. Once all corrections/revisions/changes have been made, a final draft will be prepared for the Chief's signature. Once the Chief has approved and signed the General Order, it is the responsibility of the Chief's office or the Certification Manager (when applicable) to disseminate the policy.

III. UPDATES, REVISIONS OR CANCELLATIONS

Any HSPD employee may request changes to the existing policy. Changes to existing policy or new policy must be presented, in writing, by the employee making the recommendation to his immediate supervisor. The supervisor will then send the recommendation up through the chain of command to the Chief. The Chief will make the final decision as to the content of the policy.

The Chief or the Certification Manager (when applicable) works in an ongoing capacity reviewing policy to determine whether each directive is current and still in effect. If it is determined that a directive is out of date, no longer in effect or in need of change or revision, the Chief or the Certification Manager will immediately address the policy and take the proper steps to revise the policy.

This policy supersedes any previous policy



By order of Chief Hoson



HCSO BOEPD
General Order Number 1.07



AUTHORITY, RESPONSIBILITY AND DISCRETION

Issue Date: 07/01/23 Revised Date: _____

PURPOSE

The purpose of this directive is to describe the general authority, duties and responsibilities of School Police department personnel.

ORGANIZATIONAL STRUCTURE

This Department is assigned under the Habersham County School District Superintendent and Assistant Superintendent. The Habersham Schools Police Department (hereinafter referred to as "HSPD") is managed by the Director of School Safety/Chief of Police.

The Chief of Police is hired with the approval of the Habersham County Schools Board of Education.

According to Official Code of Georgia Annotated (O.C.G.A) 35-8-20, the Chief of Police must maintain TWENTY-FIVE (25) hours of executive training annually to maintain his/her certification. The Chief of Police is also required to attend New Chief's training by law, under O.C.G.A 35-8-20.1.

The Chief of Police, in accordance with O.C.G.A 35-8-15, must prepare and maintain duplicate service records on any candidate or peace officer employed by this department. Duplicate personnel records will be maintained in the Chief's Office in secure files.

SCOPE OF AUTHORITY

Authority – O.C.G.A 20-8-5 describes the law enforcement authority of the School Police Officer. O.C.G.A 20-8-5 defines that all School Police must be certified by the State of Georgia having met the requirements to be peace officers within the State of Georgia. All departmental rules and regulations, School Board policies and the direction of the Chief of Police apply to all employees of the HSPD and the Chief has the authority over all officers employed by the HSPD, with a shared responsibility with the Principals at each site.

JURISDICTION

O.C.G.A. 20-8-5 reads as follows:

In each public school system in this state, **school security personnel employed by the board of education of a county or an independent board of education of a municipality for the various public schools** thereof who are certified pursuant to subsection (b) of this Code section and who are authorized by the board of education of that county or the independent board of education of that municipality shall have the same law enforcement powers **on school property**, including the power of arrest, as law enforcement officers of that respective county or municipality.

As a condition precedent to the exercise of law enforcement powers pursuant to subsection (a) of this Code section, school security personnel must be certified by the Georgia Peace Officer Standards and Training Council as having met the qualifications and having completed the basic training requirements for a peace officer under Chapter 8 of Title 35. The certification of school security personnel by the Georgia Peace Officer Standards and Training Council does not require that such security personnel exercise the powers provided in subsection (a) of this Code section.

The provisions of this Code section shall not prohibit a board of education of a county or an independent board of education of a municipality from employing school security personnel without law enforcement powers.

School security personnel who are certified by the Georgia Peace Officer Standards and Training Council may be authorized by a local board of education to carry a standard issue firearm or weapon generally used for law enforcement purposes for the purpose of carrying out law enforcement duties.

THE ROLE OF THE SCHOOL RESOURCE OFFICER

The relationship between the HSPD and each Habersham County school is a partnership between law enforcement and school district. Principals shall have a shared responsibility for supervising the officer(s) that are assigned to their school. Police supervisors will supervise police related activities and the principals will supervise day-to-day related activities for their assigned officer. The day-to-day activities will include, but are not limited to, monitoring of school activities, hall and cafeteria monitoring, building security, emergency plan preparation and monitoring of drills, and effectively communicating and disseminating information in a timely manner.

School Resource Officers help to provide a safe and secure learning and working environment for the districts' students, employees, and visitors. SROs will proactively serve in a manner consistent with the Georgia Alliance of School Resource Officers and Educators (GASROE) TRIAD School-Based Policing Model and will strive to support student success by being a resource and by creating a safe and welcoming environment for students to learn.

When potential violations of the law occur on school grounds, SROs will work with the school administration and outside law enforcement agencies (where applicable) to investigate all campus-based criminal activity and take appropriate action.

The Official Code of Georgia Annotated (O.C.G.A) 20-2-1184 designates the following crimes as mandated reporting crimes. These crimes are: Aggravated Stalking, Arson, Aggravated Assault, Aggravated battery, Sexual Offenses, Carrying Weapons on School Property, and Illegal Possession of a pistol or a revolver for person(s) under the age of 18. These violations of Georgia law are to be reported to Police personnel as quickly as they become known to the complainant. The police authority may extend to officers outside of their authority, as they may need to address operational activities, problems, violations of Georgia law, needs or concerns that require direct supervision and immediate action. So long as the report is made, the police officers have the full discretion to work with school administration to determine best course of action for the student violator in all misdemeanor offenses and some felonies. In addition, the Police department will work closely with Juvenile Court officials to improve educational outcomes for students by exploring options to keep them in school and out of court.

Officers are expected to perform daily duties that are applicable to their role as a professional law enforcement officer on campus. The mission of the SRO is to improve school safety and the educational climate at the school. The SRO's presence on a school campus is to prevent weapons, drugs, and persons with the intent to commit harm from entering upon the campus, and confiscate weapons and drugs that enter campus premises. Additionally, the SRO will be deliberate in becoming a true resource to all members of the school community, rather than just a response. To this end, SROs will:

- a. Work collaboratively with school staff to create and maintain a safe and welcoming environment for students and staff.
- b. Patrol the entire school campus regularly which means they will maintain high visibility at all times.

- c. Familiarize themselves with the camera surveillance and other security systems and report maintenance issues as detected.
- d. Participate periodically in student/parent meetings and share valuable law enforcement/safety information as needed to enhance safety around the schools or in support of students and families.
- e. Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures.
- f. Manage and coordinate security for crowd and vehicle control at extra-curricular activities and special events. Monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior. Help to define and maintain a respectful code of conduct.
- g. Participate in school safety committee meetings, local school advisory and PTSA meetings, as well as periodically conduct safety/security meetings to increase awareness.
- h. Maintain effective communication with school administration and provide in-service training to help administrators be better prepared to deal with security-related matters and serve as a wrap-around services team member to support student success.
- i. Establish professional relationships with all stakeholders in the schools.
- j. Collaborate with the students, parents, staff members and the community to improve safety, including law-related education, counseling and mentorship with students and their families.
- k. Regularly provide student conflict resolution by teaching students how to effectively manage and resolve conflicts.
- l. Establish positive relationships with local law enforcement agencies and other supporting agencies.
- m. Provide law enforcement/safety advice on matters affecting school safety.

- n. Helping students and their families connect to available resources to improve school behaviors.
- o. Take law enforcement action to protect against unwanted intruders. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse. Enforce all federal, state and local laws and when applicable charges are necessary, officers may use warnings and graduated responses to include referrals to teen courts, conflict resolution, school-based community service, restitution, letters of apology, or other school support services program. Make arrests only when necessary to protect students, staff and school property.
- p. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- q. Teach mini-law related courses, provide classroom presentations and facilitate civic- and service-oriented programs that help students learn how to promote social awareness, relationship skills, self-management, self-awareness, de-escalation techniques, and conflict resolution and responsible decision making.
- r. Investigate reported crimes and complete incident reports during regular work hours and ensure information is disseminated accurately and in a timely manner.
- s. Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements). Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court and in tribunal proceedings, as required.
- t. Assist with parking and traffic control issues/responsibilities in collaboration with school administration.
- u. Patrol and monitor hallways and other hotspots during class transition. At other times the officer will patrol inside and outside of the school building.
- v. Provide a law enforcement presence at the start of school and during dismissal.

- w. Check exterior doors several times throughout the day to make sure they are properly secured and not propped open.
- y. Perform other duties as assigned.

OFFICERS SHOULD NOT:

- Check students in and out of school.
- Respond to classrooms for administrative/discipline issues except for emergency situations.
- Participate in selling items of any kind (school related or not).
- Participate in cash/check/receipt transactions of any kind.
- Participate in any activity during regular work hours that is not defined in policy or is not related to their school resource officer and enforcement duties.
- Act as a school administrator by assigning discipline to students (i.e. suspend students from school, write suspension letters, process discipline referrals etc).
- Fill in for as a classroom teacher for any period of time. Fill in for an in-school suspension teacher for any period of time.
- Tow or boot vehicles for purposes that fall outside of campus safety and security purposes.
- Operate their personal vehicle for any type of student transport.
- Operate their personal vehicle for any type of at-home student welfare check.
- Be utilized for the sole purpose of providing student supervision at any time (there must be a logical safety and security related justification for the student supervision).
- Participate in the student restraint training or techniques utilized by staff members to control student with diagnosed emotional/behavioral disabilities.
- Be summoned for classroom management issues (sleeping in class, being disruptive while instruction is taking place, etc.), but are encouraged to provide guidance and advice when or if they are called upon for assistance. Officers will always respond to the classrooms for emergency situations and/or when summoned.

LEGAL AUTHORITY

O.C.G.A 20-8-5 defines the law enforcement role as having full arrest authority for Officers. Officers are to perform the police services within the school district in cooperation with principals and other school based staff.

The Officer has a specific assignment and role function, such as police investigations of criminal matters, matters of a breach of safety and to provide leadership at each school site on matters of law and law enforcement.

DEPUTIZED OFFICERS

A Deputized Officer may exercise his/her power as a Reserve Deputy Sheriff if doing so is related to an HSPD matter. This may include, but is not limited to, conducting a search, continuing an investigation, assisting school staff with a home visit, or conducting a welfare check.

Deputized Officers must adhere to the following:

- a. Be in compliance with all Sheriff's Office training standards set by the Sheriff for Reserve Deputy Sheriffs during any period in which they act as a Deputized Officer.
- b. Adhere to all HSPD policies and procedures, rules and regulations, and guidelines promulgated by the HSPD Chief of Police during any period in which they act as a Deputized Officer. The Sheriff's Office will notify the HSPD Chief of Police or Assistant Chief of Police in writing of any Sheriff's Office policy, procedure, rule, regulation, or guideline that the Sheriff's Office expects Deputized Officers to follow.
- c. Subject themselves to and adhere to any supervision by Superior Officers of the Sheriff's Office during any period in which they act as a Reserve Deputy Sheriff.
- d. Immediately report any arrest made in the name of the Sheriff, to the Sheriff, Chief Deputy, or Law Enforcement Division Commander.
- e. Shall not use their authority as a Reserve Deputy Sheriff to work secondary employment and/or accept reduced rent or rent-free apartments.
- f. HSPD Officers will not work any secondary employment as a deputized member of the Sheriff's Office.

MUTUAL AID

The provisions of Mutual Aid shall not be extended or combined with this authority to extend the power of Deputized Officers to other than what is approved under current Mutual Aid policy or the "Official Oath of Deputized School Police Officers form" (delineated below) signed by all Deputized Officers.

Official Oath of Deputized School Police Officers

STATE OF GEORGIA, Habersham County

WHEREAS, I, _____ am a citizen of the United States of America and an employee of the Habersham Schools Police Department;

WHEREAS, The Sheriff of Habersham County has agreed to deputize school police department officers for the limited purpose of having the authority and law enforcement power throughout Habersham County and throughout the State of Georgia to conduct school-related business, to include, but not be limited to, escorting team sports outside of the county, home visits, and welfare checks.

THEREFORE, I _____ do hereby swear and affirm to the following:

That I am not the holder of any unaccounted public money due to this state and that I am not the holder of any office of trust under the government of the United States or any foreign state which by the laws of Georgia I am prohibited from holding. I swear that I am otherwise qualified to hold said office according to the Constitution and laws of the State of Georgia. I also swear that I will support the Constitution of the United States and of this state.

I do swear that I will faithfully execute all writs, warrants, precepts, and processes directed to me as sheriff of this county, or which are directed to all sheriffs of this state, or to any other sheriff specially, which I can lawfully execute, and true returns make, and in all things well and truly, without malice or partiality, perform the duties of the Office of Sheriff of Habersham County, during my continuance therein, and take only my lawful fee.

I, _____ being an employee of the Habersham County School System and the recipient of public funds for services rendered as such employee, do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of Georgia.

So help me God.

Officer Signature

Print Name

Sheriff, Habersham County

Sworn to and subscribed before me, this _____ day of _____, 20__.

My Commission Expires _____

OTHER DUTIES AND RESPONSIBILITIES

Schools Police will also participate in proactive initiatives as assigned by the Chief of Police or his/her designee, their assigned principal, or upon request. These initiatives include, but are not limited to, Gang Resistant Education and Training (G.R.E.A.T.), Teaching Our Youth Safety (T.O.Y.S.) in Schools presentations, Dangers of Social Media Awareness Programs, and conduct emergency preparedness trainings.

Schools Police are to be courteous and professional when dealing with the public while maintaining safety as their first priority. Officers are to be alert and keep abreast of emergencies that may occur and other potential incidents while on duty.

Officers shall be responsible for the initial and secondary reports of crimes, and other matters that may occur on campus or on other HCSD-owned properties.

Officers must maintain twenty (20) hours of P.O.S.T. credit hours annually to maintain their authority to arrest. (O.C.G.A 35-8-21)

Officers will conduct preliminary investigations and create a police report promptly and accurately. Officers are to confer with their supervisors for case numbers and a review of the elements of each investigation for guidance on the application of law and information on a regular and consistent basis.

Officers may have other duties assigned by the Chief of Police or his/her designee, their Principal or their designee to enhance security on school property.

General Duties and Responsibilities – The position job description will describe the employee's professional role within the department. The Chief of Police or his/her designee may assign other duties as necessary within the employee's role.

CIVILIAN EMPLOYEES

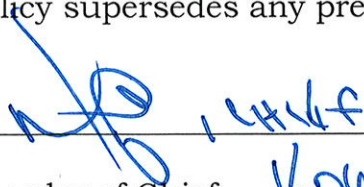
Appointment – Civilian employees shall be recommended for hire to the Superintendent and appointed by the Board of Education.

Authority – Civilian employees shall have the authority granted by their position and job duties under the direct supervision of their assigned supervisor.

DELEGATED AUTHORITY

Each member of the department is vested with the authority to make decisions to accomplish the assigned tasks safely and efficiently. Each member of the department is accountable to this authority as well as the failure to use it.

This policy supersedes any previous policy



By order of Chief Kowon



HSPD

General Order Number 1.08

MUTUAL AID



Issue Date:

07/01/03

Revised Date:

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures regarding the manner in which the agency provides and receives mutual aid in the event of natural disasters, mass disorders, or other emergency situations.

STATEMENT OF PROCEDURE

It will be the procedure of the Habersham Schools Police Department to provide law enforcement services to the Habersham County School System and to render mutual aid during emergency situations to other jurisdictions as appropriate.

DISCUSSION

Mutual aid will be provided during local emergencies in accordance with the provisions of Title 36, Chapter 69 to the O.C.G.A.

A local emergency is "The existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision...that is caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are likely to be beyond the control of the services, personnel, equipment, and facilities of the agency and which require the combined forces of other jurisdictions to combat." (O.C.G.A. 36-69-2).

Whenever members of the Habersham Schools Police Department render emergency aid or assistance outside the boundaries of the county pursuant to the "Georgia Mutual Aid Act", each employee will have the same powers, duties, rights, privileges, and immunities as if they were performing their duties within Habersham County. (O.C.G.A. 36-69-6).

Such emergency aid does not pertain to the routine exchange of information and assistance in conjunction with day-to-day law enforcement operations.

I. AUTHORIZATION TO FURNISH MUTUAL AID

1. Within the Boundaries of Habersham County

During emergency situations, the Superintendent, Assistant Superintendent, Chief of Police, or Assistant Chief of Police is authorized to provide assistance when requested by other municipal agencies within Habersham County based upon the availability of personnel and equipment.

During non-emergency situations, all requests for assistance from agencies within Habersham County will be forwarded to the Chief of Police or Assistant Chief of Police for necessary action and approval.

2. Outside the Boundaries of Habersham County

During emergency situations, only the Superintendent, Assistant Superintendent, or Chief of Police may approve requests for the use of agency personnel or equipment in jurisdictions outside Habersham County. This requirement does not pertain to the normal exchange of information or assistance in conjunction with official law enforcement business or for requests in response to inter-jurisdictional pursuit operations.

During Non-Emergency Situations, all requests for the use of personnel or equipment outside Habersham County will be forwarded to the Assistant Chief of Police for review. The Chief of Police will be advised of the situation as soon as possible and will approve/disapprove/modify the request as appropriate.

II. AUTHORIZATION TO REQUEST MUTUAL AID

From Agencies Within Habersham County

During emergency situations, the School Resource Officer is authorized to request assistance from the appropriate municipal agency.

During non-emergency situations, all requests for assistance from or municipal agencies will be made by the Assistant Chief of Police.

From Agencies Outside Habersham County

During emergency situations, only the Superintendent, Assistant Superintendent or the Chief of Police are authorized to request assistance from the appropriate agency located outside Habersham County.

During Non-Emergency Situations, the request for assistance will be forwarded to the Assistant Chief of Police, who in turn will make the coordination for assistance with the appropriate agency located outside Habersham County. Once the request is made, the Assistant Chief of Police will inform the Chief of Police of the situation and the assistance requested.

1. Federal Law Enforcement Assistance Such requests for assistance will be made by the Chief of Police or his/her designee directly to the nearest office of the appropriate Federal agency.

This policy supersedes any previous policy



By order of Chief Robson



HSPD

General Order Number 1.09

Accreditation/Certification



Issue Date: 07/01/23 Revised Date: _____

PURPOSE

To establish the functions and responsibilities of the Office of State Certification of the HSPD in the event the department chooses to seek state accreditation/certification.

STATEMENT OF PROCEDURE

If the department chooses to pursue accreditation/certification, it will be the procedure of the HSPD to comply with standards established by the Georgia Association of Chiefs of Police.

A. RESPONSIBILITIES

Certification Manager:

1. To assure that all contracts are current with Georgia Association of Chiefs of Police (GACP).
2. pComplete annual compliance reports.
3. Successfully complete on On-Site Assessment.
4. Submit all waiver requests as needed.
5. Submit an annual pursuit report to GACP by March 1st each year.

B. PERSONNEL MANAGEMENT

The Office of State Certification will manage the personnel functions of the HSPD to include, but not limited to:

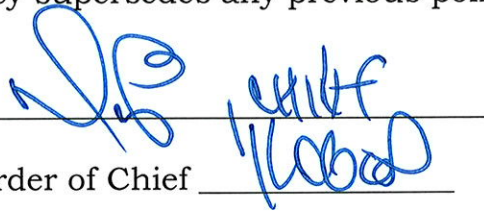
1. Coordinating and implementing the HSPD promotional process to include, but not limited to interviews, testing, and review boards, as per established policies and procedures.
2. Presenting suitable candidates for promotion to the Chief for final promotional interviews and promotional decisions.

C. PLANNING AND RESEARCH

1. The Certification Manager will have responsibility for the research and development of HSPD standard operating procedures, which complies with the standards established by the Georgia Police Accreditation Coalition.
2. Researches policies and procedures to ensure they are consistent with recognized professional law enforcement practices.
3. Serves as a resource for other HSPD components in areas of policy and procedure development.
4. Disseminate and ensure receipt of approved HSPD directives by all HSPD employees.
5. Maintains all approved written directives.

This policy supersedes any previous policy

By order of Chief

A handwritten signature in blue ink, appearing to be "W. H. H.", is written over a horizontal line. The signature is stylized and cursive.



HSPD

General Order Number 1.10

Emblem and Stationery Use

Issue Date: 07/01/23 Revised Date: _____

PURPOSE

The purpose of this General Order is to establish the policy of the Habersham Schools Police Department in regards to the use of official Habersham Schools Police Department emblems and stationery.

STATEMENT OF PROCEDURE

It will be the procedure of the Habersham Schools Police Department that the use of the department emblem and stationary will be limited to official use except when express permission is granted by the Chief of Police.

DISCUSSION

The use of the Habersham Schools Police Department's emblem is restricted to employees that have the approval of the Chief of Police.

POLICE DEPARTMENT EMBLEMS

Police Department emblems such as the shoulder patch or metal badge will not be placed on any item of clothing such as hats or shirts other than what is issued by the Habersham Schools Police Department or approved the Chief of Police.

Any employee wishing to have the Police Department emblem placed on items such as hats or shirts will need to have the permission of the Chief of Police.

BUSINESS CARDS

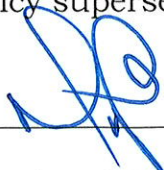
The Police Department will provide business cards for command staff, officers, and investigators to use in the performance of their duties when deemed necessary by the Chief of Police.

Employees will not use business cards that have the Habersham Schools Police Department emblem from any other source unless approval is obtained from the Chief of Police prior to printing.

STATIONERY

Use of the Habersham Schools Police Department letterhead and envelopes is limited to official duties or official Correspondence and will not be used for personal business.

This policy supersedes any previous policy

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By order of Chief Robert



HSPD

General Order Number 1.11

Releasing Employee Information



Issue Date:

07/01/03

Revised Date: _____

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the HSPD regarding releasing employee information.

STATEMENT OF PROCEDURE

It will be the procedure of the HSPD that employee information will only be released in accordance with applicable state law.

DISCUSSION

It is the procedure of HSPD to provide to potential employers and other agencies with truthful and complete statements of documented fact that are an accurate representation of an employee's current or past work performance, date of hire, and hourly pay rate. This procedure is not designed to preclude an employee from giving a personal reference on any other current or former employee.

I. GENERAL PROCEDURES

1. The Chief is the only individual authorized to disseminate any current or past employment information on any current or former employee to any outside agency who requests an employment reference.
2. Any statements disseminated will be based on written documentation in the employee's personnel file. At no time will any opinions or judgment statements of an employee's character be given. Only information that relates directly to the performance of the employee's job will be granted, to include dates of employment and hourly rate information.
3. Before any information is released, the requesting agency or employee will provide a release of personal records form, signed by the employee, indicating their authorization to have personal records released. This form will become a part of the employee's personnel file.
4. Only information that is directly job-related will be given. Information that does not comply with the American's with Disabilities Act will not be released. This includes information regarding:
 - A. Leave requests for medical or psychological treatments.

- B. Employment attendance record in relation to illness, accident or disability.
 - C. Previous use of workmen's compensation, medical insurance, or sick leave.
 - D. Treatment for drug or alcohol addiction.
 - E. Disability pension from the Veterans Administration.
 - F. Injuries from sports, motor vehicle, or previous employment.
 - G. Current medical status to include, AIDS, asthma, pregnancy, etc.
- 5. All information released will be carefully reviewed to ensure that it is complete and factual.
 - 6. Information released will be delivered directly to the requester or mailed in a sealed envelope.
 - 7. A copy of all information released will be placed in the employee's personnel file.
 - 8. If requester is representing a law enforcement agency:

In addition to the above guidelines, after initial request and signed release by the employee are received, the Chief may allow a representative of the law enforcement agency requesting the information, direct access to the general personnel file of the employee.

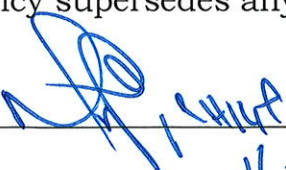
- 9. The Chief may allow a law enforcement agency representative to review Internal Affairs files on an employee. If the requester is not from a law enforcement agency, they are required to request, in writing, information under the Georgia Open Records Act (O.C.G.A. 50-18-70) to have access to an Internal Affairs file.

II. RELEASE OF EMPLOYEE INFORMATION BY HSPD STAFF

No individual of the HSPD will release personal information on any employee to include the home telephone number or address without the permission of the individual.

This is not to include the release of such information to an agency such as the Habersham County Sheriff's Office, the Habersham County State Court Solicitor's Office or the Habersham County District Attorney's Office.

This policy supersedes any previous policy



By order of Chief 