

MEMPHIS POLICE DEPARTMENT

Uniform Patrol Station



STANDARD OPERATING PROCEDURE

2019

TABLE OF CONTENTS

MISSION STATEMENT	INTRODUCTION
CHAPTER I:	ORGANIZATIONAL CHART
CHAPTER II:	COLONEL'S DUTIES
CHAPTER III:	LIEUTENANT COLONEL'S DUTIES
CHAPTER IV:	SHIFT MAJOR'S DUTIES
CHAPTER V:	LIEUTENANT'S DUTIES
CHAPTER VI:	OFFICER'S DUTIES
	A. Desk Officer
	B. Field Officer
	C. Equipment Officer
CHAPTER VII:	PAPERWORK ROUTING
CHAPTER VIII:	TRAVEL DOCUMENTATION
CHAPTER IX:	BID PROCESS
CHAPTER XI:	AUXILLARY VEHICLES
CHAPTER XII:	GENERAL INVESIGATIVE BUREAUS
CHAPTER XIII:	IN CAR VIDEO/BODY WORN CAMERAS
CHAPTER XIV	TIB INVESTIGATION OF FATAL OFFICER SHOOTINGS
CHAPTER XIIIV	MEDICATION (PILLS) TAKE BACK
CHAPTER XIIIIV	APPENDICES

Memphis Police Department

Uniform Patrol Station

Standard Operating Procedures

Mission Statement

The mission of the Uniform Patrol Station Standard Operating Procedure (SOP) is to outline a reliable framework that permits each individual workstation to function independently, while utilizing a standard operating structure.

Introduction

The purpose of this Standard Operating Procedures (SOP) manual is to meet CALEA standards and create a source of reference to ensure proficiency and efficiency throughout the Memphis Police Department's Uniform Patrol Divisions, with a consistent method of completing and submitting pertinent documents and forms. This SOP will serve as a guide for all personnel on the proper internal function of a uniform patrol workstation. This SOP will be used in conjunction with the Memphis Police Department Policy and Procedures Manual, CompStat/TIBRS Reporting Manual, Tennessee Code Annotated, and all other relevant manuals, bulletins and directives disseminated by the Memphis Police Department.

This SOP shall be revised annually to address any changes that may occur. Deputy Chiefs of the Uniform Patrol Divisions shall approve all revisions or additions to this SOP. This SOP shall remain in effect until revoked or superseded by competent authority.

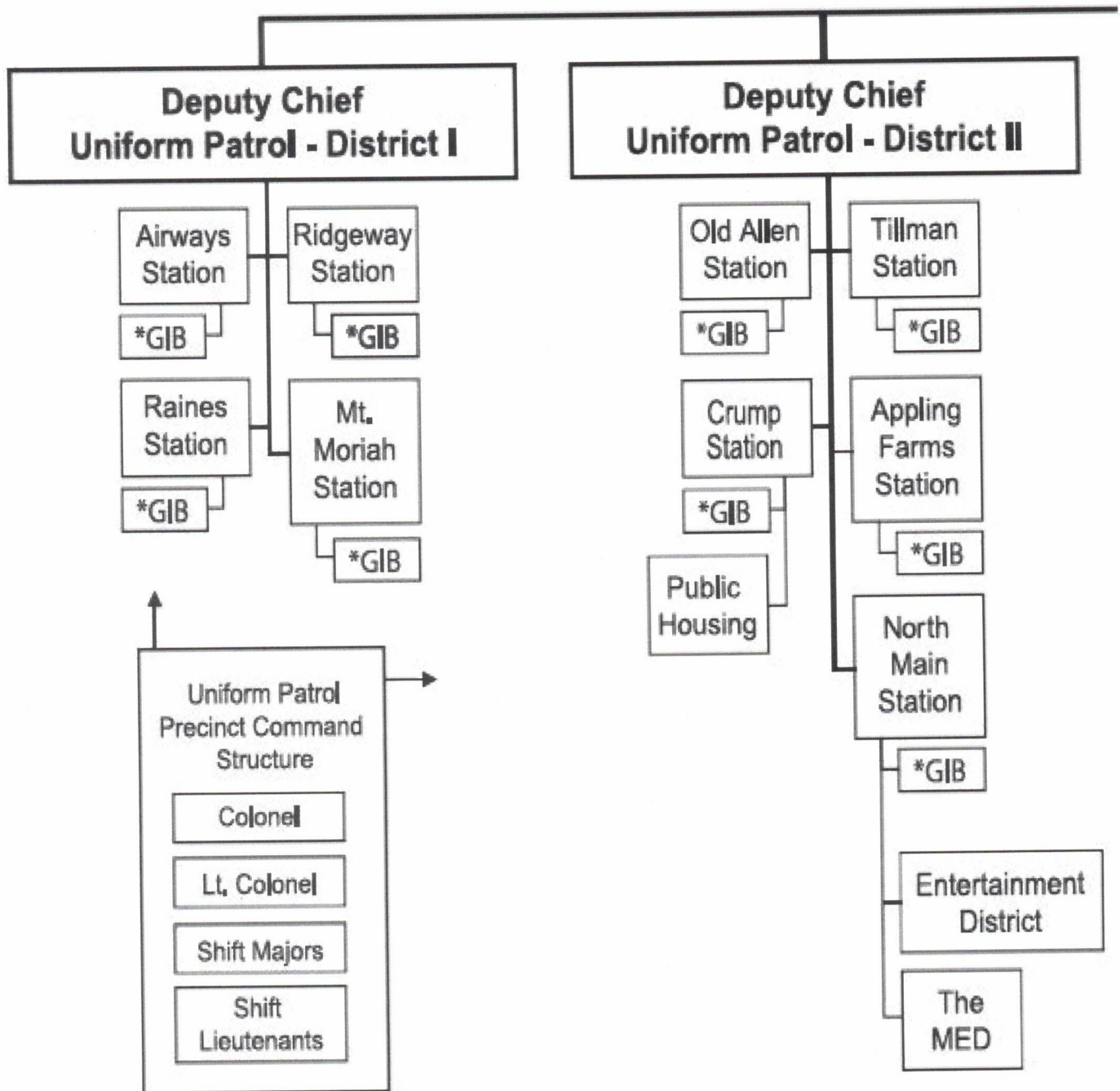
All police and civilian employees will receive and document the receipt of this SOP, via electronic mail. The SOP may be printed at the discretion of officers and civilians.

Approvals

Deputy Chief Frank Garrett – Uniform Patrol District I

Deputy Chief Terry Landrum – Uniform Patrol District II

ORGANIZATIONAL CHART



Station Colonel's Responsibilities

- Establishes and communicates goals and objectives for the stations under his/her control, which are consistent with the overall goals and objectives of the Police Services Division.
- Provides direction and ensures effective utilization of personnel under his/her supervision, which includes monitoring their performance to ensure compliance with departmental regulations, policies and procedures, as well as local, state and federal laws.
- Determines operational needs and executes plans that assign personnel and equipment resources effectively (*Blue CRUSH*).
- Oversees and monitors all disciplinary actions within the stations and Traffic Bureau.
- Responsible for the budgeting and planning of operations and personnel of their respective stations.
- Plans operational activities of personnel, which are consistent with organizational objectives and operational needs.
- Completes special projects as assigned by command staff.
- Receives PEP Alerts from PEP Coordinator and forwards to LTC. LTC will assign to shift major or appropriate shift supervisor. Will review, approve and forward incident to the database, upon receipt and completion of the investigation.
- Receives Blue Team Complaints from ISB and forwards to LTC. LTC will forward to shift major or supervisor to be investigated. Will review, approve and forward incident to the database, upon receipt and completion of the investigation.
- Meets with Neighborhood Watch organizations, Apartments Managers, Business Managers, Ambassadors, PJA, Clergy and/or civic groups monthly to discuss their needs and concerns.
- Performs the necessary duties, in the absence of a Lt. Colonel.
- The Colonel is the executive manager over the Duty Station to which they are assigned.
- Colonels will determine the operational needs and goals of their assigned Duty Station.
- Colonels will have command authority over their respective Duty Station and their subordinates.

Station Colonel's Responsibilities (Continued)

- Based on their Duty Station, Colonels will be responsible for management of the station's:
 - Personnel
 - Facilities
 - Equipment
 - Training
 - Supplies
 - MPD Resources
 - Budget
 - Staffing
 - Discipline
 - Morale
 - Records
- Colonels will ensure that all policies and procedures of the Memphis Police Department are followed.
- Colonels will ensure that discipline is applied in a fair and consistent manner.
- Colonels will ensure that members of the MPD Command Staff are kept apprised of operational matters occurring at their respective Duty Stations.
- Colonels will ensure that equipment and facilities are serviced and maintained regularly. When necessary, Colonels will authorize repair or deletion of vehicles and/or equipment.

Station Lt. Colonel's Duties

- Establishes goals and objectives for the unit under his/her control, which are consistent with the overall goals and objectives of the station and/or service center.
- Directs and observes personnel under his/her supervision in the performance of their duties to ensure compliance with departmental regulations, policies and procedures as well as local, state and federal laws.
- Responsible for records and equipment management of the service center under his/her control.
- Plans operational activities for the service center, which are consistent with organizational objectives and operational needs, with oversight and input from the Colonel.
- Monitors operational needs and assigns personnel and equipment resources under his/her supervision in a manner, which provides for the most effective use of manpower and equipment.
- Submits operational reports for the work unit and provides needs assessments to the Colonel.
- Evaluates disciplinary reports from subordinates and takes action when needed.
- Receives and reviews PEP Alerts from Colonel and assigns to shift major or shift supervisor for action plan development.
- Receives and reviews Blue Team complaints and forwards to shift major or supervisor to be investigated. Receives and reviews Blue Team incidents and forwards to the Colonel for final review and routing.
- Provides leadership, guidance, and assistance to personnel under his/her supervision in the areas of career development and individual achievement.
- Communicates directives, orders and objectives to subordinates within his/her assigned unit as well as other duties, which may be assigned.
- Reviews employment applications of potential civilian Police Services Division candidates (i.e., Watch Coordinators, Ambassadors, etc.).
- May perform as Night Duty Lt. Colonel. As Night Duty Lt. Colonel, performs as the authorized staff level contact person for police employees, private citizens, and the news media city wide during times when command staff members are unavailable (i.e., nights, weekends & holidays).
- Serves as the Commander of the Station in the absence of the Colonel.

Station Lt. Colonel Duties - Continued

- Executive Payroll
 - Approve and sign
 - Email to Payroll Clerk as PDF
 - Forward hardcopies to Colonel for signature
 - Forward signed payrolls to Secretary to file
- Weekend Reports
 - Weekend Summary, "LTA, Limited, NE" Report.
 - Overtime Report – ending previous Friday
 - Email above to Station Colonels and Lt Colonels, Laquita Rallings and respective Deputy Chief's secretary.
 - Due each Monday to the respective Chief by **0815** hours.
- Training
 - All training requests are forwarded to LTC for consideration.
 - LTC is the station Training Coordinator
 - Officers are approved by the Colonel and then forwarded to the Training Academy by the LTC/training coordinator.
 - Folders for past training selections should be kept on the Command Drive in a Training folder
- Health and Safety Correspondence
 - Respond to requests for Limited Duty assignment.
 - Respond to requests for Limited Duty voucher completion.
- Computer Access
 - Completed access forms are routed to LTC for approval
 - The forms are signed by the LTC, scanned and saved to a file on the Command Drive
 - The scanned form is emailed to **Cedric Taylor, Network Administrator.**
- Disciplinary Forms
 - Statement of Charges (SOC's) packets are initially forwarded to LTC for proofreading/approval.
 - If the SOC packet is correct and complete, forward to Colonel to approve and sign. Once approved, scan and save the SOC packet to a Command Drive folder, saved by name/date.
 - Forward the original hardcopy to your Deputy Chief for approval and to obtain a number for the Statement of Charges.
 - Update the SOC log/spreadsheet to record the SOC information, including the "DATE OUT." *The log should record the following: Date of Charge; SOC number; Date issued; Name, rank, IBM of charged Officer; Workstation/shift of officer; Hearing date/time; Hearing Officer; Charges and DR #; Disposition; Suspension Days Taken.*
 - Once the SOC returns with the charge number update the SOC log/spreadsheet with the appropriate information and forward the SOC to the assigned hearing officer.
 - Upon receipt of the hearing summary and SOC packet, forward to the Colonel for review and approval to return to the respective Deputy Chief.
 - The Hearing Summary should be scanned and saved in a Command Drive folder.
 - Update the log/spreadsheet to include all required information. Indicate the disposition of the hearing and the number of suspension days ordered.
 - Place a copy of the completed SOC packet in the officer's personnel file.

Station Lt. Colonel Duties - Continued

- Facility / Supplies
 - Housekeeper's Supply in West Memphis provides custodial supplies
 - Compile list of needed supplies and obtain Colonel's approval before placing order
 - Orders are usually delivered the next business day
 - Upon receipt of supplies, check off items received on the delivery sheet to ensure they match the items ordered
 - Notate items received and by whom and forward to Colonel for comparison upon receipt of the invoice
 - Once the Colonel has signed and approved, the invoice should be forwarded to the respective Deputy Chief.
 - Facility/Supplies should have their own folder on the Command Drive
- Officer of the Month (OOM)
 - Nominations are due by the 5th of each month
 - Templates for email notification and certificates should be located on the Command Drive
 - Contact Ambassadors and/or any sponsors who may provide OOM awards
 - Order nameplate for OOM plaque, if applicable
 - Forward the certificate to Colonel and Chief for signatures
 - Ensure "Take Home Car" form is completed and forwarded to respective Chief
 - Present the Officers of the Month Award to the selected officer by the 15th of each month
- Equipment Replacement
 - Officer's memo should be attached and forwarded to Chief with any supporting documentation.
 - Do not check the boxes marked "RECOMMEND" or "NOT RECOMMEND"
 - Forms should be scanned and saved on the Command Drive before being sent for Chief's approval
 - When the approved/disapproved form is returned from the Chief, the original should be given to the Officer.
 - A copy of the form and any supporting documentation will be placed in the Officer's personnel file. (See Appendix D: Sample Equipment Replacement Form)
- Mayor's Action Complaints (MAC)
 - Assign Mayors Action complaints to Major's for routing to appropriate personnel
 - Check MAC's periodically to make sure assigned MAO's have been completed
- FTO Assignments/Paperwork
 - Assign PIIP to FTO's based on station availability for the four phases of training
 - Send the FTO assignment list to: Training Academy and MPD Personnel
 - Review and approve PIIP daily observation reports, monthly evaluations and end of phase report
 - Be familiar with the FTO Manual

- TOSHA
 - A list of the materials should be compiled and kept in a folder on the Command Drive.
 - Ensure the station's Emergency Response Plan is updated.
 - Ensure monthly inspections are conducted and documented.
 - Ensure Safety/OSHA board materials are current.
 - Ensure Safety Data Sheet manual is updated.

Station Major's Duties

- Review, proofread, approve and enter Shift Payrolls, daily.
- Enter Shift Stats daily.
- Prepare roll calls and maintain a one – week projected roll call.
- Review Incident Reports, Response to Resistance Reports, Pursuit Reports, Directed Patrols, Vacation Watches and Mayors Action Complaints.
- Monitor Lieutenant and Officer's field activities and radio procedures.
- Monitor officer's sick occurrences and FMLA status. Complete and submit LTA paperwork as needed. Ensure that Sick Abuse Policy violations are monitored and enforced.
- Ensure that Lieutenants conduct monthly and field inspections.
- Monitor daily equipment inventory and overtime expenditures. (Late calls, late arrests, transports etc.)
- Keep weekly staffing sheet updated. (due each Friday)
- Keep personnel contact information updated. (due 1st Monday of each month)
- Post weekend summary in a Command Drive folder, ensure incident reports were added by the Lieutenant and forwarded to the Colonel and LT Colonel.
- In the absence of LTC, forward necessary reports to Chief via email, i.e. weekend summary, etc.
- Make sure that Officer of the Month paperwork is submitted by Lieutenants by the 5th of each month.
- Review Blue Team incidents and workstation complaints to ensure that they are properly investigated and entered into the appropriate station log/database and forwarded to the Colonel and Lt. Colonel. Ensure responses are provided within timeframe specified.

Station Major's Duties - Continued

- Review FTO/PIIP daily observation, monthly evaluations and other related paperwork.
- Complete probationary Lieutenants monthly evaluations.
- Keep Lt. Colonel advised of changes in your duty hours and/or benefit time requests. Ensure that benefit time is posted to the Majors folder in the Shared Drive.
- Advise Lt. Colonel and Colonel of all newsworthy incidents immediately by phone, if it involves a public figure or serious injury to a police officer. Notification on other incidents may be made via email.
- Be familiar with and promote the mission, goals and objectives of the Memphis Police Department.
- Monitor and maintain adequate level of CIT, FTO, NW, Rifle, Riot Control and Crime Scene trained officers on your shift.
- Respond to the scene of all major incidents and take command pending the arrival of higher authority.
- Be familiar with the Media Release policy and provide information when required.
- Recommend and review statement of charges and hold disciplinary hearings as assigned.
- Approve Lieutenants benefit time requests, while maintaining complement.
- Update and maintain level four roll calls.
- Make sure that lieutenants issue the appropriate negative and positive observed behavior reports.
- Approve the holding over of a shift due to large number of holding calls or critical incidents. (notify the night duty LTC when necessary after hours)
- Be familiar with the current Blue Crush details / areas and take the appropriate actions assist with the reduction of crime.
- Mentor your lieutenants to prepare them for promotion.
- Monitor and maintain the morale of your shift and supervisors.
- Ensure that supervisors utilize positive and negative observed behavior reports.

On Duty Major's Duties

- Approve the holding over of a shift due to a large number of holding calls or critical incidents. (Notify the night duty LTC after hours when necessary)
- Be familiar with the station's Blue Crush details/areas and take the appropriate action to hold officers and Lieutenants accountable to assist with the reduction of crime.
- Other duties as directed.
- Respond within assigned District, but not limited to citywide, to all major incidents and take command pending the arrival of higher authority.
- Ensure that scene supervisors have properly conducted crime scene protocols including preservation of evidence, separation of suspects, victims and witnesses, medical emergencies and manpower distribution.
- Make timely notification to Night Duty LTC as outlined in Policy and Procedures.
- Ensure that supervisors properly submit and route incident reports in a timely manner following all major incidents.
- Be available to the news media to provide necessary information for any critical incidents where they made the scene

Station Lieutenant's Duties

- Check shift/supervisor's mailbox and emails prior to Roll Call. Check emails frequently throughout the shift.
- Make any needed adjustments to Roll Call assignments. Notify the officer(s) involved and the Equipment Officer to make the appropriate changes to the original Roll Call sheet.
- Roll Calls are designed to keep accountability of officer's attendance and to inform officers of current events and updated policies and/or memorandums. Roll Calls should be kept at a maximum of (fifteen (15) minutes each day. (Officers should be placed in service shortly after roll call ends.)

Station Lieutenant's Duties(Continued)

- Roll Calls should begin on the hour and half-hour and should begin on time. "A" Shift—2330, "B" Shift---0700, "C" Shift---1400, and "D" Shift---1700.
- Complete previous day's paperwork. Approve paperwork – review log sheets, crash reports, memos, offense reports, tickets, payroll, etc. for accuracy and completeness. Return for corrections if needed.
- Place all overtime on the regular overtime and Blue Crush overtime spreadsheets.
- Proofread all paperwork before turning in, especially dates, times, types of benefit days on payroll and roll call, for accuracy and consistency.
- Ensure Blue Crush plans are disseminated, understood and implemented weekly. Provide roll call for all Blue Crush details and ensure specific assignments are explained.
- Ensure consistency and fairness in discipline. Be reasonable. Document tardiness.
- Keep contact information on all personnel updated in station records and verify through roll call and/or Oracle. Have officers verify accuracy of their equipment, when performing monthly inspections. Notify Secretary of changes.
- When court subpoenas are received, they should be date stamped. Make sure officers are given the original and a copy. Officers are to sign the original and keep the copy. Officers should also sign the court book to acknowledge receipt of the subpoena. A copy of the signed original should be filed by the secretary.
- Ensure officers read and sign the Station Evacuation Plan and review Workplace Safety protocols.
- Issue positive and/or negative observed behavior reports when appropriate.
- Input information from the officer's paperwork into the Daily Stats and Summary Programs.
- Complete the Roll Call for the next day.

Station Lieutenant's Duties - Continued

- Email the signed daily payroll to the Station Payroll Personnel in PDF format. The original should be forwarded to the Major to sign, approved and be filed by secretary.
- Place the completed Payroll into the **(Common or N: Drive) Command Folder** under your shift assignment.
- Place the completed Roll Call into the **(Common or N: Drive) Misc. Folder** under your shift assignment.
- Complete **GHSO-Activity Sheets** daily. At the end of the week, email a copy of the week's activity to Traffic.
- Frequently during the shift, review and approve reports submitted by officers into the Watson Reporting system.
- Lieutenants must contact the appropriate Bureaus when making the scene of felony incidents. Lieutenants must approve and sign all Felony Arrest Tickets.
- Lieutenants must contact a shift Major/Watch Commander on matters serious in nature so that the Colonel, Lt. Colonel or Night Duty Lt. Colonel will be informed.
- Lieutenants must approve the request for a **Finger Print Tech.** to make the scene of all burglaries.
- Ensure the Sick Abuse Policy is followed. Contact Sick personnel every three days and complete the **Supervisor's Work Sheet** to monitor their status.
- All personnel absent due to OJI and/or LTA must obtain authorization to return to work from the Health & Safety Office.
- When employees are injured, the **four-page OJI Report** must be completed by the officer, approved by a supervisor and phoned in. Scan and email or fax OJIs to - **"Laquita Rallings" at Health & Safety**. Document times & dates sent.
- Complete **Field Inspections and Individual Inspections on a monthly basis**. (Mandatory)
- Check Oracle and print officer's **Sick Occurrences** each month.
- Print out the officers **Weekly Personnel Listing by Roll Call** out of Oracle on a bi-weekly basis. (Pay week is preferred for accuracy). Notify the station secretary and MPD Payroll if errors are found.

Station Lieutenant's Duties- Cont.

- Projected Roll Calls are to be completed and are due every Thursday, for the upcoming week.
- Citations should be placed in the designated **Ticket Box**, which should be located in the copier room at each station
- Miscellaneous completed paperwork, whose routing is unknown, should be placed it in the secretary's mailbox.
- Ensure that correct and/or updated forms are being utilized. Current forms are located on the Kiosk.
- Offense Reports taken by officers with their PDA's must be approved by Lieutenants within twenty-four (24) hours. These reports are located in Inform RMS and are then assigned to the respective investigative bureau.
- Monitor your assigned officers in the field. Keep abreast of the crime within your assigned areas.
- When asked for a statement by the media summon a Major to the scene and/or refer the media to the **Public Information Officer** or the investigative bureau handling the scene. If approved by a Major, make a statement to media. (Remember, if your Major/Shift Commander is unavailable, check with other Stations to see if a Commander is available)
- Use the Supervisor/Watch Commander Responsibility list in Policy, as a reference on when and what type incidents require notification to be made.
- Advise the oncoming shift lieutenants if there is an officer(s) working overtime and is going to be late coming into the office. (The officer(s) needs to notify the next shift Lieutenant when they are out of service either over the radio or in person to sign them out.
- Prior to leaving for the day, all Lieutenants should update the next shift Lieutenant on outstanding/ongoing issues and the whereabouts of officers who are on calls. (Felony Response Office, Homicide, Rape Crisis Center, etc.)
- Document complaints against civilian and police personnel and ensure that investigations are handled appropriately. (Workstation or ISB) Make sure the complainant is aware of who will follow up on this complaint.
- Ensure that officers who are equipped with BWC/ICV devices utilize them in accordance with policy; ensure that officers log into the MDT and conduct the required test video at the beginning of the shift: and ensure videos are given a classification and assigned a CAD number.

STATION OFFICER DUTIES

A. FIELD OFFICER

Roll Call Attendance

All uniformed officers are required to attend daily roll call and shall be dressed in their MPD uniform with uniform hats unless otherwise assigned. Officers will stand when the Lieutenant approaches the podium to begin roll call and will sit when the roll call has been completed. Officers will be attentive to receive daily information and instruction from the supervisor. Officers will be courteous and respectful at all times.

Issuance and Acceptance of Equipment

At the conclusion of the daily roll call, each patrol unit is assigned and issued car keys and a Remington 12gauge shotgun. Every Officer is issued a fully charged Body Worn Camera. Officers who have met course requirements and have supervisory designated approval are issued Patrol Rifles, SL6, Narcan and Finger print kits. Radar guns are checked out and assigned at the Officers discretion.

Return Issued Equipment

All equipment issued to an officer will be returned at the end of the officer's tour of duty. Officers should inspect all equipment to ensure that it is in proper working order including:

Inspection of Equipment and Patrol Vehicles

Officers are to inspect all issued equipment for defect immediately. Officers should also inspect the interior and exterior of the assigned vehicle for damage and contraband. Existing/old damage should be documented on the log sheet at the beginning and end of their tour of duty. The rear seat area of assigned vehicle should be inspected each time an individual is placed in the vehicle to ensure that no contraband is hidden in the vehicle and/or that no personal property has been left.

Fueling of Patrol Vehicles

The patrol vehicle assigned to an officer should be fully fueled at the beginning of each shift. It is not only the responsibility of the oncoming Officer to ensure that their vehicle is fully fueled but the officer that is ending their shift should make every attempt not to return a vehicle to the station with low to no fuel. Oncoming Officers should be able to respond to at least one emergency call and return to the precinct without needing to re-fuel.

Answering Calls for Service

Officers should prepare to begin answering calls for service immediately following roll call. Once a call is received, the officer should acknowledge the call and give their location. The officer should advise the dispatcher when they arrive on the scene of the call. Once on the scene, the officer should immediately assess the situation and advise if additional cars are needed. Once a call for service is completed, the officer should return to service immediately.

Radio Courtesy

Officers will use a professional, courteous tone with the radio dispatcher at all times. *Gratitude is always implied so the constant use of "Please and Thank You" is unnecessary.* If an officer has any issue with a dispatcher, they will contact a supervisor for resolution. Officers will not call the dispatcher directly unless instructed to do so by the dispatcher.

STATION OFFICER DUTIES (Continued)

Emergency Identifier Usage

The emergency radio identifier located on the Motorola handy-talkie and the in-car console should be depressed only in an extreme emergency where the involved Officer is in need of immediate assistance and contact with the dispatcher. All normal radio traffic should cease until dispatcher has made contact with the Officer involved or specific instructions are given.

Resetting Emergency Identifier

Depress and hold (orange/red) button for 2-3 seconds until a beep is heard. The dispatcher should confirm if the identifier has in fact reset.

Area of Responsibility

Each officer is assigned a designated patrol area/ward and is responsible for calls for service in that area. The officer is also responsible for Vacation Watch/Additional Patrol assignments in the assigned area as well as documenting reported offenses by citizens. When not on calls for service, officers will routinely patrol their area of responsibility, documenting all self-initiated specials and enforcement action including physical arrests, misdemeanor citations, juvenile/ordinance summons, alarm citations and traffic citations. Officers are responsible for traffic enforcement within their assigned area and for notifying the dispatcher of any traffic hazards requiring immediate attention. Officers are to remain in their assigned areas unless their duties require them to leave it or they receive permission from a supervisor.

Productivity

To measure the effectiveness of a patrol officer in the performance of his/her duties, the Memphis Police Department utilizes the "STATS" program. The individual officer's productivity is measured against the productivity of other officers of the same station and shift. Disciplinary action may be applied for **continued failure to meet the average productivity** of the officer's shift.

Advising Supervisors

Officers are to contact their Lieutenant when handling any calls or situations that requires them to do so by MPD Policy.

Signing "in" and "out" on daily roll calls.

Officers must sign in and out each day for accountability purposes. Officer must acknowledge their presence at roll call and properly sign out each day for accountability purposes. Officers are also required to advise the dispatcher of the disposition of their final call and log off the radio by stating "car number" and "show me out of service".

STATION OFFICER DUTIES- Cont.

Paperwork Submission

Officers will submit all documents generated during their tour of duty and place them in the “in basket” in their designated shift office.

Once officers return all issued equipment and generated paperwork they should leave the building as soon as possible, refraining from loud conversation or disruptive behavior as not to disturb other employees inside the station.

Offense and Crash reports will be submitted in a timely manner to be approved by the officer’s supervisor. If the supervisor disapproves the report, it must be re-submitted with corrections immediately.

All Officers must abide by all Rules and Regulations as outlined in the MPD Policy & Procedure manual and must adhere to and enforce all City Ordinances and Laws, both Civil and Criminal, as outlined by the City of Memphis, the State of Tennessee and the United State Constitution.

B. DESK OFFICER

1. All Officers assigned to Station Desk will answer the telephone in a prompt and courteous manner. Example: “Airways Station, Officer Smith, how may we help you?”
2. The following ***Property Crime Reports*** may be taken over the telephone:
 - Larceny/Theft Offenses
 - Thefts from Vehicles (where the vehicle is not stolen)
 - Vandalisms
 - Threatening or Obscene Phone Calls

If the dollar amount is in excess of Five Thousand Dollars (\$5,000), then a supervisor must approve the report to be taken over the telephone.

3. Any report that has a suspect or evidence factors, could be deemed newsworthy or involves public or elected officials **must** be approved by a supervisor before it is taken via telephone.
4. The following type reports will **not** be taken over the telephone **without specific orders from a supervisor:**
 - Motor Vehicle Thefts
 - Burglaries

DESK OFFICER (Continued)

5. Units will be dispatched when the victim is unable or unwilling to furnish adequate information.
6. Units will be dispatched when the caller specifically requests to have a car make the scene.
7. Reports will **not** be taken over the telephone for the unexplained disappearance of property, including Inventory Adjustments, Lost Property, or Misplaced Property. (Example: "I can't find my cell phone.") However, a memo can be taken in these circumstances.
8. Reports will **not** be taken over the phone for any offense involving ***Crimes Against Persons***.
9. Any complaint (walk-in or call to a Station via phone) regarding allegations of police misconduct **must** be forwarded to a supervisor or Commanding Officer. Desk officer should not try to resolve misconduct complaints themselves.
10. If a report situation is forwarded to the Station and it appears a unit should have been dispatched a supervisor will be notified. **Officers should not explain to the public how a car should have been dispatched, etc.**
11. Any strange, unusual, and/or complex situations should be referred to a supervisor for further instructions.
12. All stations visitors, including but not limited to: Community Services Workers, General Service's employees, Private Contractors, GIB witnesses, suspect, complainants, truancy parents, OCU vehicle seizure complainants, and any other walk-in citizens should sign in legibly with the front desk office in the lobby.

13. **Station Walk ins**

Walk-ins are citizens who come in for some type of assistance. Uniform patrol officers, other government agencies, surrounding law enforcement agencies, and other individuals make these referrals.

- If the citizen does not have a report, a report should be taken if necessary.
- If the citizen has a report on file, direct them to the responsible investigator
- If the responsible investigator is unavailable, the Administrative sergeant or another investigator should assist.

DESK OFFICER (Continued)

14. **Additional/Directed Patrol/Vacation Watch Guidelines**

- Confirm accuracy of the station/ward by checking the address
- Check the additional patrol sign-in book to ensure the requested patrol is not currently on file.
- Refrain from extending the patrol beyond **5-(five)** days, unless the nature of the request/complaint is life threatening (Ex: Violation of Protective Order)
- Check **ONLY** the shifts which apply to the nature of the complaint. *If ALL apply, then check ALL.*
- Make sure to list the **Beginning** and **Ending** dates.
- Clearly and thoroughly explain the nature of the request/complaint.
- Use discretion when completing an Additional/Directed patrol for property crimes.

15. **Sick Board Procedures**

When an Officer Calls Off:

- The sick officer will call the desk officer and have him complete the top section of the Illness/Injury report. (*Color Copy*)
- The desk officer will circle the Reason for Absence: *Personal Illness, OJI* or *FMLA*.
- **FMLA** and **OJI** must be approved by a supervisor immediately.
- Make 4-(four) copies of Illness/Injury Report.
- Place 1-(one) copy in **Officer's Shift Box**.
- Place 1-(one) copy in **Secretary Box**.
- Place 1-(one) copy in **Equipment Officer Box**.
- Place 1-(one) copy in the **Shift Major's Box**.
- Place the **original** (*Color Copy*) in the **sick board binder**.
- Log the information on the Illness/Injury Cover Sheet. (*Kept in the binder*)
-

When an Officer Calls Back In:

- Complete the "**Return to Duty**" section on the Original Illness/Injury Report.
- Make 3-(three) copies of **Original Illness/Injury Report**.
- Place 1-(one) copy in the **Officer's Shift Box**.
- Place 1-(one) copy in the **Equipment Officer Box**.
- Place 1-(one) copy in the **Shift Major's Box**.
- Place the Completed Original Illness/Injury Report (color copy) in the **Secretary's Box**.
- Complete the Return to Duty information on the Illness/Injury **Cover Sheet**.

DESK OFFICER (Continued)

16. **Community Service Workers**

Community Service Workers (CSW) are citizens who have been convicted of minor misdemeanor and felony offenses, not involving offenses dealing with sexual assaults or violence. The criminal justice courts have assigned these defendants to provide community service as part of their ruling.

It is incumbent upon Officers at the Station to monitor the CSW's and be conscious of their actions while working inside the stations.

Upon arriving at the respective station, CSW must:

- Sign-in with front desk officer on each visit
- Present their government issued identification, i.e. Tennessee Driver's License or ID
- Present the Community Service Verification sheet which will include:
 - The Justice Network, Inc.
 - Client's name (Community Service worker)
 - ID# upper left corner
 - Case Officer / Contact Person
- Desk officer will make a copy of the Community Service Worker identification and attach to the *top right corner* of the Verification sheet
- Desk officer will place the copies in a binder which should be kept at the front desk for quick reference
- Desk officer will instruct the CSW to wait in the front lobby until the Equipment Officer or designee escorts CSW to the utility room
- The desk officer will run a QW through Station B on each CSW
- If CSW shows an active warrant, the desk officer will verify the warrant and then place the CSW under a physical arrest
- The desk officer will immediately notify the GIB supervisor or a field supervisor for investigation of the warrant
- The desk officer will advise the CSW to remove all personal properties including but not limited to *cell phones, purses, handbags, backpacks, weapons, etc.*
- The desk officer will conduct a pat down or Wand each CSW (*preferably the same gender officer*) using a hand-held metal detector
- If any personal properties ***excluding weapons or contraband*** are located, then the CSW will have an opportunity store them in their vehicles
- If CSW does not have a vehicle, then the desk officer will place ALL items in a zip lock bag and store in the equipment office
- The Equipment Officer or designee will then issue the CSW a reflective yellow or florescent color vest to wear during their entire assignment at the precinct
- The CSW should be monitored during their entire assignment at the precinct
- CSW should take their breaks in the station's designated area, only

DESK OFFICER (Continued)

- CSW should use the station's designated public bathrooms
- The desk officer or designee should sign out each CSW on a daily basis
- CSW should return their vest and recover their personal properties.
- All personal or criminal issues dealing with CSW should be immediately reported to a supervisor who will submit an incident report to the Colonel, Lt. Colonel and shift Major

C. EQUIPMENT OFFICER

1. Must wear MPD or Civilian uniforms

Civilian employees must wear their approved issued uniform, (No blue jeans) to be readily identified and to distinguish themselves from guests, community services workers, etc.

Officers working as the Equipment Officer (EQ) must wear their MPD issued uniform at all times and be ready to immediately respond as a police officer to any situation. **(Exceptions must be approved by a supervisor for specific maintenance tasks)**

- Not half dressed
- Wear body armor

2. Must sign in and out on daily roll calls

- Equipment officers must sign in and out each day for accountability purposes

3. Conduct daily inventory of equipment by shift

- Put hands on all equipment
- EQ officers are not to assume that the equipment is there. They must visually see and physically put hands on each equipment for verification

4. It is the responsibility of the EQ Officer to **immediately notify a supervisor of *any missing equipment* and conduct an investigation**

5. Do not allow any unauthorized person inside the equipment room

- EQ officers will not allow unauthorized personnel inside the equipment room.
- **Police Rifle Officers will be allowed to secure and obtain their assigned rifle from the rifle lockers inside the equipment room**
- The station commander will provide a list of all authorized persons
- No authorized equipment officer is allowed inside the equipment room unless he/she is actually assigned to perform equipment duties at that time.
- Do not leave the equipment room door open, unlocked or unsecured when the EQ is not present.

EQUIPMENT OFFICER

6. Issuing equipment

All equipment should be issued through the equipment window counter

- Use of an equipment cart is approved however; EQ must verify that each officer received the correct assigned equipment.
- Pepper spray should remain in equipment room
- Make sure that all equipment that leaves the equipment room is properly signed out on the original roll call.
- Make sure that all individual officers or 2-(two) man units are issued a Shotgun (**Mandatory**, not optional)
- Make sure that all Patrol Rifle Officers (PRO) are issued their rifle on a daily basis (**Mandatory**, not optional) Officers are NOT allowed to take the shotgun or their AR15 rifle home. **AR rifles can be signed out for transport to FTU, with the approval from the Station.**
- CIT officers are to be issued their SL6 each day (**Mandatory**, not optional)
- Fingerprint officers **will check out their kits at the beginning of each shift.**

7. Accepting equipment

- All equipment should be returned to the Equipment Officer through the equipment window counter
- Officers are not to leave any equipment or weapon lying on the equipment window counter
- If an EQ officer is not available, the officer should notify a supervisor to accept the equipment to put up
- If a supervisor is not readily available, the desk officer may assist with securing the equipment in a secured location
- Equipment should not be left unsecured at any location

8. Perform monthly maintenance on equipment

- Wipe down wet shot guns
- Check SL6 for rounds, flashlight
- Make sure SL6 is NOT wound up

9. Make sure proper paperwork is attached to bikes, basketball goals, etc.

- Officers are to complete tow tickets, etc. and attach to bike if "A" shift
- EQ officer should immediately take property from the station to the City lot
- If property is too large for station's pickup, contact tow company

10. When an EQ officer leaves the station, a supervisor must be notified.

- During mail run, EQ officer should use a unmarked MPD vehicle
- EQ Officer should always monitor their radio for communication dispatch

11. Station Locker Assignments

Each station is equipped with lockers for officers in the men and women bathrooms. Station commanders should keep a log, indicating which locker is assigned to each officer. Officers are to adhere to the following:

- Lockers are **ONLY** available for officers assigned to their perspective station
- Lockers are provided for officers to keep and maintain their MPD issue equipment, uniforms and their personal hygiene items
- Lockers are considered property of the station and therefore subject to search at any time without the written or verbal consent of officers.
- Officers are **NOT** to keep or store any illegal contrabands or non MPD issued weapons in the station lockers
- Officers are **NOT** to keep or store any type of food, meat, dairy products or anything that could spoil, rotten or produce fungus in the lockers. (OSHA/ TOSHA requirements)
- Station commanders will secure ALL unused lockers with a zip tie.

D. TASK FORCE OFFICER

Standard Operation:

- Upon the direction of the Station Command staff, Task Force personnel will work variable days and hours as dictated by operational need. Station Commanders retain the right to change the task force hours upon sufficient notice given to task force personnel.
- Task Force officers will respond to the following: any dispatched call for service; any call for assistance by fellow officers, and any critical incidents within the station. When a Task Force is needed for assistance in another Station, that task Force's Lieutenant should make contact with the requesting Station/Bureau and provide task force officer with all pertinent information.
- Task Force will be responsible for reducing crime within the station by utilizing proactive patrol tactics, intelligence gathering and assisting the Station's General Investigative Bureau.
- Task force officers will be the lead officers during a civil disorder or riot response situations.
- Station Task Force will monitor their primary workstation radio frequencies.

TASK FORCE OFFICER (Cont.)

Uniform:

- Station task force officers will conduct daily operations in the standard Memphis Police Department (Class B or C) uniform. At the discretion of the station commander, task force operations may be conducted in departmental issued uniform or approved alternative uniforms. (Refer to Memphis Police Department Policy and Procedures Section 3: Uniforms (Chapter XIII Page 1-14). The alternate uniform may not be worn to court.

Plainclothes Procedures

(Refer to Memphis Police Department Policy and Procedures Section 18: Public Acknowledgement of Plain Clothes/ Off-Duty Officers (Chapter II Page 1-3))

D. TASK FORCE OFFICER (Cont.)

- Plainclothes officers performing routine investigative tasks should notify the dispatcher of their location. If the nature of their work is secretive, such as a stationary surveillance or stakeout, plainclothes officers should notify the Communications Bureau or their supervisor or commanding officer by telephone of their location and activity.
- **Every plainclothes officer will comply with the commands of a uniformed officer.** Additionally, civilian attired or police personnel, who may be unable to divulge their identity immediately, will comply with the commands of a **clearly identified** plainclothes officer.

Vehicles

- Station's Task Force officers will conduct daily patrols utilizing a marked Memphis Police Department patrol vehicle or unmarked Memphis Police Department patrol vehicles. On occasions, task force officers are required to operate in a covert manner in order to address problematic crime issues within the station boundaries. With the supervisors' approval, task force officers will be able to operate plain cars (undercover vehicles) for surveillance purposes only. (Refer to Memphis Police Department Policy and Procedures Section 7: Vehicles (Chapter XIII Page 1-5)). A Task Force supervisor should maintain an updated inventory of plain cars and ensure maintenance has been performed and the vehicle keys are available for Task Force usage when required.

PAPERWORK ROUTING

1. CRASH REPORT

- A. Supervisor must electronically approve and sign completed report
- B. Generated when officer respond to an accident/crash
- C. If hardcopy report taken, must be reviewed and approved by supervisor
- D. Place hardcopy in outgoing mail

2. ADDITIONAL PATROL

- A. Take information on additional patrol form/vacation watch.
- B. Place on Read out Board.
- C. Place original form in ward book **each** Lieutenants shift office. (A, B,C & D)
- D. After completion, return original copy to secretary's mailbox.

3. ADMINISTRATIVE SUMMONS

- A. Used as an administrative charging instrument.
- B. Generated when chargeable incident occur.
- C. Deputy Chief/Personnel File.
- D. Copy station mailbox. (Secretary)

4. ARREST TICKETS

- A. Supervisor must approve each (felony) ticket for accuracy.
- B. Fill out data for daily summary sheet, drug arrests, total amount of drugs, & weapons & money confiscated.
- C. Copy Colonel, LTC and to secretary to be filed.

5. ATTENDING PHYSICIANS REPORT

- A. Generated when officer injured on duty must seek medical attention
- B. Sent with injured officer to medical facility.
- C. Secretary keeps copy of IOD/Medical Documentation to be filed and sends a copy to Health & Safety.

6. AUTHORIZATION OF AGENCY (AKA Persons Barred from Premises)

- A. Used to assist in enforcing the trespassing law.
- B. Generated when business owners grant the police the authority to make arrest for trespassing on their property.
- C. Place original copy in ward book each Lieutenants shift office. (A,B,C & D)
- D. Copy in station mailbox. (Secretary)

7. BIKE WORK REQUEST

- A. Original copy in equipment/inventory clerk mailbox.
- B. Used to have bikes repaired.
- C. Copy in station mailbox. (Secretary)

PAPERWORK ROUTING – Cont.

8. CHANGE OF ADDRESS/PERSONAL INFORMATION

- A. Completed by officer/personnel when required.
- B. Place all copies in secretary's box for distribution to MPD/CITY Personnel.
- C. Also, can be changed in Oracle Self Service

9. RESPONSE TO RESISTANCE FORM

- A. Must be entered into Blue Team.
- B. Used to report when officers use force or chemical agent is used.
- C. Generated when force or chemical spray is used.
- D. Attach a copy of arrest ticket and send a copy to FTU & ISB via interoffice mail.
- E. Copy to Colonel/Lt. Colonel and Original to station secretary to be filed.

10. CITY ORDINANCE SUMMONS

- A. Used to cite individuals in violation of city ordinances.
- B. Generated by officers.
- C. Original copy in secretary's mailbox.

11. CONSENT TO SEARCH-VEHICLE OR HOME

- A. Used to give officer permission to search a vehicle or home.
- B. Generated by officer having form signed.
- C. Copy station mailbox. (Secretary)

12. NEGATIVE OBR, COUNSEL OR CORRECTION FORM

- A. Used in counseling of officers.
- B. Generated at supervisor's discretion.
- C. Placed in officer's personnel file.
- D. Kept until file is purged.

13. COMMAND DUTY STATUS FORM

- E. A record of the number of commanding officer available on a particular shift
- F. Generated by Major for monthly report
- G. Place copy in Colonel and Lt. Colonel's mailbox.

14. COURT NOTICE

- A. Received by email from Court Coordinator's Office. Secretary logs all Court Notices.
- B. Secretary makes a copy and Supervisor gives the original plus a copy to officer
- C. Officer initials the original, keeps the copy, and returns the original to supervisor
- D. Original goes in outgoing mailbox to be routed by secretary to Court Coordinator

PAPERWORK ROUTING – Cont.

15. COURTESY CITATION

- A. Issued by officer in lieu of ticket.
- B. Generated by officer observing traffic violations.
- C. Outgoing mailbox for delivery by equipment/inventory clerk.
- D. Should NOT be used for serious or mandatory court offenses

16. CRISIS INTERVENTION TEAM STAT SHEET

- A. Used to record CIT responses.
- B. Generated by CIT officer when they respond to mental consumer calls.
- C. Original to Training Academy (Major Vincent Beasley)
- D. Copy station mailbox. (secretary)

17. DAILY STAT SHEET

- A. Used to record daily stats.
- B. Generated by Lieutenant.
- C. Copy station mailbox. (secretary)

18. DESK COMPLAINT/PHONE COMPLAINT

- A. Take information on desk complaint/memo form
- B. Ensure complaints on police personnel are forwarded/handled by a supervisor
- C. Complaint findings/recommendation should be submitted through the Chain of Command
- D. Submit to Colonel and LTC for action
- E. Copy to station mailbox (secretary)

19. DIRECTED PATROL

- A. Used to create log of patrol activity in a specific area.
- B. Generated by desk officer
- C. Copy station file mailbox. (secretary)
- D. Place original form in ward book **each** Lieutenants shift office. (A, B, C, & D)

20. DOMESTIC VIOLENCE REPORTS

- A. Hold harmless must be completed on scene and submitted by reporting officer
- B. Original hold harmless will be delivered to DV and copy to be filed at CompStat.

21. DRIVERS LICENSE CONFISCATION

- A. Generated by officer who confiscates the license.
- B. Driver signs form receipt and receives pink copy (Attached license to form #SF-0826)
- C. Place form and confiscated items in outgoing mailbox for secretary.
- D. Secretary mails to the Tennessee State Department.

PAPERWORK ROUTING - Continued

22. ADDITIONAL EMPLOYMENT REQUEST FORM

- A. Used to request permission to work second job.
- B. Generated by individual officer.
- C. Sent through chain of command and place in folder in Command Drive.

23. EQUIPMENT REPLACEMENT FORM

- A. Used to make a request to have equipment replace a city's expense.
- B. Generated by officer making request.
- C. Sent to Deputy Chief via Colonel or Lt. Colonel.
- D. Retained in officer's file until purged.

(See Appendix D: Sample Equipment Replacement Form)

24. EVALUATION

- A. Used to evaluate officers.
- B. Generated by Shift Majors/Lieutenants.
- C. Reviewed by Colonel, LTC
- D. Retained in officer's file until purged.

25. FALSE ALARM REPORTING

- A. Anytime that an alarm call is received by the police dispatcher, a report of this call will be forwarded to the Metro Alarm Office.
- B. Notices will be issued whenever:

The alarm is determined to be false or; the user does not have a permit for his alarm, even if the alarm is a good alarm.

26. HEARING SUMMARY

- A. Used to record detail of disciplinary hearings.
- B. Generated by designated hearing officer conducting a hearing for administrative charges
- C. Must be attached to the SOC upon completion of hearing
- D. Forwarded to Deputy Chief via Colonel or LTC
- E. Copy placed in officer's file.
- F. Retained in officer's file until purged.
- G. See Appendix A: Examples: Statement of Charges, Administrative Summons, Hearing Summary, Disciplinary Resume

27. INSPECTION FORM

- A. Used to keep record of officer status at inspection.
- B. Conducted monthly by the lieutenants, normally week prior to change over
- C. Should include verification of officer valid driver's license
- D. Copy placed in officer's personnel file.
- E. Kept for approximately one (1) year.

PAPERWORK ROUTING - Continued

28. INTENT TO TOW

- A. To notify vehicle owner that the abandoned or illegally towed vehicle will be towed if not moved by a certain date.
- B. Generated by officers.
- C. Send original copy in outgoing mailbox.
- D. Copy station mailbox. (Secretary)

29. INJURED ON DUTY (IOD) INCIDENT REPORT/ON-THE-JOB INJURY REPORT

- A. Supervisor must complete form completely and precise phone in to Sedgwick.
- B. Generated when officer is injured
- C. Email/fax claims to Sedgwick and Health and Safety
- D. Copy to officer's personnel file.
- E. Original to Health and Safety
- F. Copy station Colonel, LTC, secretary, officer's personnel file.

30. JUVENILE SUMMONS

- A. Supervisor must approve for accuracy.
- B. Used for juvenile in lieu of physical arrest.
- C. Make copy of the original for secretary mailbox.
- D. Place original form in outgoing mailbox.

31. LAW ENFORCEMENT DEATH INVESTIGATION CONTACT SHEET

- A. Filled out by the officer when any death occurs and the victim is transported to the Medical Examiner by the ambulance crew.

32. LIMITED DUTY REQUEST

- A. Used by officer to request to work in a limited status.
- B. Generated by officer.
- C. Sent through chain of command for approval.
- D. Place copy in officer's file

33. MAYOR'S ACTION COMPLAINTS/ 311 COMPLAINTS

- A. Check with complainant and determine exact problem.
- B. Take appropriate action, i.e., GP, additional patrol, advising complaint, etc.
- C. Complete action taken at bottom of Mayor's Action Complaint, sign, date, and return to Shift Commander/Lt. Colonel.
- D. Must be returned within three (3) days.
- E. If generated through the Agent Dashboard, the Major or LTC will handle with appropriate action, i.e. Directed Patrol, etc.

PAPERWORK ROUTING - Continued

34. MISDEMEANOR CITATION

- A. Supervisor must ensure citation is correct and filled out properly, to include processing and court dates.
- B. Used by officer as instrument of arrest in lieu of physical arrest.
- C. Copy to secretary mailbox.
- D. Original form outgoing mailbox.

35. MOVING TRAFFIC CITATION

- A. Traffic Violations Bureau.
- B. Place in ticket box at station, generally located in copy room.
- C. Generated when officer observes traffic violations.
- D. Original sent to TVB and copy given to violator.

36. NON-MOVING TRAFFIC CITATION

- A. Traffic Violations Bureau.
- B. Place in ticket box at station, generally located in copy room.
- C. Generated when officer observes non-moving traffic violation.
- D. Original sent to TVB and copy given to violator.

37. OFFENSE REPORT (in lieu of PDA)

- A. Offense report are normally completed and submitted electronically.
- B. Used to record facts of a crime.
- C. Must be signed by supervisor and approved for accuracy.
- D. Forwarded to CompStat (If hardcopy report completed)

38. ORDINANCE SUMMONS

- A. Supervisor must approve for accuracy and sign.
- B. Count arrest total on log sheet.
- C. Copy to secretary mailbox.
- D. Place original form(s) in outgoing mailbox.

39. OVERTIME COURT SLIP

- A. Used to record officer's overtime court appearances.
- B. Generated when an officer attends court while off duty.
- C. Must attach copy of subpoena to court slip.
- D. Sent to Court Coordinator's Office and they will route to payroll department.

PAPERWORK ROUTING - Continued

40. PATROL LOG SHEET

- A. Used to keep record of officer's daily activities/performance.
- B. Generated when officer starts his/her tour of duty.
- C. Copy kept in each supervisor/shift office.
- E. Original station mailbox. (Secretary)

41. PERSONAL INFORMATION UPDATES

- A. Used to update officer/civilian personal information.
- B. Generated by officer/station secretary/supervisor when required.
- C. Place copy in officer/civilian personnel folder/station file.
- D. Copy station mailbox. (secretary)

42. RECOMMENDATION FOR OFFICIAL COMMENDATION

- A. Used to recognize outstanding act of courage by an officer.
- B. Generated by supervisor/Commanding officer
- C. Copy in officer's personnel file indefinitely.

43. RETURN TO DUTY STATUS FORMS

- A. Used to notify command staff when officer can return to work.
- B. Generated by an officer's request upon returning to work.
- C. Sent via Colonel/Lt. Colonel to Health and Safety office.
- D. Copy in officer's file until purged.

44. SICK NOTICE

- A. Sick slips are kept on clipboard/in book at counter of desk officer area.
- B. Supervisor is to make contact every three days as directed by Station/Bureau Commander and record in supervisor's worksheet form.
- C. When an officer calls in to return, fill out bottom section of sheet. Place original in secretary box, copies supervisor's box.

45. TICKET DISMISSAL REQUEST FORM

- A. Used to request that a ticket be dismissed.
- B. Generated when ticket has been written in error.
- C. Must be approved by supervisor
- D. Copy placed in outgoing mailbox for routing to Traffic Violations Bureau.

PAPERWORK ROUTING – Continued

46. TOW SLIPS

- A. Used as a record for towed vehicles.
- B. Generated when officer tows vehicles.
- C. Tows to Vehicle Storage - **all** three (3) slips/copies (white, yellow, pink) are given to tow driver.
- D. Private tows slip distribution- White (owner) Pink (driver) Yellow (outgoing mailbox equipment/inventory clerk will forward to vehicle storage.)
- E. Hard copy stays in book

47. VACATION WATCH

- A. Used to record request of citizens for additional patrol.
- B. Generated by citizen complaints.
- C. Confirm correct Ward number
- D. Original copy. (Secretary box)
- E. Copy station Lieutenant's mailbox and shift ward books.

48. VEHICLE DAMAGE FORM

- A. Filled out when squad car is involved in accident involving damage.
- B. Inventory Control Clerk/EQ checks vehicle file under appropriate P# to see if damage has been previously reported.
- C. If not previously reported, take picture of damage using camera and attach to report.
- D. Supervisor should investigate and submit findings to LTC and Shift Major.
- E. Copy kept in station's vehicle maintenance file indefinitely.

49. RIDE ALONG HOLD HARMLESS

- A. Releases the City of Memphis from liability in case of injury to the citizen.
- B. Generated by Colonel or Lieutenant Colonel.
- C. Signed by a police/citizen for authorization to ride along with officer.
- D. Copy station mailbox.

50. WEEKEND SUMMARY REPORT

- A. Form located in each shift supervisor e-mail.
- B. Generated by each shift supervisors every Sunday and placed in shift major's mailbox or via e-mail. **(Mandatory)**
- C. Any newsworthy incidents, incidents involving officers and/or outstanding arrests.
- D. Generated by LTC/ Shift Major and sent every Monday morning to Deputy Chief by 0815 hours

PAPERWORK ROUTING – Continued

51 SHIFT PAYROLL

- A. The shift payroll forms are located in **KIOSK**. Shift payrolls should not be modified.
- B. Any modification could affect the preset formulas and cause errors in calculating accurate overtime.
- C. Supervisors are **NOT** to add shift sections in the **Name block**.
- D. Each officer/civilian listed on the shift payroll should have a **Status** Code. If the status codes “O”, “R/S”, or “Y” are used, an explanation should be submitted in the Reason for Overtime block. (Ex: “O” 1st round IST, “Y” Beale St Detail, “RS” comment block should read For “P” on 01/01/15)
- E. Shift Payroll numbering system is based on military time. Therefore, **START** and **END** times must contain 4-(four) digit numbers.
- F. If an officer reports to work late, the payroll’s **START** time should reflect the amount of time late. **LWOP** should be in the **COMMENTS** block along with the benefit time the officer is using.
- G. If an officer is on a regular **FMLA**, and reports to work late, the roll call should reflect **LWOP** along with the benefit time the officer is using.
- H. If an officer is on a **FMLA** with an approved reason to report to work late, the **Start** time should reflect the actual time the officer reported for duty (0730). The **End** time should reflect the actual time the officer signed out (1500). Lieutenants should **NOT** use **LWOP** in this situation due to the **FMLA** stipulations. Lieutenants should document in the

COMMENTS block “P” 7.5, “A” .5 (FMLA). If the officer works overtime, after coming in late, the overtime should be included in the **COMMENTS** block because the formula calculates 8-hour increments.

- I. Each shift’s payroll should be printed, then signed by a shift Lieutenant and approved by the shift’s Major or LTC.
- J. The station’s secretary should file the original payrolls. A Lieutenant should
- K. Submit the shift payrolls in a PDF format via email, to the station’s payroll specialist at the end of each shift or at the start of the next day’s shift.

52. AUTHORIZATION OF AGENCY

Authorization of Agency (AOA) is a verbal complaint from a business owner, company, or managing agent to the Memphis Police Department that prohibits an individual(s) from being on the business or company’s premises located in Memphis, Tennessee or else become subject to arrest for Criminal Trespass.

AUTHORIZATION OF AGENCY (Continued)

The business owner or representative must advise the individual, in the presence of a law enforcement officer, that he/she is not allowed on their property or have a sworn affidavit stating that the individual was properly advised the noted individual’s presence was not wanted on their property. A notary public, with the sworn date and commission expiration date of the notary, must notarize the affidavit.

The owner or managing agent must appear at their perspective Memphis Police Station and provide the prohibited individual’s name, age, sex, race, and physical description; including but not limited to height, weight and any other scars, marks, tattoos that would assist officer in making a positive identification of the individual in question. The officer who witnessed the individual being advised that he/she could not be on the property, should sign and witness on the original AOA.

The original Authorization of Agency should remain at the Station’s front desk for verification. A copy of the AOA should be placed in the station’s corresponding Directed Patrol books for quick references.

It is the responsibility of the business owner or managing agent to add or delete names to the original AOA. The business should keep a copy of their AOA on the premises.

If an officer cannot verify if the subject was notified of the AOA, then the officer should weigh the totality of the circumstance to determine if an arrest is warranted. If the subject is simply on the property without committing any other criminal offense, then the officer should use discretion whether to place the individual under arrest. At the very least, the officer should advise the individual at that time the he/she is not permitted on the private premises and if he/she returns, they will be subjected to a physical arrest. If an officer cannot make a determination, then the officer should refer to their immediately supervisor for assistance.

Officers can make arrests with or without the presence of the business owner or representative.

Authorization of Agency should be *updated yearly* or when businesses or company *changes management*. If the business changes management, a *new* AOA should be completed with the new management's signature.

See Appendix B:

- Authorization of Agency Form (Listing of Persons Barred from Premises)
- Sample No Trespassing Sign
- Anti-Trespass Authorization Affidavit
- Sample Tenant Notification Letter of Anti-Trespass Program
- Sample Tenant Agreement for Anti-Trespass Program
- Sample Criminal Trespass Arrest Report

TRAVEL DOCUMENTATION

A. Purpose

For the purposes of this policy, "Travel" includes any travel for city business outside of Shelby County, REGARDLESS of the duration (to include a same-day trip). Authorization of travel by the Director of Police Services is required a minimum of four weeks before the travel, seminar, training or conference occurs. The Division's policy is to be used in addition to the City of Memphis Travel Policy and is not intended to replace or substitute City policy. A City of Memphis Travel Authorization Form and a memo from the requesting employee is required as documentation of the authority to travel. A Travel Expense Report must be completed to close out the travel, regardless of whether expenses were incurred. **(See Appendix C: Sample Travel Authorization Form, Sample Travel Expense Report Form)**

B. Travel Authorization Form

The "Travel Authorization Form" can be located on the web in <http://mpdsupport/> under the section labeled Departmental Forms. Employees requesting travel should complete the form indicating all

expected business-related expenses. Official or confirmation documentation relating to the conference, seminar, training or meetings should be submitted with the Travel Authorization Form. This documentation should outline registration fees with information on any meal provided by the conference, transportation (airline, taxi, or gas) and lodging. Travel with an expected cost of over \$1500 or more than 3 days in length must be submitted, along with a brief letter of justification, to the Chief Administrative Officer of the City of Memphis for approval.

The travel must be approved by the employee's Commanding Officer and submitted to the appropriate Deputy Chief/Deputy Director for approval. The Deputy Chief/Deputy Director will then forward the information to the Deputy Chief of Administrative Services office to log the travel authorization and review travel arrangements and expenditures. Changes will be communicated to the Commanding Officers over the traveling employee by the office of the Deputy Chief of Administrative Services.

Travel Documentation – Cont.

Commanding Officers whose units report directly to the Director of Police Services will forward all travel documents to the Deputy Chief of Administrative Services office for review prior to submission to the Director. After logging in the travel authorization and reviewing travel arrangements and expenditures, the Deputy Chief of Administrative Services will forward to the Director for approval. If travel is grant funded, the Travel Authorization Form must be reviewed and approved by the Grants office, which will forward the travel to the Director for approval after its review. The Travel Authorization will then be forwarded to City Hall for approval and processing (CAO approval if necessary).

Employees may request an advance travel check, not to exceed \$1,500 dollars, to cover the estimated trip costs. Travel Advances will not be issued for less than \$100 dollars. Requests for travel advance must be submitted for approval a minimum of fourteen days prior to the date of the requested advance. Advances will not be issued to the employee to cover hotel expenses in excess of \$300 dollars. The check will be made payable directly to the hotel and forwarded by Police Finance to City AP. The traveling employee must reserve the hotel on a personal credit card and submit hotel confirmation of the booked room with the Travel Authorization Form when submitting for approval.

C. Travel Expense Report

The employee is responsible for submitting the "Travel Expense Report" to the Director **within 10 days after returning from the trip**. Only those expenses outlined and approved on the Travel Authorization Form will be eligible for reimbursement. The employee's signature on the Travel

Authorization Form gives the City of Memphis authorization to withhold from the employee's payroll the amount equal to the travel advance and any pre-paid expenses if the Travel Expense Report is not submitted to the Director of Police Services within the 10 days of return. A Travel Expense Report must be submitted for all travel approved. If travel was cancelled, the employee must still submit the expense report indicating that the travel was cancelled as this report is reconcile to the Travel Authorization Form at closeout of the travel.

The Travel Expense Report is to include details of requested reimbursable expenses occurred. Reimbursement will be given only for those expenses shown with the original, itemized receipts showing each individual expense. Receipts must be taped (NOT STAPLED) to letter size (8 1/2 x 11) paper with transparent tape and attached to the Travel Expense Report. Unused advances or funds owed to the City should be submitted with the Travel Expense Report in the form of personal check, money order, or cashier's check made out to the City of Memphis.

D. Travel for Incident Response to Terrorist Bombing in New Mexico

The application process for attending the Incident Response to Terrorist Bombing and the Prevention of and Response to Suicide Bombing Incidents training in Socorro, New Mexico, is explained below. Training schedules and applications are at <http://www.emrtc.nmt.edu/training>. If an officer is interested in attending this training, they should submit their paperwork three (3) to four (4) months in advance to allow for processing.

Step 1:

- The officer writes a memo to his supervisor requesting approval to attend and completes the application.
- The memo and application are sent to the station commander or assistant commander for approval.
- The memo and application are sent to the respective Deputy Chief.
- The application must be approved by the Director.
- The Deputy Chief will send the application to the TEMA Regional coordinator in Jackson, TN.
- The TEMA Regional coordinator sends it to the state TEMA coordinator in Nashville, TN.
- From Nashville, it goes to the New Mexico Tech Energetic Materials Research & Testing Center training coordinator in Socorro, New Mexico.
- The coordinator in New Mexico sends the officer an email stating whether he is approved or denied. If approved, the training date will be stated.

Step 2:

- Upon receiving a confirmation email, the officer will read the City Travel Policy, submit a City of Memphis Travel Authorization form and attach the email confirmation to the Station Commander or Assistant Commander for approval.
- The Station Commander or will forward the documents to their respective Deputy Chief.
- The Deputy Chief will submit the documents to the Director for approval.
- The Director will send the paperwork to the Secretary of Administrative Services for processing. The Secretary will then send it to City Hall for processing and approval.
- Once approved by the City's Chief Administrative Officer, the MPD Secretary of Administrative Services will send out a memo listing who has been approved for travel.

Step 3:

- After training, the officer will complete the Employee Travel Expense Form and submit it to his supervisor, who will forward it up the chain-of-command for approval.
- The officer will make two copies of his training certificate. One will be forwarded to the Training Academy for placement in the officer's training file, and one will be placed in the officer's workstation file.
- Throughout the process, an officer is not to contact the school unless authorized by a Deputy Chief. Any questions should be directed to the officer's supervisor.

BID PROCESS

WHEN BIDDING PLEASE FOLLOW THESE RULES.

1. You will need **one receipt** per Bulletin Number.
2. You may bid two times, (1st and 2nd choice) per job opening bulletin.
3. List your 1st choice and 2nd choice on the same receipt.
4. Make sure the **cardboard separator** is placed beneath the Yellow copy of the receipt being written on; this will prevent transfer to other receipts and pages.

COMPLETE RECEIPT-----

5. Enter the date that the receipt is being completed, on the "Date" line.
6. On the receipt line, which reads, "Received From," print your name and IBM#.
7. In the Box, place the HR Bulletin Serial Number.
8. On the receipt line which reads "Amount" put your 1st choice- put 1st
9. On the receipt line which reads "for Payment of", put your 2nd choice- put 2nd
10. Print your Current Duty Assignment over the circles labeled: cash, money order, credit card and check- Put "FROM"... (then current Assignment).

11. Sign your name and place your IBM on the lines, which say "From _____
"To _____."
12. You must have a *Supervisor's signature and IBM#* on the line, which reads "Signature".
13. To rescind a bid, you must write, "VOID" on the receipt and cross your name out of the bid book. A supervisor should initial the same on the receipt and bid book.

COMPLETE BID SHEETS-----

14. Make sure that your ***bid information is recorded in the bid book*** on the sheet that corresponds to your first and second choices.
 15. A ***supervisor must sign the bid sheet*** and make sure that the ***receipt number*** and bid information is recorded on the appropriate page.
- **The original Receipt (white sheet) stays in the Receipt book. The Receipt copy (Yellow copy) is to be given to the bidding officer as confirmation of the bid. Look at the yellow copy and make sure the information is legible.***

AUXILLARY POLICE VEHICLES

A. POLICE BICYCLES

I. OBJECTIVE

The objective of bicycle operations by Memphis Police Officers is to provide a visible, effective, proactive force in crime detection and enforcement in smaller, restricted areas in which the standard marked patrol vehicle is ineffective. By being readily assessable to the public, bicycle units provide a valuable tool for law enforcement. (41.1.4a)

II. LIMITATIONS AND AUTHORIZATION OF USE

- a. Due to the lack of proper emergency equipment, officers on bicycles shall not conduct major traffic accident investigations that require the blocking or partial blocking of a roadway. Officers on bicycles may work minor traffic accidents only if the vehicles involved can be moved out of the roadway.
- b. Unless otherwise authorized by a supervisor, officers on bicycles shall ride as a team of no less than two (2) officers.

- c. Officers assigned a police bicycle shall not ride in icy conditions or when lightning is present. The two (2)-officer team or supervisor shall determine whether to ride in rain or in extreme temperature.
- d. Officers assigned a bicycle shall not expose the bicycle to unreasonable hazards or abuse except as is required in training or in performance of official duties. (41.1.4b, c)

Auxiliary Police Vehicles Continued

II. LIMITATIONS AND AUTHORIZATION OF USE (CONT.)

- e. No one other than certified bicycle officers who have received and successfully completed appropriate bicycle training is permitted to ride a department-owned bicycle except when an officer is in certification training. (41.1.4g)
- f. Police bicycles should be secured with department-approved cable locks/ handcuffs, if left unattended. Exceptions, when in pursuit of a suspect or as may be required for officer safety.

III. QUALIFICATION AND TRAINING

Bike Officers shall meet the following criteria and training: (41.1.4d)

- (1) Must be in good physical condition.
- (2) Must not be medically exempt from normal patrol duties or from physical activity; and
- (3) Must successfully complete the 40-hour Police Cyclist course at the Memphis Police Department Training Academy.

IV. EQUIPMENT

- a. All officers assigned for patrol on bicycles shall have the necessary equipment to perform patrol duties. Officers riding bicycles are not required to have a Memphis Police Department Policy and Procedures Manual on their person while on the bicycle, but will have the Manual accessible at the workstation if called upon for inspection.
- b. Officers will ride department issued mountain bikes equipped with the following: (41.1.4f)
 - b. Rear bicycle cargo rack (attached to bike);
 - c. Cargo bag, mounted to the cargo rack, with "Police" in white lettering;
 - d. Bicycle headlight;
 - e. LED flashing light/ Blue strobe light;
 - f. Lock;
 - g. Water bottle and rack.
 - h. Uniform Required:
 1. Approved MPD Bicycle Uniform (coordinating with MPD Uniform change dates):

Shirt – yellow long or short sleeve bike shirt (comparable to the J. Marcel shirt) with Velcro name tag, sewn-on MPD patch, flag, and badge, and three (3) inch silver reflective "POLICE" lettering on the back

Pants – dark navy bicycle pants or bicycle cargo shorts, minimum 3/4 length of the thigh or nine (9) inches long

Auxiliary Police Vehicles Continued

Uniform Required: (Cont.)

2. Approved helmet
3. Black shoes (approved)
4. White or black socks
5. Departmental issued utility belt and all required equipment
6. Traffic safety vest
7. Flashlight
8. Reflective navy/ yellow jacket/ windbreaker for cold/ inclement weather with three (3) inch silver reflective "POLICE" lettering on the back.

V. MAINTENANCE

- a. Each officer assigned a police mountain bike shall be responsible for its maintenance, care and cleanliness; and shall perform or cause to be performed routine and preventive maintenance as necessary and required. If the bicycle is assigned to a workstation and is not assigned to one officer, the equipment person for the workstation shall see that the Bicycle is maintained and repaired as necessary. Any officer finding defects will notify the equipment officer immediately. All major repairs and periodic maintenance shall be performed by a

certified bicycle mechanic authorized by the department. (41.1.4e)

- b. A daily safety check for safe operation and use shall be completed by each member prior to the beginning of his/her tour of duty. Such check shall include the following:
 - 1. Brakes (cable adjustments, wear);
 - 2. Tires (wear and inflation);
 - 3. Wheels and spokes;
 - 4. Drive train;
 - 5. Auxiliary equipment (lights, speedometer/odometers, cargo rack etc.); and
 - 6. Front and rear derailleurs.
- c. Each officer assigned to patrol on bicycle may also make minor repairs and adjustments. Such repairs/adjustments shall include the following: changing flat tires, adjusting brake and gear cables, basic chain repair, derailleur adjustments, maintaining proper tire inflation, tightening of nuts and bolts, seat adjustments, truing tire rims and other minor repairs and adjustments as required and approved by the immediate supervisor.

Auxiliary Police Vehicles Continued

B. T-3'S

PURPOSE:

The purpose of this guideline is to establish procedures for the training, utilization and care of T-3's for law enforcement purposes by members of the Memphis Police Department.

OBJECTIVE:

T-3 Patrol is a special method of patrol. Officers will utilize the T-3 as a tool to perform first line police services in the areas they are assigned. These areas include the Entertainment District, special events, and targeted problem areas citywide. The T-3 patrol will serve as an effective proactive force in crime prevention, detection and enforcement.

1. Assignment and Selection:

- a. Officers riding the T-3 may be required to work Regular Patrol, Special Events, Additional Patrol or any other Law Enforcement purposes approved by the Memphis Police Department's Administration.
- b. Officers that volunteer for the T-3 patrol must have completed their probationary period and may make their request with their Station Commander.

2. Training:

- a. Officers will attend and complete the Memphis Police Department sanctioned 16-hour training program provided by STIS motors instructors, prior to utilizing the T-3.
- b. Additionally, operators shall maintain any governmental licensing that may be required (TDL operator's license). Operators must have MPD issued T-3 operator's certificate.

3. Utilization of T-3's:

The Director of Police Services approves the use of T-3's as emergency vehicles, for law enforcement purposes by trained members of the Memphis Police Department.

Precinct supervisors are authorized to permit, cancel, or modify the use of the T-3 patrol.

The T-3 shall be used to provide transportation for officers in situations that may prove difficult for automobiles.

Auxiliary Police Vehicles Continued

It is recognized that during the course of patrol duties or training, the T-3 may receive hard use. However, any intentional abuse or misuse is prohibited and any damage will be documented and reported through the chain of command.

4. T-3 Operation:

- Officers will operate the T-3 year-round except, during severe or inclement weather.
- T-3 officers will work traffic accidents at the discretion of the supervisor, however the T-3 is not to be used to block or control traffic.
- T-3 officers will be dispatched to calls; however, the calls will be limited to the immediate designated patrol area.
- This T-3 is for transportation and shall not be used for pursuit of motorized vehicles. Additionally, officers ***will not*** initiate felony traffic stops with the T-3.

- Patrol vehicles according to policy will transport prisoners. T-3 officers may make arrests and will complete the arrest report with all available information. An officer assigned to a squad car will be called to transport the prisoner to the appropriate facility.
- T-3's shall not be used to carry passengers.
- It is recommended that T-3 officers work in pairs on patrol or special events. However, the on-duty supervisor can make modifications due to special circumstances.
- Officers will secure T-3's, except in emergency circumstances.
- There should be no intentional unsafe operation of the T-3.
- Officers on T-3's must operate the T-3's in conformance with City Ordinances outlined in Chapter 21 in the Code of Ordinance of the City of Memphis.
- Officers are encouraged to identify specific patrol needs and areas that could be addressed by the T-3 patrol and suggest them to their supervisor for consideration.

Auxiliary Police Vehicles Continued

5. Uniforms:

All officers, while on duty on a T-3, will wear the Departments patrol uniform, as approved by the Police Director. Officers will wear any combination of the patrol uniform, due to the weather conditions. However, officers are encouraged to have a like appearance.

Wearing of soft body armor will comply with Department policy.

6. Equipment:

- Officers will be issued a departmental approved Police "Bicycle Patrol" helmet provided by the department.
- Each T-3 operated for police use will be assigned a "P number" by the department that corresponds with the VIN. No tag is necessary on the T-3.
- Officer's T-3 is considered an official vehicle and any damage must be reported to their immediate supervisor.

- If the T-3 operator is involved in a crash, or the operator falls over on the T-3, a supervisor must be notified. The supervisor will make the determination as to the need for further notifications.
- The Department will not be responsible for the loss, damage, theft, or destruction of personal equipment utilized.

7. Maintenance

- Before operation, a T-3 operator must complete a visual checking for safety / damage of the T-3. Items to be checked include but are not limited to: properly inflated tires, check battery charge level, check tail lights - head lamp, check lenses, check emergency equipment, slow-test brakes, and be certain T-3 is road-ready before operation.
- Officers will be responsible for keeping the T-3 maintained on a daily basis as well as making sure that scheduled maintenance is performed.
- Each station housing T-3's are responsible for the safekeeping of the T-3, its batteries, battery charger and any other item needed for the T-3's daily operation.
- Officers will conduct minor maintenance and repairs that they are trained and certified to perform. Any other needed maintenance will be reported to an immediate supervisor.
- If the T-3 becomes disabled while in service, the driver is to have the precinct equipment person make the scene with the pickup truck, and take the T-3 to the appropriate workstation. A private wrecker is not to be called.

Auxiliary Police Vehicles Continued

C. UTV's

I. Utilization of UTVs:

The Director of Police Services approves the use of UTVs as emergency vehicles, for law enforcement purposes by trained members of the Memphis Police Department.

Assignment:

UTVs officers may be required to work Regular Patrol, Special Events, Additional Patrol or any other Law Enforcement purposes approved by the Memphis Police Department's Administration.

2. Training:

Officers will attend and complete the Memphis Police Department sanctioned 8-hour training program provided by MPD Academy instructors, prior to utilizing the UTVs.

Additionally, operators shall maintain any governmental licensing that may be required (TDL operator's license). Operators must have MPD issued UTVs operator's certificate.

- 3 UTVs shall be used to provide transportation for officers in situations that may prove difficult for automobiles.

It is recognized that during the course of patrol duties or training, UTVs may receive hard use. However, any intentional abuse or misuse is prohibited and any damage will be documented and reported through the chain of command.

4. UTVs Operation:

- Officers will operate UTVs year-round except, during severe or inclement weather.
- UTVs may be used to block or control traffic.
- UTVs officers will be dispatched to calls however; in the South Main Station area, the calls will be limited to the immediate downtown area.
- The UTVs are for transportation and shall not be used for pursuit of motorized vehicles. Additionally, officers **will not** initiate felony traffic stops with the UTVs.
- UTVs officers may make arrests and will complete the arrest report with all available information. An officer assigned to a squad car **must** be called to transport the prisoner to the appropriate facility.
- UTVs are designed to carry one passenger in the front seat. The bed is not designed to transport passengers and should not be used as such, except in exigent circumstances.

Auxiliary Police Vehicles Continued

- Officers will work in pairs on patrol or special events. However, supervisors may make modifications due to special circumstances.
- Officers will secure UTVs, except in emergency circumstances.
- There shall be no intentional unsafe operation of the UTVs.
- UTV's can be legally operated on city streets.
- Officers are encouraged to identify specific patrol needs and areas that could be addressed by the UTVs patrol and suggest them to their supervisor for consideration.

5. Uniforms:

All officers while operating a police UTV will wear the Departments patrol bike uniform standard duty uniform or plain clothes. Officers will wear any combination of the patrol

uniform, due to the weather conditions. However, officers are encouraged to have a like appearance.

6. Equipment:

- Each UTV has a winch key assigned to it and will be checked out from the equipment officer at the beginning of each shift and turned back into the equipment officer at the end of each shift.
- Each UTV operated for police use will be assigned a "P number" by the department that corresponds with the VIN. No tag is necessary on the UTVs.
- UTVs are considered an official vehicle and any damage to the UTVs must be reported to the officer's immediate supervisor.
- A supervisor must be notified if the UTVs operator is involved in a crash. The supervisor should contact Traffic to have an officer involved crash investigation completed. A supervisor should also be notified on any incident/circumstance where the UTV operator is injured or the UTV is damaged, in the course of operation of the vehicle.
- UTVs have windshields, therefore no goggles or face shield is required. Riding gloves (with or without fingers) are recommended when operating.
- The Department will not be responsible for the loss, damage, theft, or destruction of personal equipment utilized.

Auxiliary Police Vehicles Continued

8. Maintenance

- Before operation, a UTVs operator must complete a visual checking for safety / damage of the UTVs. Items to be checked include but are not limited to: clean windshield, secure seat, properly inflated tires, check oil level, secure gas and oil caps, check tail lights - head lamp, check lenses, check emergency equipment, slow-test brakes, and be certain UTV is road-ready before operation.
- Officers will be responsible for keeping the UTVs maintained on a daily basis and ensuring that scheduled maintenance is performed.
- The station equipment person is responsible for service of the UTVs each 2,000 miles.
- Officers will conduct minor maintenance and repairs that they are trained and certified to perform. Any other maintenance will be conducted at a certified UTVs repair shop.
- If the UTVs become disabled while in service, the driver is to have the station equipment person make the scene with the pickup truck, and take the UTVs to the appropriate

workstation. The station equipment person will have it taken to a repair shop if necessary. A private wrecker is not to be called.

- UTVs use high-octane gasoline and 4- stroke Motorcycle/ATV Oil 10W40 API SG or higher.

General Investigation Bureau

The General Investigation Bureau is responsible for the investigation of 25 different criminal offenses committed within the jurisdiction of the City of Memphis. This bureau falls under the auspices of the Memphis Police Department Uniform Division and investigates crimes against persons and property. The General Investigation Bureau is located within each of the nine stations. General Investigation consists of one major, one lieutenant per shift, up to ten investigators per shift with one Administrative Sergeant (Book person) and one civilian clerks.

The offenses, which fall under this bureau for investigation, are as follows:

Accidental Injury, Aggravated Assault, Simple Assault, Animal Injury, Bribery, Burglary, Escapee, Intimidation, Motor Vehicle Theft, Pocket Picking, Robbery, Shoplifting/Felony, Shoplifting/Misdemeanor, Suspicious Person, Theft from Coin-Operated Machine/Device, Threatening Phone Call, Obscene/Harassing Phone Call, Vandalism/ Felony & Misdemeanor, Stolen Property, False Reporting, / Fire Alarms, Theft from Building, Other Larceny / Non- specific, Other Theft/ Access Device and Theft from a Building / Access Device.

The General Investigation Bureau operates from 0800 hours through 1600 hours, seven days a week. The investigators are assigned to one of three duty sections. The sections rotate regular days off (Mon &

Tue, Wed & Thur. or Sat & Sun). Sections rotations are executed on Saturday every 28 days. After hours, incidents are investigated by Felony response.

Lieutenants supervise day-to-day operations, the investigators and civilian personnel. They report to the Bureau Commander. The supervisors' duties include:

1. Keeping the Command Staff informed of all developments of all high profile investigations.
2. Developing Orientation for new investigators. Creating and maintaining personnel files.
3. Assess and address inquiries from Uniform Patrol supervisors.
4. Respond to citizen complaints regarding investigations.
5. Monitor progress of investigation, make improvements and implement changes if necessary.
6. Complete performance reports on investigators and civilian staff.
7. Ensure daily personnel complement is met and coordinate vacations and section rotations.
8. Maintain record of Call-Outs for investigators.
9. Coordinate Media Releases regarding investigations and inform the Public Information Office of ongoing high profile investigations.
10. Complete annual and monthly reports.

General Investigation Bureau - Continued

Administrative Sergeant / Book person is assigned and reports to the lieutenants. This sergeant is not assigned cases for investigation. The responsibilities for this sergeant are as follows:

- 1 Review all offense reports assigned to the General Investigation Bureau Folder in the Record Management System then assign them to an investigator for investigation.
- 2 Retrieve and review all case packets from the Felony Response shifts and make such it assigned to the correct bureau.
- 3 Ensure that all cases incorrectly assigned to this bureau are transferred to the appropriate investigative bureau.
- 4 Compile daily, weekly, monthly and annual statistical data from the RMS.
- 5 Create and provide a daily report of all assigned cases to the supervisors.
- 6 Maintain the case log and files for all cases handled by the bureau.
- 7 Retrieve and verify entry of arrest and warrants.

* In the absence of the book person, two sergeants (one from each section) will be trained to be the backup book person.

Investigators / Detectives assigned to the General Investigation Bureau (GIB) will be assigned cases daily from the Administrative Sergeant (Book Person).

1. Investigators shall be responsible for the management of their assigned cases and for development of an investigative plan for case disposition.
2. Promptly establish contact with victims, complainants and witnesses and maintain communication through the completion of the investigation.
3. Collect all information, statements, evidence and materials that will lead to a successful closure / prosecution of the case.
4. Maintain and update original records in a chronological, systematic manner, in such that any investigator may retrieve information and continue the investigation.
5. Carefully review all data prior to presenting if for warrants, affidavits or an indictment.
6. When a case is completed, or no further information can be obtained, the investigator should log the case packet in the "Case Packet Log Book", located at the Book person's desk. Each case should contain originals of all signed statements, photo lineups, etc. created during the investigation.

General Investigation Bureau - Continued

Civilian Clerks performs duties as assigned by the Bureau Commander. Duties may include:

1. Receive telephone calls and walk-in complaints.
2. Process State Arrest Reports Request for the Bureau.
3. Monitor and order office supplies when needed.
4. Update and maintain Bureau phone list.
5. Maintain process and distribute all departmental mail, bulletins and policy updates.
6. Transcribe Statements when needed.
7. Enter Offense reports into RMS as needed by the bureau.
8. Assist the Bureau Commander, shift supervisors and the Book person when required.

On-Scene Investigations (Call-Outs)

An investigator will be required to conduct on-scene investigations when the incident necessitates it during their tour of duty, this will be determined by the shift Supervisor. Such on-scene

investigations will be assigned on a rotating basis. The Administrative Sergeant will maintain a log of all on-scene investigations. Investigators must follow these steps: (42.1.4)

1. Observe all conditions, events, and remarks surrounding the incident under investigation. (42.2.1.a)
2. Locate or identify witnesses. (42.2.1b)
3. Maintain and protect the crime scene and arrange for the collection of evidence. (42.2.1.c)
4. Interview the complainant/victim and all available witnesses. (42.2.1d)
5. Interview and/or interrogate suspects when appropriate. (42.2.1d)
6. In crimes against persons, the investigator/case officer on the scene will be responsible for advising a supervisor if the Medical Examiner, Victim Advocate or the State Attorney General's Office should be notified.
7. Maintain a log identifying persons entering the scene, to include the time they entered and left and reason for entry.

Guidelines and Procedures for Handling Robbery Calls:

Every robbery investigation varies to a degree, but the pattern remains the same and each investigation should follow the basic checklist of investigative techniques as outline herein. This type of investigation develops good habits and consistency among the investigators or in other words gives them an opportunity to practice for the "mystery" that will surely come.

The basic pattern of robbery investigation is actually divided into two parts. The first part deals with the duty of the investigator. The second deals with the bureau supervisor.

General Investigation Bureau – Continued

The duties of the investigator after receiving the initial call of a robbery are as follows:

1. Record the date and time of the call and the name of the person who contacted you. Tell the on-scene supervisor to secure the scene and if it is a house remove everyone from the house. If outdoors, request a large crime scene perimeter be established and everyone be placed outside this area.
2. Go directly to the scene, making note of the scene area as you approach.
3. Upon arrival at the scene, assume command of the investigation. The supervisor will assign a lead investigator who will be the person responsible for this role.
4. Remove everyone from the immediate scene, including police, relatives of the victim, and witnesses.

5. Place available officers at the necessary points to protect the scene from everyone. In addition, place officers with any possible witnesses to detain them and keep them separated, after briefly interviewing them. Determine if statements are needed immediately and have the witnesses transported to the office.
6. Make sure the crime scene is marked restricted with crime scene tape giving you plenty of room to operate. If needed create two perimeters, an, inner and outer. Additionally make certain that the crime scene log is being kept properly.
7. If the scene is indoors, do not enter unless a Crime Scene officer is on the scene. The Crime Scene officer should be led into the scene making photos of the entire scene before anyone approaches.
8. The crime scene should be marked with number placards to insure that no evidence is disturbed. All evidence should be documented and the exact location measured.
9. Evaluate the scene, making note of the evidence, and any other notable facts. (If the victim has been taken to the hospital send an investigator to the hospital) The hospital investigator must assure that Crime Scene collects and tags any evidence obtained at the hospital. Make sure Crime Scene packages any clothing separately in paper bags. The Med may place the clothing in one plastic bag. If this happens, separate these items as soon as possible.
10. Make note of the victim's immediate surroundings, i.e., blood spatters, smears, or other blood trails. Look for possible bullet holes in the walls, furniture, or ceiling. Look for weapons on the scene, if a weapon is found, note its location.

General Investigation Bureau – Continued

11. At this point, instruct Crime Scene officers of the photos, sketches, and other task needed. Have the crime response officer, photograph the crowd, which has gathered, or cars parked along the street near the crime scene. Obtain a GPS reading at the scene.
12. Pre-interview the witnesses and determine if they know who is responsible for this crime.
13. The lead investigator should assign tasks to be done from this point, including interviewing witnesses, canvassing the area, attempting to locate the identity of the suspect or suspects.
14. After the crime scene photos and measurements have been completed, search the victim's clothing and surroundings for any identification, which might lead to the identity of the victim.

15. An investigator should be assigned to search the scene after crime response has completed searching for any latent evidence. If the victim suffered a gunshot wound, confiscate any firearm in the house that could have been used as a weapon. Knife wounds should be handled in the same manner. Determine if the victim owned a car and if so where is it; Search all garbage cans for evidence. It may be necessary to vacuum each room of the house with a new bag, labeling each. Instruct Crime Scene to collect all evidence that has any value.
16. All articles taken should be checked through the pawnshop system. Do not be afraid to collect too much evidence. Better to have it and not need it than to need it and not have it. If the crime scene is outdoors, search the entire area looking at everything that is not natural to the surroundings. Record all findings. NOTE (If there exist any possibility that the suspect has an expectation of privacy in the home where the crime occurred, the crime scene will be secured and a search warrant obtained.)
General Investigation Bureau – Continued
17. All witnesses and suspects should be taken to the office for pre-interviews and detailed, type written, signed statements. A police civilian transcriptionist should type these statements.

General Investigation Bureau – Continued

18. Each Felony Response investigator will write a separate detailed supplement to be forwarded to the case investigator. Tell a story of all facts known so that the investigator can hit the ground running with the investigation.
19. If the crime occurred at night, the crime scene should be revisited during the daylight hours. Additionally a second canvass for witnesses should be conducted.
20. Obtain the Communications Log, which will provide the investigator with accurate times and possible information on additional witnesses or suspects.

There will be many other tasks to accomplish in a complete investigation. These are only the basic guidelines to follow. If every investigation is conducted in the aforementioned manner, the chance of crime scene errors will be decreased.

INTERVIEWING JUVENILES:

When an investigator has a juvenile suspect or witness to interview, the investigator should contact the juvenile's parents when possible. The investigator should have the parents brought to the GIB office or meet them at Juvenile Court for an interview. If the parent of a suspect juvenile cannot be reached, the investigator may ask the Juvenile Court to appoint a guardian to assist the juvenile in the process. The juveniles Probation Officer can be contacted to assist the investigator. For juvenile witnesses, the investigator must try to notify the parents and have them available during the interview.

If a juvenile witness's parent cannot be reached, the Lieutenant should be notified and each case will be evaluated independently. No juvenile or parent of a juvenile can be forced to give a statement; they must be handled just as adult witnesses.

The courts have held that juvenile suspects are entitled to all the rights afforded an adult in criminal matters¹. Before an investigator interviews a juvenile suspect, they should determine if the juvenile has been remanded. If the juvenile has been remanded for past criminal activity, it is assumed that the juvenile is aware of the criminal justice system and the juvenile can be interrogated as an adult.

General Investigation Bureau - Continued

The investigator must explain the juvenile justice system to the child and parent of the child. The investigator must keep in mind that the courts will examine the actions of the investigator closely when dealing with a juvenile. In an effort to assure that the juvenile understands the nature of the investigation and determine if they understand their rights the investigator should evaluate:

- a) If the child is "street smart"
- b) The child's age
- c) The child's criminal record
- d) The child's education
- e) The child's ability to read
- f) if the child knows right from wrong

If the investigator determines the remanded juvenile is competent to waive his or her rights than they must document why they believe this and be able to articulate this in court.

¹ (1967) In Re Gault, 387 U.S. 1

Investigators can interview non-remanded juveniles but must notify the parents of the juvenile and have them present during the interview or have the court appoint a guardian. When conducting an interview with a juvenile and their parent the investigator must be sure that the child and parent understand the Miranda warnings and the waiver of the juvenile's rights. Both parent and child should sign the waiver of rights.

After completing a statement from a juvenile the juvenile and parent must read the statement or have the statement read to them by an independent party, such as a secretary, and both should sign the statement in red ink. The parent is an observer and should not be allowed to answer questions for the juvenile. This should be explained to the parent before the statement begins.

As a preference, Juveniles should be interviewed at the GIB Office. If the Juvenile is already incarcerated the interview is to be conducted at Juvenile Court. The investigator should contact Juvenile Court intake (405-8536) and advise them of the need for an interview. If the juvenile is to be interviewed outside of Juvenile Court, brought two investigators will travel to Juvenile Court, secure the Juvenile with leg restraints and a leather restraint belt with handcuffs. The juvenile will be transported to a secured bureau located at 201 Poplar. If the juvenile is a female, a female investigator will be involved in the transported. The GIB Lieutenant will be notified before any juvenile is transported from Juvenile Court.

The interview of a juvenile will not be prolonged any longer than is needed in order to complete the investigation. After a period of four hours, the investigator will re-evaluate the need for continuing the interrogation. The suspect will not be deprived of food, water, sleep, or other necessities of life during the interview process.

CHARGING PROCEDURES:

Investigators will obtain authorization from the Attorney General's office before charging a suspect with an "A" or "B" felony.

General Investigation Bureau - Continued

VERIFIED MOTOR VEHICLE THEFTS

Verified Motor Vehicle Theft reports may be accepted in person from the owner or a legitimate complainant. Verified MVT reports must be accepted utilizing current guidelines.

1. Verification of ownership will be determined utilizing the following sources/ documents:
 - Registration on file via SCATS/ TIES.
 - Copy of registration receipt.
 - Original/ copy of Certificate of Title.
 - Manufacturer's Certificate of Origin.
 - State Apportioned Registration Card.
 - Application for Certificate of Title.
2. Ownership verification is an important element of a MVT Report and will be reflected in the narrative and property sections of the report.

3. Only verified MVT complaints should be routed to MPD Communication Bureau/ Station for NCIC entry. Documentation not verified via SCATS/ TIES can be verified in person, or by mail/ Fax by the owner providing the correct paperwork.
4. The case investigator has the ultimate responsibility regarding owner verification of vehicle identification and getting the correct NCIC entry. This should be verified and documented in the supplement. The assigned investigator will also modify the property page in Visions RMS and place his IBM number after the NCIC number.
5. A GIB investigator having generated a MVT Report will submit a broadcast to MPD Communications with any information pertaining to any information, which could affect an Officer's safety such as weapons, or any other dangerous material such as explosives.

NON-VERIFIED MOTOR VEHICLE THEFTS

There are no non-verified motor vehicle thefts.

POSSIBLE STOLEN VEHICLES

(Reported by memo only for follow-up by investigator)

A "Possible Stolen" vehicle is a vehicle not definitely known to be stolen due to a lack of information. However, using probable cause criteria, the likelihood that the vehicle is stolen does exists.

1. All possible stolen vehicles are to be towed to the MPD Impound Lot, and the Vehicle Theft Bureau notified by memo.
2. Possible Stolen incidents (PSTO) are to be assigned a report number.
3. There is no such thing as a BLANKET FILE NUMBER.

General Investigation Bureau - Continued

4. The case investigator will submit a request to the lot investigator to assist in identifying the possible stolen vehicle/ owner if applicable. Case investigators are also subject to inspecting vehicles on the impound lot. The case investigator is responsible for making every effort in identifying/ contacting the vehicle's owner.
5. During investigation, if the vehicle is found to be a verified MVT, the PSTO offense code is to be negated and the most appropriate offense code utilized.
6. If the PSTO offense cannot be verified stolen, the offense is to be Unfounded.
7. If a MVT offense report is found to exist reporting the vehicle stolen, the PSTO is to be UNFOUNDED and cross-filed with the MVT Report.
 - a. A PSTO may be stolen from another jurisdiction. If other than MPD/ SCSD, the PSTO will be amended to a Recovery Foreign Report.
 - b. Suspects should not be arrested on a PSTO Memo. If the owner cannot be established or the theft verified, get as much information as possible, a warrant can be obtained.

GIB investigators are routinely assigned MVT/ ATT for investigation. Some basic elements/ aspects of this offense should exist.

1. Generally requires that vehicle ignition or steering column show signs of damage.
2. That the vehicle was not removed from the scene.
3. Damage to vehicle is relative to incident.
4. The approximate value of vehicle.
5. That there is a viable victim/ complainant.

RECOVERED VEHICLES

1. The values of recovered stolen property (vehicles included) can never exceed the value when of the property when reported stolen. Under the data reasonableness standard, applied by the FBI, the assumption is that the value of a recovered stolen vehicle will always be less than the value it was when reported stolen. This is based on the fact of column's broken, items stolen from car, etc. Each Vehicle Theft investigator should attempt to get current value and put in the supplement and property section.
2. A Foreign Recovery Offense Report should be taken for
 - a. Any car stolen outside the state of Tennessee
 - b. Any car stolen in the State of Tennessee but outside the City Limits of Memphis
 - c. This includes anywhere in Shelby County, or any City such as Millington, Bartlett, Germantown, Collierville and Arlington

General Investigation Bureau - Continued

3. There are two situations in the reporting process on foreign recoveries.
 - a. Recovery Foreign (no Arrest) offense code 000-10, this report is not reported to the State of Tenn. and is considered a miscellaneous report.
 - b. Recovery Foreign (with an arrest) Offense Code 280-01, this report does go to the State.
4. As of August 8, 2001 the INSPB are no longer responsible for notifying owners their stolen vehicle has been recovered. Now when the recovery notifications from Station B come in, the case will be checked and the recovery will be assigned to the case investigator.
 - a. The Bookman will put the report on the recovered vehicle back in the officer's case folder and note in the task manager that he has done this and that recovery form is in case investigators box.
 - b. If the original investigator is off, then the case will be reassigned to another investigator based on location of occurrence and caseload.

- c. The investigator will attempt to call the victim. If the investigator is unable to contact the victim by phone, a Recovery Notification Letter will be mailed to the victim's home address. Two (2) additional attempts will be made to contact the victim based on all the phone numbers in the report. All contact attempts and the fact a letter was sent would be noted by investigator in the supplement. If contact is made this will also be noted in the report.
5. GIB personnel must make every effort to notify the vehicle owner/ complainant.
 - a. Daily, the Bookman will retrieve all NCIC recoveries from MPD Communications/ Station "B", and forward NCIC recovery notifications to assigned staff to contact vehicle owner/complainant of recovery.
 - b. Personnel will report their notification efforts (date, time, person notified, and means of notification) in the case supplement. Acceptable means of notification are Phone call, by mail, or in person.
 - c. Investigators assigned Theft/Rec. and Possible Stolen memos will run involved vehicle information through NCIC to assure vehicle has not been entered as stolen (if entered, clear from NCIC).
 - d. After notification process, staff will file all NCIC recovery documents. When a NCIC recovery indicates that the involved vehicle has been recovered by another agency w/arrest (other than SCSD), staff will file such with a copy of recovery to assigned investigator.
 - e. Occasionally, the MPD will recover a stolen vehicle reported by the SCSD. The GIB will handle this recovery, only if a suspect is arrested. While the SCSD is primarily responsible for notifying owner/ Complainant, the assigned GIB investigator will also contact owner and report such in offense supplement.

General Investigation Bureau - Continued

6. Currently, MPD and SCSD have a reciprocal agreement regarding the recovery of respective agencies' stolen vehicles w/arrests. The MPD/ GIB will handle SCSD stolen vehicle cases where the MPD has recovered such a vehicle w/ arrest.
7. Occasionally, the GIB will receive notifications from Station "B" where a vehicle, reported stolen from other agencies has been recovered by MPD with/ without arrest.
 - a. The GIB will assure that a Recovery Foreign Offense Report has been generated.
 - b. If recovery involves an arrest, the "Bookman" will assign case to an investigator. Investigator will handle suspect or assist other agency with the suspect.
 - c. If recovery does not involve an arrest, the "Bookman" will assign case to Investigator.

THEFTS FROM MOTOR VEHICLES

1. Entry into the passenger compartment of the vehicle

- a. All situations (reports/arrests) involving forced entry into the passenger compartment of vehicles (including vehicles that have a common passenger/ luggage area) are to be routed to the GIB.
2. Thefts from car trunks, truck beds, under vehicle hoods and vehicle parts -GIB handles all of these thefts.
3. Stolen Checks/Credit Cards/ Identity Thefts
 - a. When it is determined that the victims have had checks or credit cards used after making reports for thefts from their vehicle, the proper procedure will be to advise the victim to contact their bank or credit card company and to make a fraud report with that institution. After contacting the bank or credit institution, then businesses where the actual check or credit card has been used will be asked to notify the police agency where they are and to make a fraud report because they will be listed as the victims. The victim is the bank or company involved not the victim of the theft of the papers from their car.
 - b. When it is determined that victims have had new accounts (Checking or credit) opened since the theft then it will be necessary to have an identity theft report taken by the victim. This will be an additional report and will be investigated by the Economic Crimes Bureau. This applies if the GIB victim's name or identifying number such as driver's license or social security number is used.

PAWNED VEHICLES

The following procedure will be followed when an owner of a motorized vehicle reports his/ her vehicle stolen because of the owner having pawned the vehicle for drugs.

1. The owner must report to the appropriate General Investigation Bureau with the appropriate vehicle documentation.
2. The office duty investigator, or other designated investigator, will have the owner complete the Complainant Form front and back, and sign.

General Investigation Bureau - Continued

The statement will include the following information:

- Date of incident.
 - Location of incident.
 - Drug Item in question (i.e. drug, money, sex)
 - Value of item.
 - Person(s) involved in exchange.
 - Person(s) in possession of vehicle resulting from exchange.
 - History involving owner exchanging his/ her vehicle, and the parties involved.
 - Current vehicle lien holder information and amount owed.
3. Upon completion of written statement, the investigator will not generate an incident report. Most of these cases are civil matters; however, each will be reviewed on its own merits for

further action by MPD. If in the investigation the name of possible drug dealers or drug houses becomes known, then the investigator needs to pass this information to the Organized Crime Unit.

RENTAL VEHICLES

GIB investigators are routinely assigned cases where rental vehicles have been stolen. Rental vehicles can be reported stolen in a variety of circumstances. Procedure:

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC)

In order to enhance the services provided to the community, the Memphis Police Department authorizes the use of Body Worn Cameras (BWC) and In Car Video (ICV) technology as an additional layer of documentation for events, actions, conditions and statements made during incidents and to improve officers' reports, collection of evidence and testimony in court. It is the policy of this department to use ICV and BWC devices as an effective law enforcement tool, thereby reinforcing the public's perception of our professionalism and transparency. These devices have the potential to improve community relations, lower the number of citizen complaints, defend officers against false accusations, increase agency accountability, and improve officer training and evaluations. The use of this technology is meant to assist and compliment officers in the performance

of their duties and is not meant to replace or relieve the officer of submitting all required written reports.

II. GENERAL

ICV and BWC video recording devices are used to record the audio and visual elements of citizen encounters, traffic stops, arrests and other events of criminal or evidentiary significance. Audio and video recordings enhance this department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative or prosecutorial purposes. The audio/visual recording of these events also protects officers and the agency from unsubstantiated claims. This technology may also be useful in documenting crime and crash scenes that include the confiscation and documentation of evidence or contraband. The recordings will be used to serve as a training and performance mechanism to ensure the professionalism of all Memphis Police Officers.

All audio, images and media associated with the Mobile Video Systems (MVS) are the property of the Memphis Police Department and will not be copied, released or disseminated in any form or manner outside the parameters of this policy without the express written consent of the Director of Police Services. Under no circumstances will any employee of the Memphis Police Department make a personal or secondary copy of any recorded event without the written consent of the Director of Police Services or his designee (e.g., using a personal cell phone camera to record MVS media). Lead investigators creating a secondary copy of a MVS recording subsequent to an official investigation, which is to remain attached to the case file, are exempt from the above.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

Affected personnel will receive six (6) hours of training on the mobile video system and its components.

This policy does not govern the use of covert recording devices, such as those used in undercover operations.

DEFINITIONS

Body-Worn Camera System (BWC): Wearable (on-officer) camera system with secured internal memory for storage of recorded video and audio.

In-Car Video System (ICV): A mobile video recording device installed in a police vehicle; it will be permanently installed.

Mobile Video System (MVS): Refers to both BWS and ICV systems.

Evidence Transfer Manager (ETM): The docking unit used to recharge the BWC. The ETM also encrypts the video data and transfers it to Evidence.com using a secure connection.

Mobile Data Terminal (MDT): The computer and associated hardware that is installed in police vehicles, which controls the ICV system.

Procedure

Beginning of Shift

1. At the beginning of each shift, an officer that is issued a BWC will be responsible for ensuring the BWC has no obvious signs of damage and is functioning properly. The care of the issued device is the responsibility of the officer the device is assigned to. The BWC will be operated and maintained according to the manufacturer's instructions and recommendations. The BWC is assigned to a specific officer and shall not be shared or assigned to any other officer.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

2. If the BWC, ICV, or MDT is found to be damaged or not working properly, the officer will notify an on-duty supervisor immediately. Equipment malfunctions during the shift will be brought to the attention of the officer's supervisor immediately so that a replacement unit may be procured. The equipment person will turn the unit in to the RTCC staff for repairs.
3. The officer shall also ensure that the BWC is equipped with sufficient memory and a fully charged battery to complete their tour of duty. All memory should be free on the device. The officer will notify the equipment person or supervisor if there is anything in the memory of

the device. (A solid green LED on the BWC indicates the battery is charged and all video has been uploaded.)

4. The officer shall ensure that the BWC does not contain data from a prior shift.
5. Officers will ensure that MDT's are turned on. It is the officer's responsibility to log on to the ICV system prior to leaving their duty station.

End of Shift

1. At the end of each shift, an officer that is issued a BWC will be responsible for turning in the BWC to a department-approved area (e.g. equipment room) where the ETM is located.
2. If the BWC, ICV, or MDT is found to be damaged or not working properly, the officer will notify an on-duty supervisor immediately. Equipment malfunctions during the shift will be brought to the attention of the officer's supervisor immediately so that a replacement unit may be procured.
3. The BWC's battery will be charged after it has been docked in department-approved equipment. This will also transfer the video data to the storage system.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

4. Cars equipped with ICV will be parked in a designated area that will facilitate the transfer of video data. Officers should log out of the ICV system at the end of their shift. The MDT system will remain powered on after the vehicle's ignition is turned off. This will help ensure that data has been off-loaded from the ICV. MDT's will shut down automatically.
5. MDT's are not to be removed from vehicles unless authorized maintenance is being performed.

All recordings are the property of the Memphis Police Department and are not to be duplicated or used without the authorization of the Director of Police Services.

Use of the Device

- 1. The BWC shall be properly affixed upon the officer's uniform at the beginning of the shift in accordance with departmental regulations and manufacturer's guidelines. The camera should be positioned and adjusted to record events, and the microphone should be unobstructed (i.e. not covered by a jacket or shirt).**
- 2. During their shift, officers shall maintain their BWC in a constant state of operational readiness.**
- 3. The ICV system can be manually activated as well as automatically activated. The ICV will automatically record based on these pre-programmed triggers:**
 - a) Light bar is activated;**
 - b) Body microphone is activated;**
 - c) Vehicle speed exceeds 75 MPH;**
 - d) Rifle/shotgun rack is opened;**
 - e) System detects a vehicle crash**

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

- 4. Officers shall activate their BWC when responding to all calls for service immediately after a call has been acknowledged and during all law enforcement-related encounters and activities that occur while the officer is on duty. There are many situations where the activation of the BWC is appropriate and this policy is not intended to describe every possible circumstance. The following scenarios require activation of the BWC:**
 - a. All dispatched call for service.**

- b. All vehicle stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops;
- c. DUI investigations including field sobriety tests;
- d. Suspicious vehicles;
- e. Person stops: i.e., consensual, reasonable suspicion, or probable cause.
- f. Use of force situations;
- g. Detentions/Arrests and transport
- h. Search of persons incident to arrest;
- i. High-risk encounters (i.e. barricade situation, active shooter situations)
- j. Tactical Activities.
- k. K. Search warrants of structures and buildings;
- l. Foot pursuits;
- m. All calls requiring the presence of a Crisis Intervention Team (CIT) officer;
- n. K9 searches requested by a patrol officer;
- o. During the inventorying of seized money or any high value property;
- p. Any citizen contact that becomes confrontational when BWC had not already been activated
- q. Any citizen transport to any location (including Signal 5)
- r. BWCs shall be used during all work details.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

- 5. Unless unsafe, impractical or impossible officers shall inform contact subjects that they are being recorded at the beginning of the contact (e.g. "Ma'am/Sir, I am advising you that our interaction is being recorded.")
- 6. The BWC shall remain activated until the event has concluded in order to ensure the integrity of the recording. For the purpose of this section, conclusion of an incident has occurred when an officer has terminated contact with an individual, cleared the scene of a reported incident, has completed transport of a civilian or an arrestee, or when the officer is told by a member of ISB (this should also be

recorded). Officers will document the reason that the BWC has been deactivated in the form of a recorded announcement on the BWC prior to deactivation.

7. In any instance in which cessation of the recording prior to the conclusion of the incident may be permitted, the officer must seek and obtain supervisory approval prior to deactivating the BWC. If supervisory approval cannot be reasonably obtained, officers must document on the BWC the reason for termination of the recording prior to deactivation of the BWC.
8. Officers shall provide the dispatcher a disposition, get in service, or in the case of an arrest, have transferred custody of the arrestee before ending a recording.
9. It is recommended that officers record any pedestrian contacts and other events when the recording could have value such as evidence, to limit liability, to resolve citizen complaints or as a training tool.
10. When recording victims and witnesses in sensitive situations such as sexual assault cases, in hospitals or other medical or psychiatric facilities, officers shall be careful to avoid, when possible, recording persons in a state of undress.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

11. In the event an officer is involved in an event that renders the officer incapacitated, the first responding officer on the scene or the officer's immediate supervisor will seize and protect the body-worn video recording device.
12. Activation of the BWC is not required during periods of unassigned time, breaks or lunch periods.
13. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

D. the BWC will not be used to record a formal statement from a Victim or witness. Officers should ensure that the victim or Witness provides the following information, if applicable, in their First account statement of the crime:

- **Need for medical assistance;**
- **Nature of the incident;**
- **Identity of suspect (if known);**
- **Location of the suspect (if known);**
- **Description of the suspect;**
- **Location of the crime scene;**
- **Identification of possible evidence;**
- **Activities since the crime took place;**
- **Identity of witnesses.**

The recording of all incidents in which the body-worn video recording device was utilized will be documented by the officer in the narrative on incident reports, arrest tickets, misdemeanor citations, summons, and on traffic citations. Supervisors reviewing the documents will ensure the presence of this notation.

If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document in the related offense report or memo as to why a recording was not made, was interrupted, or was terminated.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

Review of the Device.

Officers are authorized to review their own BWC when preparing official written documentation of a specific event. Officers may only review recordings from their assigned BWC. The viewing will be utilized as a tool when completing written reports to ensure the accuracy and consistency of events. Officers are not to stop recording during an event to view the video. Officers are reminded of subsection (C) (5), which states,

The BWC shall remain activated until the event has concluded in order to ensure the integrity of the recording. For the purpose of this section, conclusion of an incident has occurred when an officer has terminated contact with an individual, cleared the scene of a reported incident, has completed transport of a civilian or an arrestee, or

when the officer is told by a member of ISB to turn off their BWC (this should also be recorded). Officers will document the reason that the BWC has been deactivated in the form of a recorded announcement on the BWC prior to deactivation.

The following situations are exceptions to the above policy statement:

1. If the officer is involved in (or witness to) a use of force incident that per policy requires the response of an Inspectional Services Bureau investigator, only after the ISB investigator has been consulted and approved may an officer be authorized to view their BWC recording. The viewing of any BWC
2. Recording will only be permitted after receiving authorization from the ISB investigator acting under the direction of the commander of ISB.
3. If the officer is involved in (or witness to) a critical incident, such as a police shooting or an in-custody injury resulting in death, only after the commander of ISB and commander of Homicide have been consulted and approved may the officer be authorized to view their BWC recording. The viewing of any BWC recording will only be permitted after receiving authorization from both commanders and/or their designees.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

Prohibited video recordings AND RESTRICTIONS

Conversations between department employees will not be recorded without all parties to the conversation being aware of the fact that it is being recorded except those instances involving criminal investigations of department personnel.

Conversations that are not required to be captured as evidence for the furtherance of completing a police report and/or subsequent police investigation will not be recorded.

The BWC will not be activated in places where a reasonable expectation of privacy exists, such as locker rooms or restrooms, unless the activation is for the purpose of official law enforcement activity such as a call for service. When possible, every precaution shall be taken to respect the dignity of the victim by avoiding recording videos of persons who are nude or when sensitive areas are exposed. If this is unavoidable, the video can later be blurred. The MVS will not be used to knowingly record confidential informants or undercover officers. Officers shall not remove, dismantle, or tamper with any hardware or software component or part associated with the MVS. Officers shall not destroy, erase, disseminate, edit, alter, tamper, or otherwise use MVS recordings without the written permission of the Director of Police Services. Recordings may not be copied, recorded or shared except for official law enforcement purposes. Recordings shall not be downloaded or converted for personal use or posted to any social media sites. BWCs shall not be used while working secondary employment. Recordings will not be made of non-work related personal activities. Officers are not authorized to playback a BWC recorded media for citizen viewing except for official law enforcement purposes. Recording devices will not be used for the purpose of intimidating an individual or to discourage an individual from observing police activity, making appropriate inquiries of an officer, or making a complaint. Officers shall not record a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, homelessness status, physical disability status or political affiliation. Officers shall not use any other electronic device or other means in order to intentionally interfere with the functions of the BWC.

IN CAR VIDEO / BODY WORN CAMERA (ICV/BWC) (Continued)

Supervisor Responsibilities

- A. Supervisory personnel shall ensure that officers who are equipped with BWC devices utilize them in accordance with policy and procedures defined herein.**
- B. When an incident arises that requires the immediate retrieval of BWC recordings for chain of custody purposes (including, but not limited to: serious crime scenes, officer involved shootings or others as determined by policy/supervision) a supervisor will respond to the scene and ensure the BWC remains affixed to the officer in the manner it was found and that the BWC**

recording remains uncompromised. The supervisor is responsible for the care and custody of the BWC until it has been removed and secured by the lead investigator or ISB.

C. Supervisors shall ensure that the BWCs of the officers under their command are operating correctly. This shall be included in the Supervisor's monthly personnel inspection. No supervisor shall review any body camera video absent an articulable reason (i.e. formal, written complaints or evidence of officer misconduct).

- a. MVS data will not be randomly reviewed by supervisors to monitor officer's performance. Exceptions to this rule are:**
- b. The supervisor is investigating a specific act of officer misconduct.**
- c. The officer has been placed on a performance improvement plan within the PEP in order to address identified behavioral or performance deficiencies.**
- d. Requests to review MVS recordings outside of these parameters must be made to and approved by the officer's Colonel or above.**
- e. The aforementioned is not meant to limit or restrict the Department's review as part of an official investigation.**
- f. On a monthly basis or at the request of the Director of Police Services or his designee, supervisors may randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.**

D. Supervisors will ensure that every officer has turned in their assigned BWC at the end of each shift.

E. GENERAL PROCEDURES FOR HANDLING RECORDINGS

Copies may only be made for court, approved training, or other approved purposes authorized by the Director of Police Services or his designee.

Recordings may be reviewed in any of the following situations:

- 1. By an officer viewing their own recordings,**
- 2. By a supervisor investigating a specific act of officer conduct,**
- 3. By an Internal Affairs investigator who is conducting an official investigation,**

4. By an investigator conducting a criminal investigation,
5. By attorneys or media personnel through a specific approved open records request,
6. In a courtroom during an official judicial proceeding,
7. For approved training purposes. If the officer involved in the recording objects to the showing of the recording, the objection will be reviewed by the Director or his designee to determine if the training value outweighs the officer's reason for not showing the recording.
8. Employees desiring to watch a recording made by another officer shall submit a request in writing to their Deputy Chief.

Violations

Employees who violate this policy will be subject to corrective action pursuant to departmental policies and procedures.

All supervisory levels shall take prudent steps to ensure that the sworn members under their command understand that improper use of the BWCs shall not be tolerated and evidence of such practices will not be condoned or ignored.

TBI Investigation of Fatal Officer Involved Shootings

Effective July 28, 2015, the District Attorney General must be notified immediately on all MPD officer involved shooting incidents, which result in a fatality. MPD officers will continue to adhere to the Command Officer Notification policy, when firearms are discharged, as detailed in MPD Policy & Procedures Chapter I, Section 12. The Duty Chief will immediately notify the District Attorney General of the fatal police shooting. The District Attorney General will request the Tennessee Bureau of Investigation (TBI) to investigate fatal police shootings in accordance with state law. SCDAG Amy Weirich may be reached at phone number 901-356-8704. (See Information Bulletin #49-15 below).



MEMPHIS POLICE DEPARTMENT
201 POPLAR
MEMPHIS TENNESSEE 38103



Information Bulletin

SERIAL: 49-15

DATE: July 28, 2015

FROM: Deputy Chief Rowena Adams

TO: All Personnel

SUBJECT: TBI Investigation of Fatal Officer Involved Shootings

Effective immediately, the Tennessee Bureau of Investigation will serve as the lead investigating agency in all MPD officer involved shooting incidents which result in a fatality. MPD officers will continue to adhere to the Command Officer Notification policy when firearms are discharged, as detailed in MPD Policy & Procedures Chapter I, Section 12. The Duty Chief will immediately initiate contact with the Tennessee Bureau of Investigation for a scene investigation when the shooting results in a fatality. The TBI contact numbers are listed below:

Johnny Simmons	901-331-1895
Deputy Director Jeff Puckett	615-405-1376
ASAC Cathy Ferguson	731-225-4762

This meets CALEA compliance.

Distribution "A"

Uniform Station - Pill Take Back Bins

In November 2016, the Memphis Police Department collaborated with the Tennessee Department of Environment and Conservation to address the proper disposal of unwanted pharmaceuticals. The Tennessee Department of Environment and Conservation provided the Memphis Police Department with (9) nine pill drop boxes. The drop boxes were installed inside the (9) nine police stations throughout the City of Memphis. The Organized Crime Unit along with Tennessee Department of Environment and Conservation (TDEC) are responsible for the care of the boxes. This care includes submitting a monthly report to TDEC and the disposal of any pharmaceuticals provided by the public.

MEMPHIS POLICE DEPARTMENT
STATEMENT OF CHARGES

Name/ Rank

Employee #

Date

Assignment

Notice is hereby given that you are being charged with violation(s) of Policy, Law, or Regulations as shown below:

DR 904: Damage to Motor Vehicles subsection (a)

Date of Occurrence:

On Monday, [redacted] at approximately, [redacted] hours, [redacted] car [redacted], was operating his assigned marked 2010 Dodge Charger [redacted] at [redacted]. Officer [redacted] was responding to a [redacted] in emergency mode at the time of the crash. Officer [redacted] stated he was attempting to proceed through the red light, checked the intersection, and then proceeded through the red light and struck another vehicle. Officer [redacted] did receive a citation for the crash, his actions placed him in violation of DR 904 Damage of Motor Vehicles subsection (a), which states: All members shall operate City, State, County or Federal government motor vehicles in a careful and prudent manner in order to avoid involvement in traffic accidents resulting in the loss of, or damage to motor vehicles or other property.

(The Officer's disciplinary resume will be Reviewed and become part of this file)

Written Response Ordered:

☐ Yes ☒ No

Issuing Officer

Charging Officer

I acknowledge receipt of this notice and understand that further investigation may result in additional charges, amendment of the above charges, or dismissal of these charges. I further understand that a written response to these charges at this time is at my discretion unless specifically instructed to file same by the issuing officer.

Signature of Officer

Was officer relieved of duty?

☐ Yes, ☒ No

Reviewed by:

☒ Deputy Director

☒ Dep. Chief

☒ Work Station Commander

Delegated to:

☐ Deputy Chief

☒ Station/Bureau

Major/Lt. Colonel/Colonel

Revised 3/11/08

Appendix A
Item 2 – Sample Administrative Summons

ADMINISTRATIVE SUMMONS

MEMPHIS POLICE DEPARTMENT

DATE: [REDACTED]

VS.

[REDACTED]
NAME, RANK, ASSIGNMENT, IBM#

I. ALLEGATION (Brief statement of complaint)

On [REDACTED], Officer [REDACTED] was travelling southbound on [REDACTED] with blue lights and siren activated. As he approached the intersection at [REDACTED] and [REDACTED], Officer [REDACTED] admitted that he had a "red light." Officer [REDACTED] continued to enter the intersection at which time a private citizen driving a [REDACTED] and traveling westbound on [REDACTED] proceeded through the intersection while having a "green light." Officer [REDACTED] struck the [REDACTED] in the passenger's side with the front of MPD Police Cruiser, [REDACTED]. There were no injuries but Officer [REDACTED] was issued a citation for Disregarding a Red Light.

II. RULES, REGULATIONS, OR ORDERS VIOLATED

DR 904, Damage to Motor Vehicles

III. HEARING

Date: [REDACTED]

Time: [REDACTED] hours

Place: [REDACTED] Station

You are entitled to representation during this hearing.

SERVED BY: [REDACTED]
NAME, RANK, ASSIGNMENT, IBM#

DATE: [REDACTED] TIME: [REDACTED]

SERVICE REFUSED: _____

SIGNATURE OF OFFICER: [REDACTED]

YOUR ATTENDANCE AT THE HEARING NOTICED HEREIN IS REQUIRED, UNLESS EXCUSED DUE TO A MEDICAL EMERGENCY. FAILURE TO ATTEND WILL BE CONSTRUED BY THE HEARING OFFICER AS A WAIVER OF YOUR RIGHT TO BE HEARD. ATTENDANCE WILL BE EXCUSED DUE TO A MEDICAL EMERGENCY AT THE SOLE DISCRETION OF THE HEARING OFFICER AND ONLY IF YOU HAVE DELIVERED OR CAUSED TO BE DELIVERED TO

Appendix A Item 3- Sample Hearing Summary

HEARING SUMMARY FORM

14

Hearing: [REDACTED]

Date: [REDACTED] Time: 3:00 p.m. Location: Ridgeway Precinct, 3840 Ridgeway Road

Attended by: [REDACTED], Officers [REDACTED]

Hearing Officer: [REDACTED]

Statement of Hearing Officer: On [REDACTED] at 3:00 p.m. an administrative hearing was held at the Ridgeway Precinct regarding a traffic crash involving Officer [REDACTED] who was responding to a [REDACTED] in emergency mode.

On [REDACTED], Officer [REDACTED] was travelling southbound on [REDACTED] with blue lights and siren activated. As he approached the intersection at [REDACTED], Officer [REDACTED] admitted that he had the "red" light. Officer [REDACTED] continued to enter the intersection at which time a private citizen driving a [REDACTED] and traveling westbound on [REDACTED] proceeded through the intersection while having the "green" light. Officer [REDACTED] struck the [REDACTED] in the passenger's side with the front of MPD Police Cruiser, [REDACTED].

There were no injuries reported, but Officer [REDACTED] was issued a citation for Disregarding a Red Light. The damage to the MPD Police Cruiser was [REDACTED] and considered a total loss. There was extensive damage to the citizen's [REDACTED] (amount undetermined at the time of the hearing).

Although everyone in attendance at the hearing spoke highly of Officer [REDACTED] ([REDACTED]), it was reiterated by the Hearing Officer that [REDACTED] had the responsibility to exercise due diligence in clearing an intersection when approaching said intersection on a "red" light, even in emergency mode.

As a result of [REDACTED] not disputing the fact that he entered the intersecting on a "red" light, I SUSTAIN the charges of DR 904-Damage of Motor Vehicles.

Upon reviewing the Memphis Police Department Vehicle Crash Review on [REDACTED] showing a cumulative point total of 9.4 and due to the total loss of [REDACTED] which placed [REDACTED] into a category D, I hereby submit the following Action:

Action Ordered: **5 DAY SUSPENSION WITHOUT PAY
ENHANCED REMEDIAL DRIVING TRAINING**

SWOP DATES TO BE TAKEN:

1. 10/01/00
2. 10/02/00
3. 10/03/00
4. 10/04/00
5. 10/05/00

[REDACTED]
Hearing Officer

Item 4 – Sample Hearing Summary (Rear) Continued

Any employee holding a position not exempted from the provisions of Article 34 Civil Service, and not in the initial probationary period, who has been suspended in excess of ten, (10) days, terminated, or demoted, may appeal to the Civil Service Commission within ten, (10) calendar days after notification in writing of such action. In the event of multiple suspensions, only that suspension which causes the total number of days suspended to exceed five, (5) days within a six month period, and any subsequent suspension within said period shall be appeal able to the Commission. If the disciplinary action is 10 days or less, the officer may submit to a grievance procedure or an internal appeal, but not to both.

In addition Chapter I Section 5 page 4 states in part: "Commissioned police officers with a status of suspension, probation, non-enforcement, relieved of duty, or leave of absence are not permitted to engage in any Secondary Employment and/or any Off Duty Security Employment where the officer's status is dependant on his/her state commissioned status. No commissioned police officer is permitted to engage in any Secondary Employment and/or Off duty Security Employment for a period of thirty (30) days after the final disposition of (1) any sustained Statement of Charges for violation of the Sick Abuse policy or (2) any sustained Statement of Charges resulting in a suspension and/or reduction in rank" Notification will be made to the Secondary Employment Office regarding this suspension. Violation of the above listed policy could result in additional charges.

Appeal: ____ Will ☒ Will Not Be Filed

Grievance: ____ Will ____ Will Not Be Filed

I understand that by requesting the grievance procedure that I am waiving my right to recourse through the Internal or Civil Service Commission Appeal Process.

Date

Employee Signature

Distribution: MPD Human Resources, Branch Commander/Division Commander, Precinct
HSF 07/07

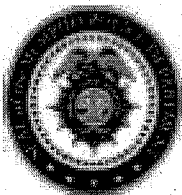
Appendix A

Received 10 November 2003; accepted 10 November 2003; first published online 10 November 2003

05/01/2010 10:00 AM

Printed 7/31/2014

Uniform Patrol Station Standard Operating Procedure



MEMPHIS POLICE DEPARTMENT
LISTING OF PERSONS BARRED FROM PREMISES

I, _____ being the (owner, person in charge) of the premises located at (address) _____
_____ doing business as (name of business) _____
in Memphis, Shelby County, Tennessee, do hereby state that the following individuals have by
personal communication from me or someone with authority to act for me been ordered to stay off
the described property:

<u>NAME</u>	<u>AGE</u> <u>RACE</u> <u>HEIGHT</u> <u>WEIGHT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

See Addendum for additional names.

Witnessed By: _____

Signature: _____
(Property Owner/agent)

Title: _____

Title: _____

Date/Time: _____

Date/Time: _____

AA.0306

Appendix B
Item 2 – Sample No Trespassing Sign

NO TRESPASSING

**THIS PROPERTY IS FOR
RESIDENTS
AND THEIR GUESTS ONLY**

**SHELBY COUNTY
DISTRICT ATTORNEY'S OFFICE
ANTI-TRESPASS PROGRAM**

**FOR FURTHER INFORMATION
PLEASE CONTACT THE SHELBY COUNTY
DISTRICT ATTORNEY'S OFFICE
AT 901-222-1300**

Appendix B

Item 3 – Sample Anti-Trespass Authorization Affidavit



OFFICE OF THE DISTRICT ATTORNEY GENERAL

30th JUDICIAL DISTRICT – SHELBY COUNTY, TENNESSEE
201 Poplar Avenue, Third Floor, Memphis, TN 38103-1947
Tel. 901-222-1300 ~ Fax 901-222-1305
www.scdag.com

AMY P. WEIRICH
District Attorney General

ANTI-TRESPASS AUTHORIZATION AFFIDAVIT

State of Tennessee

County of Shelby, Tennessee

Whereas the undersigned is the owner, managing agent or other person with appropriate and binding authority relating to the operation and supervision of the premises located at 176 Hillview Drive, Memphis, Tennessee and otherwise known as Valley Forge Apartments,

Whereas this premises is a dwelling and only tenants, their family members and their invited guests are licensed or privileged to enter or remain upon the premises and its attachments,

Whereas this premises has posted notice that only tenants, family members and invited guests are allowed on the premises and posted notice that trespassing is not tolerated,

IT IS AGREED THAT, the undersigned, having proper permission and authority to do so and proper permission and authority to bind the owner from the date indicated below, hereby grants full permission and authority to the Memphis Police Department and the Shelby County Sheriff's Office, its employees and agents to enter upon the above-listed premises and its attachments for the purpose of arresting those found thereon who are not tenants, their family members or invited guests. Additionally, the undersigned acknowledges that this policy of license and privilege as set forth has been adequately communicated to all tenants and management personnel.

DATED October ____, 2012

Signature of Owner/Managing Agent

State of Tennessee, County of Shelby

Name (Printed)

Name and Address of Premises: Valley Forge Apartments
176 Hillview Drive
Memphis, Tennessee 38109

Sworn to me on October ____, 2012

Notary Public

My Commission Expires: _____

Appendix B

Item 4 – Sample Tenant Notification Letter of Anti-Trespass Program

Dear Valued Residents:

We are excited to announce that we are partnering with the Shelby County District Attorney's Office to participate in their Anti-Trespass Program. In accordance with the program, the Memphis Police Department and Shelby County Sheriff's Office employees and agents may enter our community (this includes areas such as pools, laundry center and fitness center) for the purpose of arresting those individuals found who are not residents, their family members or invited guests. Please be reminded that all residents should have pool passes while at the pool and any guests should be accompanied at all times. Furthermore, please be certain that guests have the full name and address of the resident they are coming to visit as they may be asked for this information by an officer, deputy, courtesy officer or office representative. Signs have been posted throughout our community stating that trespassing is not tolerated and this program will be strictly enforced. We look forward to the positive impact this program will have on our community. Should you have any questions, please feel free to contact our office during normal business hours.

Sincerely,

Property Manager

Appendix B

Item 5- Sample Tenant Agreement for Anti-Trespass Program

I, the undersigned, understand that Valley Forge Apartments are participating in the Shelby County District Attorney's Anti-Trespass Program. I understand that this premises is a dwelling and only tenants, their family members and their invited guests are licensed or privileged to enter or remain upon the premises and its attachments.

I, the undersigned, understand that the premises have posted notice that only tenants, family members and invited guests are allowed on the premises and posted notice that trespassing is not tolerated.

I, the undersigned, understand that the Memphis Police Department and the Shelby County Sheriff's Office employees and agents may enter the above-listed premises and its attachments for the purpose of arresting those found thereon who are not tenants, their family members or invited guests.

Tenant's signature

Tenant's printed name

Date

Appendix C Item 1 – Sample Travel Authorization Form

GRANT - GHSO		CITY OF MEMPHIS TRAVEL AUTHORIZATION FORM		GRANT - GHSO	
PLEASE SUBMIT TO ACCOUNTS PAYABLE AT LEAST TWO (2) WEEKS PRIOR TO TRAVEL. TO INSURE TIMELY RECEIPT OF TRAVEL ADVANCE. (COMPLETE FORM ENTIRELY TO AVOID DELAYS)					
(1) PERSONAL INFORMATION: FOR FLIGHTS ENTER: NAME (AS IT APPEARS ON DRIVER'S LICENSE), DOB, AND SUPPLIER #					
EMPLOYEE (Last, First Middle):		TITLE:		SUPPLIER#	
DIVISION: <u>Police</u>		SERVICE CENTER: <u>12810 / PD90178</u>		FUNDING CENTER: <u>206</u>	
D.O.B. (for Flight):		MOBILE# (for Flight):		Nextwork	
(2) TRIP INFORMATION:					
DESTINATION: <u>Longbeach, CA</u>		NUMBER OF BUSINESS DAYS AWAY FROM WORKSITE: <u>4 (Four)</u>			
PURPOSE OF TRIP: <u>Lifesavers Conference on Highway safety Priorities</u>					
CONVENTION/MEETING START DATE: <u>4/2/2016</u>		TIME: <u>1:00 PM</u>		END DATE: <u>4/5/2016</u>	
TIME: <u>2:00 PM</u>		PLANNED DEPARTURE DATE/TIME: <u>4/2/2016</u>		TIME: <u>8:00 AM</u>	
RETURN DATE: <u>4/7/2016</u>		TIME: <u>12:30 AM</u>			
(3) ESTIMATED TRAVEL EXPENSES:			(4) TRAVEL ADVANCE REQUIREMENTS		
AIRFARE <u>300.00</u> OTHER TRANSPORTATION _____ AUTO RENTAL _____ HOTEL <u>915.40</u> MEALS <u>280.00</u> TAXI/AIRPORT/LIMO <u>34.00</u> BAGGAGE HANDLING <u>59.00</u> REGISTRATION <u>400.00</u> TOTAL \$ \$1,959.40			DO YOU HAVE A CITY-ISSUED CREDIT CARD? _____ IF YES, ADVANCE CANNOT EXCEED \$200.00 IF NO, ADVANCE SHOULD BE FOR THE ESTIMATED CASH EXPENSES. (EXCLUDING HOTEL EXPENSES EXCEEDING \$300, AIRFARE, AND REGISTRATION FEES TO BE PAID IN ADVANCE OF TRAVEL.)		
			DATE ADVANCE REQUIRED <u>3/24/2016</u>		
			AMOUNT OF ADVANCE REQUESTED <u>\$342.00</u>		
(5) TRAVEL POLICY: I BELIEVE THIS TRIP IS NECESSARY AND BENEFICIAL TO THE CITY OF MEMPHIS AND THAT FUNDS ARE PROVIDED IN THE APPROPRIATE BUDGET ACCOUNT FOR THESE EXPENSES. IN COMPLIANCE WITH THE CITY'S TRAVEL POLICY, I AUTHORIZE THE FINANCE DIVISION TO WITHHOLD FROM PAYROLL AN AMOUNT EQUAL TO THE TRAVEL ADVANCE AND ANY PRE-PAID EXPENSES, IF A TRAVEL EXPENSE REPORT IS NOT SUBMITTED WITHIN TEN (10) DAYS OF RETURN FROM TRIP.					
(6) SIGNATURES/APPROVALS:					
_____ EMPLOYEE		_____ DATE		REVIEWED TRAVEL POLICY _____ Initial	
_____ DEPARTMENT MANAGER		_____ DATE		RECOMMENDS TRIP _____ Initial	
_____ DIVISION DIRECTOR		_____ DATE		TRIP AUTHORIZED _____ TRIP DENIED _____ AUTO RENTAL APPROVED _____ AUTO RENTAL DENIED _____	
_____ CAO OR ELECTED OFFICIAL		_____ DATE		TRIP AUTHORIZED _____ TRIP DENIED _____ AUTO RENTAL APPROVED _____ AUTO RENTAL DENIED _____	
072015-COM					

Appendix C Item 2 – Sample Expense Report

CITY OF MEMPHIS EMPLOYEE TRAVEL EXPENSE REPORT

NOTE: PLEASE FILE WITH COMPTROLLER'S OFFICE WITHIN TEN (10) DAYS OF RETURN FROM TRIP.										
EMPLOYEE (Last, First)	SERVICE CENTER							WEEKLY TOTALS		
CITY:	Network							PAID BY	PAID BY	PAID BY
DATE:	SUN	MON	TUES	WED	THUR	FRI	SAT	EMPLOYEE	CITY	OTHER
AIRFARE										
CAR RENTAL										
OTHER TRANSPORTATION										
MILEAGE (.50 MILE)										
TAXI										
HOTEL ROOM				102.14	102.14			204.28		
LAUNDRY										
TELEPHONE										
BAGGAGE TIPS										
OTHER Fuel						19.00		19.00		
BREAKFAST					12.00			DAILY TOTALS OF MEALS BY CATEGORY IS NOT REQUIRED. BREAKFAST, LUNCH, AND DINNER		
LUNCH										
DINNER				14.18	21.02					
OTHER MEALS										
TOTAL MEALS	\$0.00	\$0.00	\$0.00	14.18	34.02	0.00	0.00	48.00		
PURPOSE OF TRIP:								TOTAL THIS WEEK		
								TOTAL PREVIOUS WEEK(S)		
								TOTAL EXPENSES:	273.14	0.00
TIME OF DEPARTURE:								LESS TRAVEL ADVANCE:	389.90	
								DUE TO/FROM CITY:	(116.76)	
TIME OF ARRIVAL:								EMPLOYEE'S SIGNATURE _____ DATE: _____ MANAGER'S SIGNATURE _____ DATE: _____ DIRECTOR'S SIGNATURE _____ DATE: _____		
EXPLANATION OF EXPENSES (if necessary)										
REVIEWED BY: DATE: APPROVED BY: DATE:										
SERVICE CENTER AND GL ACCOUNT NUMBER										

Appendix D
Item 1 – Sample Equipment Replacement Form



MEMPHIS POLICE DEPARTMENT
EQUIPMENT REPLACEMENT REQUEST

DUTY ASSIGNMENT: _____ DATE: _____

REASON FOR REQUEST (CHECK ONE)

LOST: ☐ STOLEN: ☒ DAMAGED: ☐ OFFENSE REPORT #: _____

To: Colonel _____

On Monday _____ I checked my personal vehicle
for my Police Equipment. My Equipment was placed
out of sight on the back under seat. I checked and
could not locate my duty weapon and radio. My Supervisor

I respectfully request that I, _____, be issued a replacement.

RECEIVED
FINANCE OFFICE

Respectfully submitted:

Rank/Name/ID#

Select uniform store for item pick-up:

☐ Accurate Law Enforcement
334 West Olive Ave

☐ As-We-Go Uniforms
4692 American Way

☐ Mid-South Solutions
4310 Airways, Ste 124

☐ Memphis Uniforms
3939 Summer Ave

Supervisor's Comments: Shelby County Made the Scene and took a
TPMV Report. The vehicle was parked in his driveway and had been
left unlocked. There was no forced entry.

☐ REPLACEMENT DENIED (item will be replaced at cost of officer)

☒ APPROVED FOR REPLACEMENT

W/ SDC

LIEUTENANT: _____

DATE: _____

MAJOR/ LT. COLONEL: _____

DATE: _____

COLONEL: _____

DATE: _____

DEPUTY CHIEF: _____

DATE: _____

FINANCE MANAGER: Amberlye

DATE: _____

FORWARDED TO OFFICER'S DUTY STATION: _____

DATE: _____

FAXED TO UNIFORM COMPANY: _____

DATE: _____

KL-0012