



Office of the City Clerk-Treasurer
301 W. Chestnut
Rogers, Arkansas 72756
479-621-1117
www.rogersar.gov

***AMENDED* COMMITTEE SCHEDULE**

DISCLAIMER: The City of Rogers makes no claims, promises, or guarantees regarding the participants ability to attend any public meeting virtually. Technology resources, virtual meeting platforms, and the Internet may occasionally be interrupted or made unavailable by causes beyond the City's reasonable control. The City cannot guarantee that participants will have the opportunity to participate virtually at all times. Public Forums, Public Hearings, and scheduled items of business will not be tabled or postponed due to technological issues. If you are representing a published item of business or wish to speak at a public hearing, in person attendance is required.

TO: MAYOR
CITY COUNCIL
DEPARTMENT HEADS
PRESS

FROM: Jessica Rush, CITY CLERK-TREASURER

DATE: June 25, 2024

The following committee meetings will be held on **Tuesday, June 25, 2024** prior to the City Council Meeting:

05:35 p.m. - TRANSPORTATION COMMITTEE: (Surly*, Townzen) Committee Room #1 OR
<https://us02web.zoom.us/j/89416625190> OR (312)626-6799 ID: 894 1662 5190

To Discuss: (a) Parking Lot Closure Request: Mercy Trailhead Parking Lot, Thursday, July 4,
6am-10pm, for 4th of July Fireworks display.

05:35 p.m. - RESOURCES & POLICY COMMITTEE: (Hayes*, Reithemeyer, Brashear) Committee Room
#2 OR <https://us02web.zoom.us/j/88581559757> OR (312)626-6799 ID: 885 8155 9757

To Discuss: (a) A Resolution Declaring Obsolete Twenty-Four Scott Breathing Air Systems
And Forty-Six Associated Air Masks; Allowing The Rogers Fire Department
To Dispose Of The Equipment

(b) A Resolution Authorizing The Rogers Fire Department To Dispose Of
Certain Personal Property; Recognizing That The Property Is Rendered
Worthless; Acknowledging The Oversight For Disposal

(c) A Resolution Authorizing The City Of Rogers It Department To Dispose Of
Certain Property; Recognizing That The Property Is Rendered Worthless;
Acknowledging The Oversight For Disposal

(d) An Ordinance Assigning Annexed Territory From The City Of Cave Springs,
Arkansas Into Ward 3 Of The City Of Rogers

05:45 p.m. - PUBLIC WORKS COMMITTEE: (Townzen*, Brashear, Kendall) Committee Room #1 OR
<https://us02web.zoom.us/j/89416625190> OR (312)626-6799 ID: 894 1662 5190

To Discuss: (a) RWU Monthly Report

(b) Solid Waste Discussion

05:45 p.m. - PUBLIC SAFETY COMMITTEE: (Wolf*, Reithemeyer) Committee Room #2 OR
<https://us02web.zoom.us/j/88581559757> OR (312)626-6799 ID: 885 8155 9757

- To Discuss:
- (a) A Resolution Adopting Updated Policies And Procedures In The Standard Operating Guidelines For The Rogers Police Department
 - (b) A Resolution Authorizing The Mayor And City Clerk To Enter Into An Agreement With Superior Automotive Group Of Siloam Springs, Arkansas For The Purchase Of A 2024 Dodge Durango Vehicle For Use By The Rogers Police Department
-

06:10 p.m. - FINANCE COMMITTEE: (Reithemeyer*, Wolf, Kendall) Committee Room #2 OR <https://us02web.zoom.us/j/88581559757> OR (312)626-6799 ID: 885 8155 9757

- To Discuss:
- (a) A Resolution Authorizing The Mayor And City Clerk To Accept A 2024 Community Development Block Grant In The Amount Of \$497,435.00; Amending The 2024 Budget To Recognize Revenue In That Amount Into Account #342-42-45110 Federal Revenue; Appropriating The Grant Revenue To Various Expenditure Accounts
 - (b) A Resolution Amending The 2024 Budget To Appropriate \$75,000.00 From Account #342-42-45110 2022 Public Facility Projects Into Account #342-42-70970 Housing Rehabilitation
 - (c) A Resolution Amending The 2024 Budget To Appropriate \$50,000.00 From General Fund Reserves Into Account #100-05-84002.005 Fleet For The Future Purchase Of A Vehicle
 - (d) A Resolution Amending The 2024 Budget To Appropriate Funds In The Amount Of \$12,000,000.00 From General Fund Reserves Into Account #349-49-74788.300 Debris Removal
-

06:10 p.m. - COMMUNITY ENVIRONMENT & WELFARE COMMITTEE: (Townzen, Hayes) Committee Room #1 OR <https://us02web.zoom.us/j/89416625190> OR (312)626-6799 ID: 894 1662 5190

- To Discuss:
- (a) An Ordinance Accepting The Final Plat Of Hawthorne Grove Subdivision, Rogers, Benton County, Arkansas; The Dedication Of Utility Easements And Other Public Ways Therein
-



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ROGERS CITY COUNCIL
***AMENDED* *AMENDED* AGENDA**

JUNE 25, 2024
6:30 PM

DISCLAIMER: The City of Rogers makes no claims, promises, or guarantees regarding the participants ability to attend any public meeting virtually. Technology resources, virtual meeting platforms, and the Internet may occasionally be interrupted or made unavailable by causes beyond the City's reasonable control. The City cannot guarantee that participants will have the opportunity to participate virtually at all times. Public Forums, Public Hearings, and scheduled items of business will not be tabled or postponed due to technological issues. If you are representing a published item of business or wish to speak at a public hearing, in person attendance is required.

In Person Rogers City Council Chambers

OR via [ZOOM LINK](#) OR By Phone (312) 626-6799 ID: 861 8235 4084

PUBLIC FORUM:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ACTION ON MINUTES:

1. June 11, 2024

REPORTS OF BOARDS AND STANDING COMMITTEES:

- | | | | |
|----|----------|---|------------------------------|
| 1. | RES. Re: | Declaring Obsolete Twenty-Four Scott Breathing Air Systems And Forty-Six Associated Air Masks; Allowing The Rogers Fire Department To Dispose Of The Equipment | RESOURCES & POLICY COMMITTEE |
| 2. | RES. Re: | Authorizing The Rogers Fire Department To Dispose Of Certain Personal Property; Recognizing That The Property Is Rendered Worthless; Acknowledging The Oversight For Disposal | RESOURCES & POLICY COMMITTEE |
| 3. | RES. Re: | Authorizing The City Of Rogers It Department To Dispose Of Certain Property; Recognizing That The Property Is Rendered Worthless; Acknowledging The Oversight For Disposal | RESOURCES & POLICY COMMITTEE |

- | | | | |
|-----|----------|---|---|
| 4. | ORD. Re: | Assigning Annexed Territory From The City Of Cave Springs, Arkansas Into Ward 3 Of The City Of Rogers | RESOURCES & POLICY COMMITTEE |
| 5. | RES. Re: | Adopting Updated Policies And Procedures In The Standard Operating Guidelines For The Rogers Police Department | PUBLIC SAFETY COMMITTEE |
| 6. | RES. Re: | Authorizing The Mayor And City Clerk To Enter Into An Agreement With Superior Automotive Group Of Siloam Springs, Arkansas For The Purchase Of A 2024 Dodge Durango Vehicle For Use By The Rogers Police Department | PUBLIC SAFETY COMMITTEE |
| 7. | RES. Re: | Authorizing The Mayor And City Clerk To Accept A 2024 Community Development Block Grant In The Amount Of \$497,435.00; Amending The 2024 Budget To Recognize Revenue In That Amount Into Account #342-42-45110 Federal Revenue; Appropriating The Grant Revenue To Various Expenditure Accounts | FINANCE COMMITTEE |
| 8. | RES. Re: | Amending The 2024 Budget To Appropriate \$75,000.00 From Account #342-42-45110 2022 Public Facility Projects Into Account #342-42-70970 Housing Rehabilitation | FINANCE COMMITTEE |
| 9. | RES. Re: | Amending The 2024 Budget To Appropriate \$50,000.00 From General Fund Reserves Into Account #100-05-84002.005 Fleet For The Future Purchase Of A Vehicle | FINANCE COMMITTEE |
| 10. | RES. Re: | Amending The 2024 Budget To Appropriate Funds In The Amount Of \$12,000,000.00 From General Fund Reserves Into Account #349-49-74788.300 Debris Removal | FINANCE COMMITTEE |
| 11. | ORD. Re: | Accepting The Final Plat Of Hawthorne Grove Subdivision, Rogers, Benton County, Arkansas; The Dedication Of Utility Easements And Other Public Ways Therein | COMMUNITY ENVIRONMENT & WELFARE COMMITTEE |

OLD BUSINESS:

NEW BUSINESS:

1. RES. Re: Authorizing The Mayor And City Clerk To Enter Into An Agreement With Debristech, LLC, Of Picayune, Mississippi, For Debris Monitoring Services
2. RES. Re: Authorizing The Mayor And City Clerk To Enter Into An Agreement With ER Assist, Inc., Of Rogers, Arkansas, For Disaster Recovery Administrative Services
3. RES. Re: Authorizing The Mayor And City Clerk To Enter Into An Agreement With Looks Great Services Of MS, Inc., Of Columbia, Mississippi For Disaster Debris Removal Services

APPOINTMENTS:

ANNOUNCEMENTS:

RESOLUTION NO. R24-_____

**A RESOLUTION DECLARING OBSOLETE TWENTY-FOUR SCOTT BREATHING
AIR SYSTEMS AND FORTY-SIX ASSOCIATED AIR MASKS; ALLOWING THE
ROGERS FIRE DEPARTMENT TO DISPOSE OF THE EQUIPMENT; AND FOR
OTHER PURPOSES.**

WHEREAS, the Chief of the Rogers Fire Department has certified that the items listed in the attached Exhibit “A” have been rendered obsolete due to the Department’s acquisition of replacement systems; and

WHEREAS, The Rogers Fire Department desires to sell the items identified in Exhibit “A” to the highest bidder at public or internet auction in compliance with Ark. Code Ann. § 14-54-302(e)(1)(A).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF ROGERS, ARKANSAS THAT:**

Section 1: The Rogers Fire Department may sell the obsolete items identified in Exhibit “A” to the highest bidder at public or internet auction in accordance with Ark. Code Ann. § 14-54-302(e)(1)(A);

Section 2: The Rogers Fire Department shall maintain a record of all items sold at auction pursuant to this Resolution;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES,
Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By William Hyde, Fire Chief
Prepared By: John M. Pesek, Senior Staff Attorney
For Consideration By: Resources & Policy Committee

EXHIBIT "A"

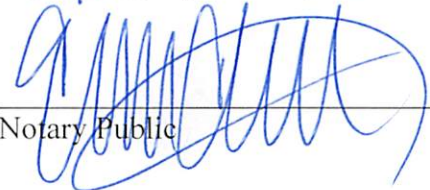
**AFFIDAVIT OF DISPOSAL OF PROPERTY OF THE ROGERS FIRE DEPARTMENT
WHICH HAS BEEN DEEMED OBSOLETE**

I, William Hyde, fire chief, do hereby certify that the following property of the Rogers Fire Department has become obsolete, is no longer used by the City, and it is now appropriate to dispose of said property by public or internet auction as specified under Ark. Code Ann. § 14-54-302(e)(1). I hereby certify that I will be responsible for overseeing that the property is properly sold at a nominal rate to a fire department that can utilize this equipment. The records listed below contain a description of the property to be disposed of.



William Hyde, Fire Chief

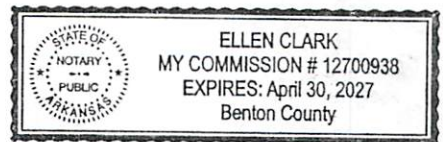
Subscribed and sworn before me, a Notary Public, this 18 day of June, 2024.



Notary Public

My Commission Expires:

4-30-27



TYPE OF PROPERTYSERIAL NUMBER (If Applicable)

Scott Air Pack	11551241010132 SR
Scott Air Pack	11551241010128
Scott Air Pack	11551241010129
Scott Air Pack	11551241005408
Scott Air Pack	11551241007125
Scott Air Pack	11551713017444
Scott Air Pack	11551241005412
Scott Air Pack	11551241010136
Scott Air Pack	11551241007124
Scott Air Pack	11551241005406
Scott Air Pack	11551241007142
Scott Air Pack	11551241010138
Scott Air Pack	11551241007135
Scott Air Pack	11551241005410
Scott Air Pack	11551241010135
Scott Air Pack	11551241007141
Scott Air Pack	11551241007150
Scott Air Pack	11551236014104
Scott Air Pack	11551241007146
Scott Air Pack	11551815014840
Scott Air Pack	11551241005407
Scott Air Pack	11551241007148
Scott Air Pack	11551225004232
Scott Air Pack	11551241007143

Masks:

6 – Size small

31 – Size medium

9 – Size large

RESOLUTION NO. R24-_____

**A RESOLUTION AUTHORIZING THE ROGERS FIRE DEPARTMENT TO DISPOSE
OF CERTAIN PERSONAL PROPERTY; RECOGNIZING THAT THE PROPERTY IS
RENDERED WORTHLESS; ACKNOWLEDGING THE OVERSIGHT FOR DISPOSAL;
AND FOR OTHER PURPOSES.**

WHEREAS, the Chief of the Rogers Fire Department has certified that the items listed in the attached Exhibit “A” have been rendered worthless by damage or prolonged use;

WHEREAS, the Fire Chief of the Rogers Fire Department additionally certifies that disposal of said property by eSCO Processing and Recycling, LLC, located at 2111 S. 8th Street in Rogers, Arkansas, is proper and will be overseen to ensure compliance with Ark. Code Ann. § 14-54-302(e)(2)(A); and

WHEREAS, the City Council of the City of Rogers approves of the Chief’s affidavit of certification attached as Exhibit “A” and deems that disposal by eSCO Processing and Recycling, LLC is appropriate.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF ROGERS, ARKANSAS THAT:**

Section 1: The Rogers Fire Department may dispose of the items identified in the attached Exhibit “A” by using eSCO Processing and Recycling, LLC pursuant to Ark. Code Ann. § 14-54-302(e)(2)(A);

Section 2: The Rogers Fire Department shall maintain a record of all items that are sent to eSCO Processing and Recycling, LLC per this resolution;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By: William Hyde, Fire Department Chief
Prepared By: John M. Pesek, Senior Staff Attorney
For Consideration By: Resources & Policy Committee

EXHIBIT "A"

**ROGERS FIRE DEPARTMENT
EQUIPMENT DISPOSAL REQUEST**

This request is to dispose of the following equipment that is no longer in use. The equipment listed below has been rendered worthless by damage or prolonged use. The listed equipment will be disposed of pursuant to Arkansas Code 14-54-302(e)(2), disposal of municipal supplies, etc.

The Fire Department is disposing of the listed equipment with no estimated appreciable value. The listed equipment will be disposed of by eSCO Processing and Recycling, LLC. 2111 S. 8th St. Rogers, AR (479) 899-6443.


William Hyde

Date: 6-18-2024

<u>TYPE OF PROPERTY</u>	<u>MODEL</u>	<u>SERIAL NUMBER (If Applicable)</u>
Kenwood Radio	NEXEDGE	B3101052
Motorola Radio	APX6500	527CNH0458
Motorola Radio	XTL5000	500CFK0312
Motorola Radio	APX6500	527CNK0127
Motorola Radio	APX6500	527CNH0457
Motorola Radio	APX6500	527CNH0455
Motorola Radio	APX6500	527CNK0126
Motorola Radio	APX6500	527CNH0456
Motorola Radio	CDM1250	103TFA0188
Motorola Radio	CDM1250	103TCJ9219
Motorola Radio	CDM1550-LS+	001TEY0163
Motorola Radio	CDM750	103THJB028
Motorola Radio	CDM1250	103TKA4353
Motorola Radio	CDM1250	103TBE3602
Motorola Radio	CDM1550LS+	001TEY0155
Motorola Radio	CDM1500LS+	001TFE0097
Motorola Radio	CDM1550LS+	001TEY0147
Motorola Radio	CDM1550LS+	001TEL0122
Motorola Radio	CDM1550LS+	001TKN0909
Motorola Radio	CDM1550LS+	001TEY0169
Motorola Radio	CDM1550LS+	001TEY0167
Motorola Radio	CDM1250	103TEER854
Motorola Radio	CDM1250	103TBE3663
Motorola Radio	CDM1250	103TJO8533
Motorola Radio	CDM1550LS+	001TKW0363
Motorola Radio	CDM1530LS+	001TEY0125
Motorola Radio	CDM1550LS+	001TEY0115
Motorola Radio	CDM1530LS+	001TEY0151
Motorola Radio	CDM1550LS+	001TEY0117

<u>TYPE OF PROPERTY</u>	<u>MODEL</u>	<u>SERIAL NUMBER</u>
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1468B
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1468B
Samlex America	SEC-1212	03051-1145-0095
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1466H
Motorola Radio	XTL2500	HLN1468B
Motorola Radio	XTL2500	514CLZ4433
Motorola Radio	XTL2500	514CLZ4437
Motorola Radio	XTL2300	514CLZ4434
Motorola Radio	XTL2300	514CLZ4436
Motorola Radio	XTL2500	514CLZ4438
Motorola Radio	XTL2500	514CLZ4435
Motorola Desk Top Mic		HMN3000B-5096
Motorola Desk Top Mic		HMN3000B-4288
Motorola Desk Top Mic		RMH5068A-0113
Motorola Desk Top Mic		HMN3000B-4288
Motorola Desk Top Mic		RMN50L8A-3108

MISC. MOTOROLA MICS

<u>QTY</u>	<u>MODEL</u>	
4	HMN1090D	
7	HMN1090B	
1	AARMN4025B0607	
2	HMN1080A	
16	HMN1090C	
1	RMN5052A	
Kenwood Mic	KMC35	
Motorola Handheld	HT1250LS+	008TES2982
Motorola Astro		No serial number

RESOLUTION NO. R24-_____

**A RESOLUTION AUTHORIZING THE CITY OF ROGERS IT DEPARTMENT TO
DISPOSE OF CERTAIN PROPERTY; RECOGNIZING THAT THE PROPERTY IS
RENDERED WORTHLESS; ACKNOWLEDGING THE OVERSIGHT FOR DISPOSAL;
AND FOR OTHER PURPOSES.**

WHEREAS, the Director of the City of Rogers IT Department has certified that the items listed in the attached Exhibit “A” have been rendered worthless by damage or prolonged use;

WHEREAS, the Director of the City of Rogers’ IT Department additionally certifies that disposal of said property by eSCO Processing and Recycling, LLC, located at 2111 S. 8th Street in Rogers, Arkansas, is proper and will be overseen to ensure compliance with Ark. Code Ann. §14-54-302(e)(2)(A); and

WHEREAS, the City Council of the City of Rogers approves the Director’s affidavit of certification attached as Exhibit “A” and deems that disposal by eSCO Processing and Recycling, LLC is appropriate.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF ROGERS, ARKANSAS THAT:**

Section 1: The Director of the City of Rogers IT Department may dispose of the items identified in the attached Exhibit “A” by using eSCO Processing and Recycling, LLC pursuant to Ark. Code Ann. §14-54-302 (e)(2)(A);

Section 2: The IT Department shall maintain a record of all items that are sent to eSCO Processing and Recycling, LLC per this Resolution;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By: Ryan Breese, Director, IT Department

Prepared By: John M. Pesek, Senior Staff Attorney

For Consideration By: Resources & Policy Committee

I.T. Department- City of Rogers

Equipment Disposal Request

Request

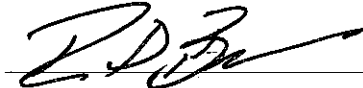
This is a request to dispose of the following equipment that is no longer in use. The equipment listed below is obsolete or non-functional and being replaced. Equipment will be disposed of pursuant to Arkansas Code Ann. § 14-54-302(e)(2)(A) and has been audited as required by law.

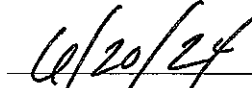
SEE ATTACHED

Summary

The IT Department is disposing of the listed equipment consisting of <> with an estimated depreciated total value of \$<>. The listed equipment will be disposed of by eSCO Processing and Recycling, LLC. 2111 S. 8th Street Rogers, AR. (479) 899-6443 after a resolution allowing for such has been approved by the Rogers City Council.

Authorization


IT Director


Date

Mayor

Date

Subscribed and Sworn to me this _____ day of _____, 2024.

Notary Public

Brand	Model#/Description	Serial#
Dell	OPTIPLEX 7010	8NW8TW1
"	OPTIPLEX 3020	3YQVPD2
"	"	2N3L942
Dell	Monitor	CN-OKW14V-74261-5741061
Dell	Monitor	CN-ODC323-71618-65A-AC16
Apple	iMac	D75RNDAL667V
Dell	OPTIPLEX 3020	6LHWT52
Cisco	8811	FCH2228D58R
Apple	iPad	DMPMW1B6G5WR
Apple	iPad	DLXLW8F7F41D
"	"	DN6FLO/WDFJ1
"	"	DLXSM5386MLD
Cisco	8811	FCH19168T17
"	"	FCH2002A105
Dell	OPTIPLEX 3060	0QD7BT2
Parsons	CF-31	(M345) 8K444949
"	"	3HTXB55436
Dell	3020	6LFT52
"	"	6L6VT52
"	3020 Precision	HGKNN02
"	OPTIPLEX 3060	0QC8BT2
"	Latitude 3440	FC3L232
3com	3C16981A Switch	7MNV63A2838
"	3C17000 Switch	7R1V68AE780
Dell	OPTIPLEX 3050	CTNSXK2
Seagate	Firecuda/1W217D-030	ZDEEFFE0M
"	"	ZDEEFFE5G
Avaya	4850GTS PWR+	12JP256H70PC
Dell	OPTIPLEX 3010	4M9QCZ1
DELL	OPTIPLEX 3050	CTL6XK2
DELL	OPTIPLEX 3050	CTM6XK2
DELL	OPTIPLEX 3050	CTK8XK2
DELL	OPTIPLEX 3050	CTM4XK2
DELL	OPTIPLEX 3020	8KTX2K2
DELL	OPTIPLEX 3020	726RM22
DELL	OPTIPLEX 3050	CTP3XK2
VIEWSONIC	VX2476	UPA201911267
Dell	OPTIPLEX 3050	9R00GK2
"	OPTIPLEX 3040	CR32LH2
"	"	CR30LH2
"	"	CR35KH2
"	OPTIPLEX 5060	DFR4DS2
"	OPTIPLEX 3050	CTM5XK2
"		CTM3XK2
"		CTM8XK2

Brand	Model#/Description	Serial#
Cisco	C220B9	FCH2052V169
Bosch	1400	429334920906120005
HP	M605	CNDCK401B6
Viking	K1200 Phone	43220002
Dell	P2312HT	CN06FAN474445350A2VL
Dell	OptiPlex 3060	47TDRP2
"	OptiPlex 3050	50X07K2
"	Latitude Rugged 7202	847RG92
"	42" Monitor	82DLWR2
"	"	2TJ7562
Cisco	C220M4	FCH2204VINK
Dell	OptiPlex 3040	CR22LH2
"	"	CR21LH2
"	OptiPlex 3060	8W471Q2
"	OptiPlex 3050	9022FK2
Cisco	SG-300	P52172409AJ
Cisco	8811 Phone	FCH19149P42
Dell	Latitude 3480	DK892E2
"	"	9GWW7F2
"	Latitude 3570	D908F82
"	OptiPlex 3060	MAF4BT2
"	"	DA00BT2
HP	OfficeJet PFO 6978	TH18E6N022
Apple	iPad	DMPVH7KCHLF9
RATH	Hot spot	58731087
RATH	Hot spot	64951068
Cisco	Cius IPC 6030	VTW22031843
Cisco	Cius IPC 6020	VTW22113005
Triplite	PS7199 UPS	4932FLCPS719900036
"	SM6705	9628ALCMS670500332
"	BP36V15-24	9622AYOBP606100019
"	Smart 1500	4637ALCSM542450002
"	AGNP4743	9627AYOBP606100100
Dell	OptiPlex 3060	47TBRP2
"	OptiPlex 3050	50WZWK2
HP	ENVY 5032	GT388Z1
Dell	Opti 7010	
V-Tech	Baby Cameras	
Dell	Gx620	2XMTN81
Dell	3010 Optiplex	35TFFX1
Panasonic	CF-31	9BKCIC69143
Dell	P2314HT	CN-07R1R3-74445-45D-A005
HP	15-dv1093dx	5CD0516602
Panasonic	CF-31	9BKCIC69209
"	"	9BKCIC67154

[illegible]

Brand	Model#/Description	Serial#
Cisco	8811	FCH19149MRX
Dell	OptiPlex 3050	53DXHL2
"	OptiPlex 3020	6LDZT52
"	Precision 3620	JFLJPD2
Perke	Galaxy Hbx2	7261862
Cisco	Catalyst 3500XL	FB8540V85
Proton	RBX 200	1S84H70628I24018
3com	4226T Superstack Switch	0800 LKIV5XE384080
Triplite	SmartUPS1500RM	9637ALCSM542430001
Motorola	SurfBoard Modem	346181129700033206020006
Dell	OptiPlex 3010	4LRPCZ1
"	"	4LPPCZ1
Datamax	PX30 Card Printer	_____
Dell	OptiPlex 3020	415Y6082
"	OptiPlex 3020	726QM22
"	Latitude 3440	HBZMC12
"	Dell OptiPlex 3020	6LG0V52
"	"	6LH1V52
Dell	Monitor	CNOGFXN1-74445-350-424L
Bosch	1200 Series	42433420122212042
Nortel	470-24T-PWR	320681-R
Dell	OptiPlex 3010	4LARCZ1
"	"	4M2ACZ1
"	"	4M95CZ1
"	OptiPlex 3020	721QM22
Dell	Laptop battery	G9170
Cisco	8811	FCH191487W4
Dell	OptiPlex 3010	SIT 35THFX1
Harman Carlin	HK395	C/N 07E840-69800
Dell	OptiPlex 3020	727RM22
"	"	8RTT282
"	Latitude 3540	FP5GW32
"	OptiPlex 9020	4KXG082
"	OptiPlex 7010	9C4JFX1
Bosch	NDN-832V	141012
"	"	141015
"	"	141014
"	NDN-265	010276
"	NDN-832V	141017
"	"	141009
"	"	151013
"	"	222006
"	"	141011
"	"	111035
"	NDN 498V	383009

Brand	Model#/Description	Serial#
Bosch	NER-L2R2-2	101002
APC	BackUPS 1500	382051X73046
Dell	OptiPlex 3060	DQD7BT2
Howard		152136-4112
PANASONIC	CF-VZSULAW	H75A-00176
"	"	H75A-00173
KANS-G	JC199D	616GT307A2896
HP	HP 2009M	3EQ9161HY2
Zebra	Card printer	13016
Dell	3010	3XP9CY1
Dell	3020	6LGWT52
Dell	Monitor 1907FPT	CN-0DC323-716B-695-AC9X
Dell	Monitor	CN-0GEXN4-74445-350-ADLM
Dell	AIO	415N921
Dell	3050	5TWYHK2
Howard	G41CMKB	141702-1311
Dell	Monitor E2213HB	CN-0V85Y2-74261-335-7AFB
AcronStar	Monitor JC199D	616GT307A2787
Panasonic	CF-31	0803HT/B54694
Cisco	ISR4321	FLM2030WLL
Nortel	5520 48T	SDNI450DDC
"	"	SDNI450D2B
"	"	SDNI450D8F
"	"	LBNNTMTPT41081
"	"	LBNNTMTPT40E9F
Dell	OptiPlex 3050	CTL3XK2
Cisco	3905	FCH19159FED
Dell	3010 OptiPlex 3060	4M5RCZ1
"	OptiPlex 3050	CTN8XK2
"	"	CTN7XK2
"	OptiPlex 3040	4NTYBH2
"	OptiPlex 3050	CTL5XK2
"	"	CTM7XK2
"	"	CTL8XK2
"	"	CTN3XK2
"	"	CTN6XK2
Acer	Monitor	ETLJ20W00495201B8C4320
Dell	Monitor	CN-0XP60H-74445-354-CX54
"	"	CN-0XP60H-74445-354-1DX11
"	"	CN-0V83Y2-74261-335-7MVB
"	"	8WRP9K2
"	OptiPlex 3050	CTL7XK2
"	"	CTL4XK2
"	"	CTN4XK2
"	"	CTP4XK2

Brand	Model#/Description	Serial#
SuperLogix	mini PC	8317 00018
Dell	OGF MX 4 Monitor	74445-350-A2WL
Hard drives		X16
Dell	OptiPlex 3020	8C4F422
Acer	V2034A	ETL720W00495201BA14320
Viewsonic	VS13818	SD0112923373
Dell	E2213#b	EN-0V8D12-74261
Dell	3050	9R15GK2
"	"	722BCM2
"	"	9R10GK2
"	"	9R11GK2
"	"	9Q22GK2
"	"	9R04GK2
"	"	9R1ZPK2
"	"	9Q23GK2
"	"	9R12GK2
"	"	9R03GK2
"	OptiPlex 3070	8C3D422
"	"	8C3G422
"	"	8C3F42A
HP	S1933	
"	"	
APC	DE350G	
Dell	Monitor	CN-0V8TX2-74261-335-7MMB
HuanaStar	Monitor	1016GJ30JA2713
Dell	Monitor	CN-0GFXN4-74445-350-A2WL
"	Latitude 3480	EQFOW02
"	OptiPlex 3060	DQF2BT2
"	OptiPlex 3070	8C4G422
Clientpro	MPC	PD 0498
Dell	Precision 3620	4N2VCL2
"	OptiPlex 3070	8C3D422
"	OptiPlex 5050	C2KD7K2
"	OptiPlex 3060	8W504Q2
HP	Laserjet hp	USC0065787
HP	Laserjet Pro 400	PH0DC25286
Dell	OptiPlex 3060	DQD6BT2
Lenovo	8060	PF08AK26
Cisco	Server C200 m386	FCH1913VADV
Dell	OptiPlex 3060	47SDRP2
"	OptiPlex 3050	JTKLTK2
"	OptiPlex 3060	47SBRP2
"	"	47SFRP2
"	OptiPlex 3050	9Q24GK2
"	"	JTWYWK2

ORDINANCE NO. 24-_____

AN ORDINANCE ASSIGNING ANNEXED TERRITORY FROM THE CITY OF CAVE SPRINGS, ARKANSAS INTO WARD 3 OF THE CITY OF ROGERS; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.

WHEREAS, the Rogers City Council passed Ordinance No. 24-17 to annex certain territory located in Cave Springs, Arkansas;

WHEREAS, The City Council of Cave Springs, Arkansas passed Ord. No. 2024-07 to concur and accept Rogers City Council Ordinance No. 24-17 that calls for the simultaneous detachment and annexation of land currently in Cave Springs, Arkansas into Rogers, Arkansas; and

WHEREAS, it is necessary to assign this newly annexed territory into a city ward.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: Pursuant to Ark. Code Ann. §14-40-203, the annexed territory as identified in Rogers Ord. No. 24-17 and concurred by the City Council of Cave Springs, Arkansas through Ord. No. 2024-07 is hereby assigned to Ward 3 of the City of Rogers, Arkansas;

Section 2: Emergency Clause: The need to assign the recently detached land from Cave Springs, Arkansas into a city ward is immediate and in order to protect the public peace, health, safety, and welfare an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from the date of its passage and approval;

Section 3: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All ordinances, resolutions or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By: C. Greg Hines, Mayor
Prepared By: John M. Pesek, Senior Staff Attorney
For Consideration By: Resources & Policy Committee

RESOLUTION NO. R24-_____

**A RESOLUTION ADOPTING UPDATED POLICIES AND PROCEDURES IN THE
STANDARD OPERATING GUIDELINES FOR THE ROGERS POLICE
DEPARTMENT; AND FOR OTHER PURPOSES.**

WHEREAS, the Rogers Police Department desires to adopt updated policies and procedures to the Standard Operating Guidelines in order to ensure compliance with the City of Rogers Code of Ordinances as well as State and Federal requirements; and

WHEREAS, the updated policies are identified in Exhibit “A” and these new policies are to be incorporated into the Rogers Police Department’s Standard Operating Guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF ROGERS, ARKANSAS THAT:**

Section 1: The updated policies and procedures set forth in the attached Exhibit “A” are hereby adopted and shall be incorporated into the Rogers Police Department’s Standard Operating Guidelines;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested by: Jonathan Best, Chief, Rogers Police Department

Prepared by: John M. Pesek. Senior Staff Attorney

For Consideration By: Public Safety Committee

ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Employee Selection Process		
NUMBER	201. 2	EFFECTIVE DATE	April 29, 2010
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Jonathan Best	CALEA STANDARDS	

I. Policy

To establish procedures for the selection of qualified police officer and non-sworn candidates and the responsibilities of the department in the selection process.

II. Procedure

1. SWORN QUALIFICATION PROCESS

- 1.1 In order to maintain a professional and qualified department, certain minimum hiring standards must be maintained. The minimum qualifications for the position of Rogers police officer are:
 - 1.1.1 Be a citizen of the United States.
 - 1.1.2 Be at least 21 years of age at time of appointment.
 - 1.1.3 Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
 - 1.1.4 Be free of a felony record. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
 - 1.1.5 Be of good character as determined by a thorough background investigation.
 - 1.1.6 Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
 - 1.1.7 Be examined by a licensed physician.
 - 1.1.8 Be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.

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- 1.1.9 Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination finds the officer to be competent and recommends the agency hire the individual.
- 1.1.10 Possess a valid driver's license.
- 1.1.11 To be free of any objectionable tattoos or brands. No tattoos or brands shall be visible while wearing the Class B Winter Uniform. In addition, except for the ears, no portion of the body may be pierced. The ability to wear eccentric or excessive quantities of personal jewelry on the ears is prohibited.
- 1.1.12 Pass all required conditional offer exams including: polygraph examination, drug screen (urinalysis), psychological examination, medical examination, final review and a follow-up investigation (if needed).

1.2 Automatic Disqualifiers

An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:

- 1.2.1 The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or their equivalents (a misdemeanor charge may be cause for elimination).
 - 1.2.1(a) Has ever been convicted of an act of Domestic Battery or its equivalent.
- 1.2.2 The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for the position of police officer, or has otherwise been intentionally untruthful at any time during the hiring process.
- 1.2.3 The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position as a police officer.
- 1.2.4 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful ~~application for employment~~ or background information questionnaire.
- 1.2.5 The applicant has sold, transported, or traded drugs illegally, or has sold or traded in any contraband that would constitute a felony charge, according to current state statute.
- 1.2.6 The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to demonstrate unsuitability for employment.
- 1.2.7 The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.
- 1.2.8 The applicant violates or does not meet the requirements of the Rogers Civil Service Commission or the State of Arkansas Commission on Law Enforcement Standards and Training
- 1.2.9 The applicant fails to return the Rogers Police Background Investigation packet in a timely manner, it is returned intentionally incomplete, or verification of required information cannot be made with reasonable investigation.
- 1.2.10 The applicant fails to provide documents requested for the purpose of conducting a background investigation, e.g. school transcripts, Authorization For Release of Personal Information, etc. within the time requested.

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- 1.2.11 The applicant does not pass or complete the required conditional offer examinations.
- 1.2.12 Has been found to be untruthful in an official investigation while employed as a Law Enforcement Officer.

1.3 Discretionary Disqualifiers

An applicant may be disqualified and ineligible for employment based upon a review by the Rogers Police Department and/or Rogers Human Resources Department under any of the following conditions:

- 1.3.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction (including all Arkansas class A, B, C or unclassified misdemeanors, or their equivalents).
- 1.3.2 The applicant has used controlled substances illegally within the last three years, or has ever used hallucinogens.
- 1.3.3 The applicant has sold, transported, traded, or dispensed drugs illegally, or has sold or traded in any contraband that would constitute a misdemeanor charge, according to current state statute.
- 1.3.4 The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.
- 1.3.5 The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.
- 1.3.6 The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.
- 1.3.7 The applicant has a history of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession. The disqualifiers listed in Sections 1.2 and 1.3 are given as basic guidelines and are not meant to be considered all-inclusive.
- 1.3.8 The applicant has been convicted of two moving violations from separate incidents within the past twelve months or:
 - 1.3.8(a) Has been at fault in more than one traffic crash during the past twelve months or;
 - 1.3.8(b) Has received a DWI/DUI/BAC conviction within the past three years prior to the date of application.

1.3.9 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful application for employment.

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2. SELECTION PROCESS

- 2.1 Vacancies shall be filled at the discretion of the Chief of Police from the current eligibility list of police officer candidates provided by the Rogers Civil Service Commission based upon established periodic testing and other valid factors, such as background investigation information.
- 2.2 Testing for the position of police recruit will be conducted as the need arises.
- 2.3 The Executive Secretary shall act as the Police Department's liaison to the Civil Service Commission.

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- 2.4 The documentation for each segment shall be the responsibility of the Executive Secretary and, with the exception of background investigation paperwork; such documentation will be retained within that office.
3. SWORN APPLICATION PROCESS
- 3.1 A written application containing complete and accurate information will be filed with the Rogers Police Department. All applications shall be screened and maintained by the Rogers Police Department to ensure the applicant meets the minimum requirements for the position. Copies of the written application will be supplied to the City of Rogers Human Resource Department.
- 3.2 Applications must be received ten (10) days prior to the date of the written examination.
4. TESTING PROCESS
- 4.1 Selection Process:
- 4.1.1 Applicants will be notified by the Executive Secretary of the expected duration of the selection process and will notify qualifying applicants of test dates at least one week prior to the test being given. Applicants must pass each testing phase before proceeding to the next phase. The examination shall consist of two (2) parts for a total of 100 points. The written score will be 50 % of the composite; the Civil Service Commission oral interview will be 25% of the composite; and the Chief of Police and/or command level officer oral interview will be 25% of the composite.
- 4.1.2 Written Test: Applicants will be required to take entrance level examinations and must pass with a minimum score equal to or greater than the minimum acceptable score established for that examination (70%). Written examinations provided by private testing companies shall be documented by the supplier for validity.
- 4.1.2(a) A standardized mental ability test (scored by percentile).
- 4.1.2(b) General police officer aptitude test (scored by percentage).
- 4.1.3 Oral Interview Board
- 4.1.3(a) Advancement to this phase of the testing process is based upon satisfactory completion of the multiple choice reading comprehension/writing skills and general police officer aptitude tests. The oral interview shall be conducted using valid, nondiscriminatory procedures. The oral interview shall consist of two tests for a total of 50 points.
- An oral interview with the Rogers Civil Service Commission twenty-five (25) points; and
 - An oral interview by the Police Chief and/or command level Officers as to the suitability of the applicant for appointment, the evaluation to be based upon prior experience, potential, and qualifications necessary for the position, twenty five (25) points.
- 4.1.4 The physical agility/physical fitness testing will be graded on a pass/fail basis.

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- 4.1.5 The physical agility/physical fitness test will consist of:
- 4.1.5(a) Sprint: officer sprints 100 feet to the stair climb.
 - 4.1.5(b) Stair climb: officer climbs the stairs and comes back down two times (up, down, up, down), touching each step, then jogs to the PTM.
 - 4.1.5(c) PTM: officer jogs 50 feet to the PTM and completes two cycles each of push and pull with 80 pounds of resistance (push and pull combined with 180 degree rotation each cycle). If the weight touches the base of the machine during any cycle, that particular cycle must be repeated. Upon successful completion of four cycles, the officer then proceeds to the distance jog.
 - 4.1.5(d) Distance jog: officer jogs 275 feet to the victim rescue.
 - 4.1.5(e) Victim rescue: officer drags a mannequin, weighing at least 165 pounds 30 feet then moves to the trigger pull.
 - 4.1.5(f) Trigger pull: officer points a handgun with his/her dominant hand through a fixed, six inch metal ring, and dry fires the weapon 16 times. The officer then transitions the handgun to the non-dominant hand and dry fires 15 times. If at any point during either firing sequence, any part of the pistol touches the metal ring, the officer must repeat the entire dry firing sequence for that particular hand. Time stops on the last trigger pull when the handgun is in the non-dominant hand. The Fitness Coordinators will provide a handgun for testing which will be made safe and stay at this testing station throughout the testing procedure.
- 4.1.6 Candidates who fail any portion of the selection process are disqualified but may re-test one other time during the calendar year. If the applicant fails the selection process a second time, they must wait a period of one year before re-applying for the position of police officer.
- 4.1.7 Scoring
All applicants receiving a total of seventy (70) points on the examination (written/oral composite), and pass the physical agility test shall be declared to have passed the examination; provided further, that no applicant shall be certified without attaining at least seventy (70%) on the written examination given. The names of all persons receiving a passing score on the examination shall be placed on the eligibility list in order from highest total score to the lowest.
- 4.1.7(a) When a position becomes vacant, the Chief of Police may select for appointment candidates on the Rogers Civil Service Commission eligibility list utilizing the Rule of Three.
- 4.1.8 Background Investigation:
A complete, thorough and confidential background investigation will be conducted upon every candidate who has passed all written, physical agility and oral tests. The investigation shall include the candidate's education, character, reputation, financial arrearage, driving record, criminal record, finger print record, military record, employment record, residency, qualifications, personal references, and other pertinent information. The investigator shall review available state or national decertification resources as available. The investigation shall include verification of qualifying credentials.

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- 4.1.8(a) Prior to the commencement of the background investigation, each candidate will be required to complete and sign the following documents:
- Conditional Offer of Employment (If the candidate fails to sign the Conditional Offer of Employment the candidate shall no longer be eligible for employment).
 - Rogers Police Background Information Questionnaire Packet.
 - Authorization to Release Information forms (notarized).
 - U.S. Military Standard Form 180 "SF- 180" (if the applicant currently serves or has served military duty).
 - Fingerprint cards (state and federal requirements).
- 4.1.8(b) A fingerprint card must be sent to the Arkansas State Police-AFIS and Federal Bureau of Investigation for the purpose of verifying the candidate's identity and to check for a criminal history.
- 4.1.8(c) Failure of the candidate to complete and sign all required documents listed in 4.1.7 may eliminate that candidate from further consideration of employment.
- 4.1.8(d) If the questionnaire packet is returned incomplete or verification of required information cannot be made, or if it is not returned to the Training Unit in a timely manner, the candidate may be disqualified.
- The candidate is required to provide the following:
 - Birth certificate with a raised state seal.
 - Sealed high school and/or college transcripts sent directly to the Rogers Police Department from the school, college or university.
 - A photocopy of a valid driver's license or other state issued form of photo identification.
 - A photocopy of a marriage certificate (if applicable).
 - A photocopy of a dissolution of marriage certificate (if applicable).
 - A photocopy of the military DD-214, long form (if applicable).
 - A photocopy of any and all military separation paperwork (federal and/or state).
 - A photocopy of a high school diploma or G.E.D.
 - The Rogers Police Background Information Questionnaire form completed accurately and in its entirety.
 - Disclosure Penalty form.
 - Supplemental Background Questionnaire.
 - Other information that may be needed to verify claims of skills, training, or eligibility for employment with the City of Rogers.
 - Background investigators should refer to their experience and training. Whenever possible, background investigators will conduct neighborhood

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checks, employment checks, applicant interviews, etc., in person.

- All information or material received or developed as a part of the background investigation shall be treated as confidential, and shall be referred to as the *Rogers Police Background Investigation Packet*. After the hiring process is complete, the background investigator shall turn over all background investigation packets to the Division Commander to be routed to the Chief of Police.
- If the candidate is hired by the City of Rogers, his/her respective Background Investigation Packet shall be stored securely, separate from all other files. This file must be retained for three years after the employee has separated with the City. If the candidate is not hired, the Background Investigation Packet shall be stored in the same manner as above, but shall be destroyed three years from the date the investigation commenced. This allows for future reference concerning unsuccessful applicants who apply again at a later date. In case of litigation, background investigation packets shall be retained for at least three years after adjudication.
- *Persons who may possess or access a Background Investigation Packet:*
 - A background investigation officer (but only those files pertaining directly to the candidate the officer is investigating, and then only while the investigation is active).
 - The Training Coordinator and his/her supervisor.
 - The Polygraph Examiner (but then only for the purpose of preparing questions for the respective candidate's polygraph examination).
 - A Division Commander (or designee).
 - The Chief of Police (or designee).
 - The City of Rogers Director of Human Resources (or designee).

4.1.9 Candidate Review and Selection:

All individual background investigation packets and test results shall be reviewed by, at minimum, the background investigator, the Division Commanders, the Chief of Police and the Director of Human Resources Department (or their designees) for the purpose of selecting the most qualified candidates.

4.2 Conditional Offer:

The candidate must satisfactorily complete all of the following steps of the hiring process to gain employment as a police officer with the City of Rogers.

- 4.2.1 A polygraph examination shall be conducted by a certified Polygraph technician trained to conduct such examinations and approved by the City of Rogers to administer the examination.
- 4.2.2 Drug screening (urinalysis) shall be conducted at a medical Facility approved by the City of Rogers to conduct such tests.

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- 4.2.3 Written psychological exams based upon accepted professional standards.
- 4.2.4 A psychological evaluation conducted by a licensed psychologist or psychiatrist, based on procedures established for law enforcement officers.
- 4.2.5 A medical examination shall be conducted by a licensed physician approved by the City of Rogers to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer. This testing shall include hearing and vision tests. All medical, hearing and vision testing pursuant to the police officer selection process conducted by the City of Rogers shall be at no cost to the applicant. Subsequent medical testing is at the candidate's expense.
- 4.2.6 A final review and follow-up investigation. A final review may be conducted of each candidate concerning any new information received during the hiring process up to this point. Additional information or investigation may be requested. This review shall be made by, at a minimum, the Division Commanders, the Chief of Police, and the Director of the Human Resources Department (or their designees).

5. ADMINISTRATION

- 5.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.
 - 5.1.1 The written general police officer aptitude test and reading comprehension/writing skills tests shall be scored by percentile.
 - 5.1.2 The written psychological test and psychological evaluation shall be scored on a pass/fail basis. All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the administrative office area. They shall be kept separate from the candidates other personnel records
 - 5.1.3 The physical agility/physical fitness test shall be scored on a pass/fail basis.
 - 5.1.4 Polygraph examinations shall be administered to all applicants still under active consideration for employment as Police Officers. The results, however, shall not be used as the single determinant of employment status. The results shall be used together with other information to support hiring decisions.
 - 5.1.5 The drug screening shall be considered on a pass/fail basis.
 - 5.1.6 All medical tests shall be considered on a pass/fail basis. All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the administrative office area. They shall be kept separate from the candidates other personnel records.
 - 5.1.7 Oral interviews shall be based on percentage scoring.
 - 5.1.8 If the applicant is not hired, the records will be destroyed seven years from the date the background investigation was completed.
- 5.2 Material generated and used during the selection process shall be stored in a secure area in the Training Unit's office, or the Executive Secretary's office.

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- 5.3 Once a conditional offer of employment has been made, candidates who fail any portion of the selection process and are disqualified will be notified in writing.
 - 5.4 Any applicant/candidate who fails to meet any portion of Section 1 of this S.O.G. shall not be allowed to test or re-test until such time that these standards can be met by the applicant
 - 5.5 Candidates who successfully complete all phases of the hiring process and are selected for the position of police officer shall serve a period of probationary status for a minimum of one year from the date of their hiring.
6. NON-SWORN QUALIFICATION PROCESS
- 6.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner. The minimum qualifications for a non-sworn employee of the Rogers Police Department are:
 - 6.1.1 Be at least 18 years of age at time of appointment.
 - 6.1.2 Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
 - 6.1.3 Be free of a felony record. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
 - 6.1.4 Be of good character as determined by a thorough background investigation.
 - 6.1.5 Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level. Exceptions may be made with the approval of the Chief of Police.
 - 6.1.6 Be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
 - 6.1.7 Pass all required conditional offer exams including: polygraph examination, drug screen (urinalysis), final review and a follow-up investigation (if needed).
 - 6.2 Automatic Disqualifiers
An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:
 - 6.2.1 The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or their equivalents (a misdemeanor charge may be cause for elimination).
 - 6.2.1(a) Has ever been convicted of an act of Domestic Battery or its equivalent.
 - 6.2.2 The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for a nonsworn position, or has otherwise been intentionally untruthful at any time during the hiring process.

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- 6.2.3 The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position.
- 6.2.4 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful ~~application for employment~~ background information questionnaire.
- 6.2.5 The applicant has sold, transported, or traded drugs illegally, or has sold or traded in any contraband that would constitute a felony charge, according to current state statute.
- 6.2.6 The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to demonstrate unsuitability for employment.
- 6.2.7 The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.
- 6.2.8 The applicant fails to return the Rogers Police Background Investigation packet in a timely manner, it is returned intentionally incomplete, or verification of required information cannot be made with reasonable investigation.
- 6.2.9 The applicant fails to provide documents requested for the purpose of conducting a background investigation, e.g. school transcripts, Authorization For Release of Personal Information, etc. within the time requested.
- 6.2.10 The applicant does not pass or complete the required conditional offer examinations.

6.3 Discretionary Disqualifiers

An applicant may be disqualified and ineligible for employment based upon a review by the Rogers Police Department and/or Rogers Human Resources Department under any of the following conditions:

- 6.3.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction (including all Arkansas class A, B, C or unclassified misdemeanors, or their equivalents).
- 6.3.2 The applicant has used controlled substances illegally within the last three years, or has ever used hallucinogens.
- 6.3.3 The applicant has sold, transported, traded, or dispensed drugs illegally, or has sold or traded in any contraband that would constitute a misdemeanor charge, according to current state statute.
- 6.3.4 The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.
- 6.3.5 The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.
- 6.3.6 The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.
- 6.3.7 The applicant has a history of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession. The disqualifiers listed in Sections 6.2 and 6.3 are given as basic guidelines and are not meant to be considered all-inclusive.
- 6.3.8 The applicant has been convicted of two moving violations from separate incidents within the past twelve months or:

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6.3.8(a) Has been at fault in more than one traffic crash during the past twelve months or:

6.3.8(b) Has received a DWI/DUI/BAC conviction within the past three years prior to the date of application.

6.3.9 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful application for employment.

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7. NON-SWORN APPLICATION PROCESS

7.1 A written application containing complete and accurate information will be filed with the Rogers Police Department. All applications shall be screened and maintained by the Rogers Police Department to ensure the applicant meets the minimum requirements for the position. Copies of the written application will be supplied to the City of Rogers Human Resource Department.

7.2 The Rogers Police Department shall be responsible for all applications and employment records used in the hiring process. All related materials shall be stored in locked files. If the applicant is not hired, the records will be destroyed seven years from the date of formal application.

7.3 Conditional Offer: The candidate must satisfactorily complete all of the following steps of the hiring process to gain employment as an employee with the City of Rogers.

7.3.1 The background process shall be identical to that of a candidate for police officer (Section 4.2), with the following exceptions:

7.3.1(a) No medical examination required.

7.3.1(b) No psychological examination required.

7.3.1(c) Neighborhood checks at the discretion of the background investigator.

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ROGERS POLICE DEPARTMENT

ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Promotional Process		
NUMBER	202.3	EFFECTIVE DATE	August 12, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to establish a process for promotion. The Rogers Police Department shall work with the City's Human Resources Department and the Civil Service Commission (for sworn personnel only) in promotions to ensure that a fair, professional standard is utilized for the purpose of promoting employees. The final decision concerning promotional testing and promotional selections rests with the Chief of Police. It is the objective of the City of Rogers and its Police and Human Resources departments to provide equal promotional opportunities to all members of the police department based on a candidate's merit, including skills, knowledge and abilities.

II. Procedure

1. NON-SWORN PERSONNEL

- 1.1 Each available position will be posted.
- 1.2 All positions will be filled in accordance with the City of Rogers personnel policy.

2. SWORN PERSONNEL

2.1 Qualification Requirements for Promotion

In order to maintain a progressive and professional Department like standards must be utilized. The following minimum educational and length of service requirements shall apply for the purposes of establishing eligibility:

2.1.1 Master Police Officer

2.1.1(a) Minimum of four continuous years of service with the Rogers Police Department as a Police Officer.

2.1.24 Corporal

2.1.24(a) Minimum of two continuous years of service with the Rogers Police Department as a Police Officer.

2.1.32 Sergeant

2.1.32(a) No person shall be eligible for examination for advancement to sergeant until the person has completed his probationary period of six (6) months as corporal

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and served in that capacity at least one (1) year, except in case of emergency, which shall be decided by the Commission.

2.1.43 Lieutenant

2.1.43(a) No person shall be eligible for examination for advancement to lieutenant until the person has completed his probationary period of six (6) months as sergeant and served in that capacity at least one (1) year, except in case of emergency, which shall be decided by the Commission.

2.1.54 Captain

2.1.54(a) No person shall be eligible for examination for advancement to captain until the person has completed his probationary period of six (6) months as lieutenant and served in that capacity at least one (1) year, except in case of emergency, which shall be decided by the Commission.

2.2 For the purposes of this SOG, years of service as a police officer begin at the date of hire. Years of service at any department other than the Rogers Police Department do not apply.

2.3 Promotional Testing

2.3.1 When a vacancy exists, the Chief of Police shall take steps to begin the promotional process as soon as practical and feasible. The Chief of Police, or his designee, shall perform appropriate liaison activities, and maintain primary responsibility for oral interviews, selection of successful applicants for promotion, and administration of probationary periods.

2.3.2 Announcement of the promotional process to fill vacancies shall be made in writing at least thirty (30) days prior to the commencement of the testing process if competitive testing will be utilized to fill the position. Information to be contained in the announcement will include:

- 2.3.2(a) A description of the vacant position.
- 2.3.2(b) Tentative dates, times and locations of all phases of the process.
- 2.3.2(c) Description of eligibility requirements.
- 2.3.2(d) Description of the process that will be conducted.
- 2.3.2(e) A numerical weighting of each phase of the process.
- 2.3.2(f) A current bibliography of all study material needed.

2.3.3 All interested candidates who are eligible shall indicate their intent to test for the position by providing their employee i.d. number and signature on a register maintained for that position in the Chief's Office no later than 15 days prior to examination date.

2.4 Test Procedure

2.4.1 A vacancy shall be filled on a competitive basis. The Chief of Police shall determine which type of testing process will be utilized prior to filling a vacancy, based upon approval from the Civil Service Commission.

2.4.2 Positions below the rank of Captain will be based on competitive testing and will be based upon the Civil Service Rules and Regulations and will consist of:

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- 2.4.2(a) A practical, validated and job-related written test designed to measure the candidate's job knowledge of the position for which they have applied.
- 2.4.2(b) A review by the Division Commanders to assess each candidate's past performance, which may be based on personnel files, evaluations, and/or a resume.
- 2.4.2(c) An interview with the Chief of Police or his/her designee, and an interview with the Civil Service Commission for the purpose of assessing the suitability of the candidate to serve in the rank being tested.
- 2.4.3 The questions used in the testing process shall be job related and non-discriminatory.
- 2.4.4 The written phase scores and any other related scores shall be tabulated with the scores formulated and arranged numerically. The test results shall be forwarded to the Chief of Police in the order they scored, arranged from the highest to the lowest, with the corresponding candidate's name listed beside the score.
- 2.4.5 The Chief of Police shall be responsible for the maintenance and security of all records pertinent to examination records and the validation of the testing process.

2.5 Promotion

- 2.5.1 In making appointments to a promotional position from the open-competitive register provided by the Civil Service Commission, the Chief of Police shall select for each position a person whose score is included in the three highest scores, exclusive of those persons:
 - 2.5.1(a) who decline appointment or request that they not be considered for appointment;
 - 2.5.1(b) who fail to reply within a period of seven (7) calendar days to the written request of the Chief for an interview, or who do not arrange to report for such interview within a reasonable time, or who fail to appear for an interview that they have arranged with the Chief;
 - 2.5.1(c) who accept an appointment and fail to present themselves for duty at the time and place agreed to without giving the Chief satisfactory reasons for delay;
- 2.5.2 The Chief of Police will review the list, all components and results of testing. The Chief of Police shall announce all promotions in writing.
- 2.5.3 Upon promotion, the candidate will be closely observed to ensure the candidate is developing and performing in a satisfactory manner. Superiors shall counsel the candidate when unsatisfactory performance is observed. Any notable performance, positive or negative, will be documented in the employee performance file and shall be included in the evaluation completed at the end of the probationary period.
- 2.5.4 The first six months of service in the position to which the employee has been promoted shall constitute a probationary period.

2.6 Re-testing and Appeals

- 2.6.1 Candidates who fail any portion of the promotional process will be disqualified from competing further in that promotional process.
- 2.6.2 The candidate may re-apply for the next scheduled promotional process provided they meet the established requirements for the

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position to which they have applied.

2.6.3 Requests to review or appeal any part of the testing process shall be made in accordance with Civil Service Rules and Regulations.

3. CIVIL SERVICE RULES AND REGULATIONS

At all times, the City's Civil Service Rules and Regulations shall govern and supersede any policy, rule or other requirement established in this SOG.

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ROGERS POLICE DEPARTMENT

ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Employee Overtime and Compensation Time Program		
NUMBER	204.1	EFFECTIVE DATE	May 1, 2009
Scheduled Review Date	Annually beginning on January 1	ISSUE DATE	June 16, 2015
Replaces G.O.		REVISION DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It shall be the policy of the Rogers Police Department to compensate those employees required to perform tasks which exceed their normal work shift or which occur during their scheduled leave period.

All department employees may be required to work hours in excess of their official work period when necessary and as determined by department management. These procedures shall not apply to employees whose work week is normally less than 40 hours per week.

II. Definitions

Court Overtime - Normal off-duty time required to respond to an official court subpoena that relates to duties performed as an employee of the Department.

Emergency Call-In - Authorized when an eligible employee is called to duty, for emergency conditions, while on authorized leave. (Examples: Disasters or Internal Affairs Investigations)

On Call Pay – Authorized when an employee maintains an “on-call” status, usually for a week at a time.

Overtime - Authorized time worked by an employee which exceeds forty hours during a scheduled work week for civilians and eighty hours for sworn.

Work Week - 0001 hours on Sunday through 2400 on Saturday.

III. Procedure

1. ADMINISTRATION OF THE COMPENSATION PROGRAM

1.1 Employee Responsibility

1.1.1 Each department employee shall be responsible for the accurate and timely submission of compensation time claims.

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- 1.1.2 The employee claiming overtime compensation shall appropriately ~~complete the "Compensation Time Record" form, (Attachment #1),~~ complete an online InTime Activity Request and submit the ~~form to his immediate request for~~ supervisor ~~for~~ approval.
 - 1.1.3 Overtime Compensation Discrepancy Claims - All claims of reported overtime that have not been paid, or any challenge to the accuracy of overtime compensation received, shall be made in writing by claimant employees to their immediate supervisor within fourteen calendar days after receipt of the payroll check in question.
- 1.2 Supervisor's Responsibility
- 1.2.1 Each department supervisor shall be responsible for organizing and managing the work of ~~his~~their unit in a manner to minimize accumulation of overtime.
 - 1.2.2 The unit supervisor shall review and take appropriate action on all ~~Compensation Time Records~~Activity Requests submitted by ~~his~~their subordinates.
 - 1.2.3 The unit supervisor shall list the total amount of overtime worked in fifteen (15) minute increments on the department's payroll record.
Example: An employee works a total of 4 hours and 40 minutes authorized overtime during the pay period. The time should be indicated as 4.75 on the payroll record under the overtime category.
 - 1.2.4 Each ~~department supervisor employee~~ shall be responsible for the accurate and timely ~~recording submission~~ of Activity Requests ~~Compensation Time Records~~through the use of the online InTime Activity Requests. The records shall be maintained in the InTime scheduling software and can be reviewed by the employee, command staff, and administration.~~forwarded up the chain of command to the division commander and maintained for one calendar year by the Administrative Secretary.~~
 - 1.2.5 Activity Requests Forms ~~marked "Extra Duty" will only be approved by~~~~be forwarded to~~ the Operations Lieutenant for invoicing.
- 1.3 Command Officers
- 1.3.1 Each command officer shall be responsible for organizing and managing the work of his command in a manner to minimize accumulation of overtime.
 - 1.3.2 Each command officer shall review overtime records that are kept within his command.
2. OVERTIME - All eligible employees shall be compensated at one and one-half times their normal hourly salary for authorized work time actually worked in excess of forty hours during the work week for civilians and an eighty-hour work period for sworn.

3. EMERGENCY CALL-IN COMPENSATION

- 3.1 All non-exempt employees called to duty for emergency or special conditions while on authorized leave by a supervisor or a command officer shall be designated as emergency call-in. Such call-in shall be at a minimum rate of two (2) hours overtime calculated in accordance to the City of Rogers Personnel Policy. Time required in excess of two hours shall be compensated as standard overtime unless the time is within the employee's normal work shift.

Example 1: An employee is called back to duty by ~~his~~their supervisor to complete a pending follow-up investigation requiring immediate attention. The employee works one hour. The employee's payroll records should indicate 2 hours of overtime.

Example 2: An employee is called into duty one hour prior to ~~his~~their regularly scheduled work shift. ~~He~~The employee assumes work duties and continues to work during the first hour and into ~~his~~their work shift without interruption. This is not emergency call-in. It is overtime. Payroll records should reflect one hour of overtime.

- 3.2 Internal Affairs Investigations shall fall under the same guidelines as Emergency Call-In.

Exception: If an employee on paid administrative leave is called to duty to participate in an internal investigation, ~~he~~they will not receive extra compensation unless the time exceeds normal hours of a scheduled work week.

- 3.3 Claiming Emergency Call-In - Employees claiming emergency call-in shall complete the InTime Activity Request to include the notes section where they will type the authorizing supervisor's name. complete the appropriate section of the Compensation Time Record form (Attachment #1) and request the authorizing supervisor to acknowledge the call-in with his signature in the Approved By section.

4. COURT TIME COMPENSATION

- 4.1 All eligible employees attending a court session while off-duty shall be compensated at a minimum of two hours in accordance with the City of Rogers Personnel Policy.

- 4.2 Court time shall be recorded as overtime on the payroll system. The minimum time shall be two (2) hours with time actually spent in excess being noted as the time actually spent.

Example: An eligible employee attends Rogers District Court while off-duty from 11:00 to 12:00 hours. The payroll record should indicate 2 hours totaled under the overtime category.

Example: An eligible employee attends Rogers District Court while off-duty from 13:00 to 16:00 hours. The payroll record should indicate 3.00 hours totaled under the overtime category.

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- 4.3 Claiming Court Time
- 4.3.1 Employees must be responding to an official court subpoena or a request from the prosecutor's office that is the result of employment by the Rogers Police Department.
- 4.3.2 Members claiming court time compensation shall complete the appropriate section of the Compensation Time Record form (Attachment #1) InTime Activity Request to include the notes section where they will type the supervisor's name whom they have given a copy of the subpoena or e-mail notice of court.

5. ON CALL PAY

- 5.1 Employees who are on-call for a week at a time are eligible for ~~two~~ four hours of overtime pay to compensate their on-call time.
- 5.2 Employees who are eligible for on-call pay shall submit the Compensation Time Record form to their supervisors InTime Activity Request to include the notes section where they will type noting the time they are eligible to submit.
- 5.3 If an employee is called to duty as a result of their on-call status, that time shall be submitted as emergency call in and shall not affect the on-call pay.

6. COMPENSATION OPTIONS

- 6.1 Work Schedule Options
- 6.1.1 Employees assigned/elected to various departmental committees shall attempt to adjust their work hours so that they are attending the meetings while on duty if possible, doing so in coordination with and approval of their supervisor.
- 6.1.2 The commander or supervisor may "reschedule" the departmental business workday with another workday.
- 6.2 Compensatory Time
- 6.2.1 All eligible employees have the option of compensation time or cash payment for overtime.
- 6.2.2 The maximum allowable accrued Compensation Time shall be 80 hours.
- 6.2.3 Once approved overtime is designated and entered into the appropriate time records as for pay or compensatory time, that decision becomes final.

~~IV. Attachments~~

~~1. Compensation Time Record~~

ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	InTime Workforce Management Platform		
NUMBER	204.7	EFFECTIVE DATE	June 25, 2024
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Jonathan Best	CALEA STANDARDS	

I. Policy

The purpose of this policy is to provide an understanding of the practices and procedures for the InTime Workforce Management platform. InTime is Scheduling and Workforce Management software (SaaS) that's purpose-built for the complexities of public safety agencies.

With Scheduling at its core, the InTime platform also enables overtime management, event management, leave management, reporting and the ability to integrate with other software offerings. InTime is a secure, cloud-based software hosted by Amazon Web Services (AWS) and can be tailored for all roles within a public safety agency.

In addition to the core platform, InTime provides a suite of integrated optional modules including: Timekeeping, Shift Bidding, Court and e-subpoena, Training Management, and Asset Management.

II. Definitions

InTime can be accessed through the following product components:

InTime Desktop - A robust client easily installed on the computers of the schedulers or others in management, that provides secure access to the core product for scheduling and related capabilities, administration, and reporting.

InTime Web - A mobile optimized web browser experience for use on computers, tablets or smartphones, where employees can: view individual and team schedules; sign up for shifts, overtime and extra duty; submit leave requests; request shift trades; and supervisors can approve/reject requests.

InTime Mobile - Available for both Android and iOS, a rich Mobile App for staff to: view individual and team schedules; sign up for shifts, overtime and extra-duty; submit leave requests; request shift trades; punch-in punch-out (geo-fenced); and receive mobile alerts.

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III. Procedure

1. MANAGEMENT RESPONSIBILITIES

- 1.1 It is the policy of the Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.
- 1.2 Responsibilities For InTime Management
 - 1.2.1 The InTime software is administered by the InTime Coordinator who serves as the Primary Scheduler for the department. Division and Unit managers and supervisors assist the Primary Scheduler with the day-to-day responsibilities of employee scheduling, overtime tracking, and general leave management.
- 1.3 InTime Coordinator Responsibilities
 - 1.3.1 The InTime Coordinator will serve as the Primary Scheduler for the department and will work with the Division and Unit managers and supervisors to ensure minimum staffing levels are maintained on a daily basis. He/she will:
 - 1.3.1(a) coordinate the selection and posting of employee schedules at the shift change period for the upcoming deployment.
 - 1.3.1(b) coordinate the entering of employee vacation and training requests which may require staffing reviews and/or shift coverage adjustments. Individual managers and supervisors may assist in daily leave and overtime adjustments as needed.
 - 1.3.2 The InTime Coordinator will oversee the entry of changes in the InTime Desktop program related to new employees; transferred or re-assigned employees; or the retirement/termination of an employee.
 - 1.3.3 He/she will oversee updates to the program and any implementation/training for users related to changes in the program.
- 1.4 Manger and Supervisor Responsibilities
 - 1.4.1 Managers and Supervisors are responsible for ensuring the schedule for their employees' is maintained and accurately reflects the employee's assignments.
 - 1.4.2 Managers and Supervisors are responsible for reviewing and approving or rejecting their employees' overtime, leave, and timesheet requests in the InTime software.

2. EMPLOYEE RESPONSIBILITIES

- 2.1 Employee Responsibilities
 - 2.1.1 Every employee is responsible for accessing and monitoring his/her individual schedule through InTime Web or InTime Mobile.
 - 2.1.2 Every employee shall check his/her work schedule and notifications each work day to look for additions, changes, updates, or any notes.

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2.2 InTime Web and InTime Mobile are available for all employees via a secure internet connection on a 24/7 basis.

2.2.1 While accessing InTime Web or InTime Mobile on work days is required, accessing InTime Web or InTime Mobile on non-work days is not required.

2.2.1(a) Should an employee wish to check his/her notifications or InTime Web or InTime Mobile outside their normal work hours (off-duty), they are only permitted to do so up to a maximum of five (5) minutes in a 24-hour period. The department wants to ensure that such time spent is “de minimis”, and as such, non-compensable.

2.2.1(b) Employees are responsible for ensuring the information listed under his/her individual profile is correct and current. Contact information shall be maintained at all times with a minimum of a work e-mail address and cell phone number. An employee may elect to add a home e-mail address and home phone as additional contact points. A home phone number may be substituted for the cell phone number only if the employee does not have a cell phone.

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ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Pursuit Vehicle Operation		
NUMBER	304.2	EFFECTIVE DATE	May 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Jonathan Best	CALEA STANDARDS	

I. Policy

All pursuit operations shall be conducted in accordance with existing statutes, city ordinances, and regulations set forth in this procedure. The safety of the public will be a primary concern. Supervisors may authorize pursuits in exceptional circumstances, which do not otherwise conform to policy.

II. Definitions

Emergency Vehicle – A vehicle that is equipped with a siren capable of emitting sound that is audible under normal conditions from a distance of not less than 500 feet. The vehicle shall be equipped with a flashing blue light with sufficient intensity to be visible at 500 feet. (A.C.A. 27-37-202)

Marked Police Vehicle – Any department vehicle that is equipped with siren, emergency lights and is clearly marked as a Rogers Police Department vehicle.

Vehicle Pursuit – An attempt by the police to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture or failing to yield to the officer's signal to stop *by actively attempting to elude the officer.*

Violent Felony – A felony where the potential for serious bodily injury or death to the victim was demonstrated by the suspect(s) during the commission of the crime.

Imminent Danger – A situation which places the officer or others in immediate danger of death or serious bodily injury.

III. Procedure

1. INITIATION OF A PURSUIT

- 1.1 Officers may initiate a pursuit when they have a reasonable belief that the fleeing suspect has committed or attempted to commit a violent felony. A pursuit may also be initiated on a DWI where the driver is presenting an imminent danger to the officer or others. **The probable cause for the initiation of the pursuit of a DWI must be specific to the charge.** (EXAMPLE – Violating a stop sign or speeding will not be sufficient in itself to warrant the pursuit.) The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
- 1.2 Existing circumstances and conditions shall be considered when deciding whether to **initiate, continue, or abandon** the pursuit. The following are examples of those factors which should be considered:
 - 1.2.1 Lack of backup
 - 1.2.2 Known suspect(s)
 - 1.2.3 Juveniles in the pursued vehicle
 - 1.2.4 Loss of reliable radio communication
 - 1.2.5 Non-sworn persons present in the pursuing vehicle
 - 1.2.6 Adverse weather conditions
 - 1.2.7 Adverse road conditions
 - 1.2.8 Unfamiliar with the area
 - 1.2.9 Heavy vehicle or pedestrian traffic
- 1.3 Information developed or discovered after the pursuit cannot be used to justify the pursuit itself.
- 1.4 Officers shall not engage in a pursuit until they have successfully completed an emergency vehicle operations course approved by the Rogers Police Department.

2. CONTINUATION OF A PURSUIT

- 2.1 While acknowledging that any vehicle pursuit has certain inherent dangers, the decision to continue a pursuit must be continually evaluated by the officers involved, the supervisor, and the commander.
(EXAMPLE – A pursuit where the suspect ignores solid red signals, or takes other steps demonstrating a total disregard for his safety and that of the public at large would be grounds for terminating a pursuit.)

3. TERMINATION OF A PURSUIT

- 3.1 Pursuits will be terminated when the danger created by the pursuit outweighs the need for apprehension or when the pursuing officers or supervisors determine the pursuit does not meet the criteria in 1.1 above.
- 3.2 The decision not to pursue or to abandon a pursuit may be the most intelligent course of action. An officer will not be criticized for this decision to terminate a pursuit.

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3.3 When ordered to do so by a supervisor or commanding officer.

4. PURSUIT VEHICLE RESTRICTIONS

4.1 Any police vehicle, equipped with emergency lights and siren, may be used to initiate a pursuit. In the event a pursuit is initiated by an unmarked police vehicle, the officer will relinquish his/her involvement in the pursuit at the first available opportunity to marked police vehicles.

4.2 Units transporting prisoners shall not engage in pursuit activities, including initiation of pursuits.

5. VEHICLE OPERATIONS AND TACTICS – Emergency vehicles in a pursuit shall comply with procedures as prescribed in the Police Vehicle Operations SOG Section III in addition to the following:

5.1 Controlled Access Highways – Officers shall not pursue suspects the wrong way on interstate, controlled access highways, or divided roadways. Officers may proceed on a parallel course.

5.2 Caravanning – No more than two police vehicles will become actively involved in a pursuit (Code 3 response) unless specifically directed to by a field supervisor or a commanding officer.

5.3 Shadowing or taking a parallel course by officers not directly involved in the pursuit is prohibited.

5.4 Passing – There shall be no attempt to pass other units involved in a pursuit unless the passing officer receives permission from the primary unit or is directed to do so by a field supervisor or commanding officer.

5.5 Controlled Tire Deflation Systems

5.5.1 This device can be used to stop or slow a fleeing vehicle by the controlled deflation of the tires.

5.5.2 Use of the controlled tire deflating system must be authorized and cancelled by a supervisor or commanding officer, and the following criteria must be met:

5.5.2(a) The primary unit in the pursuit has not lost sight of the fleeing vehicle, and

5.5.2(b) The person fleeing is suspected of committing or attempting to commit a violent felony; or

5.5.2(c) The person fleeing is suspected of DWI and is presenting an imminent danger;

5.6 Ramming

5.6.1 Ramming the suspect vehicle is defined as a use of the police vehicle as a weapon and shall be authorized only when the use of deadly force is justified.

5.6.2 Employees shall consider the following in making the above authorization:

5.6.2(a) Installed air bags may inflate making vehicles inoperable or uncontrollable.

5.6.2(b) The maneuver can be done with reasonable safety for everyone involved.

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- 5.6.2(c) The suspect is creating an immediate danger to the community (DWI, wrong side of the road, etc.)
- 5.6.2(d) The maneuver can be done at a low speed.

- 5.7 Roadblocks – roadblocks must be authorized and canceled by a field supervisor or commanding officer, and the following criteria must be met:
 - 5.7.1 The person fleeing is suspected in the commission of a violent felony,
 - 5.7.2 The suspect is creating an immediate and continuing threat to life,
 - 5.7.3 Other methods of apprehension have failed,
 - 5.7.4 The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a complete stop,
 - 5.7.5 The roadway shall not be completely blocked unless the use of deadly force is authorized.
- 5.8 When possible and when time permits, the roadway should be cleared of other traffic before the above roadblock or forcible stopping techniques are used, the area chosen should be as level and straight as available, away from intersections, and a supervisor shall authorize the location and type of roadblock or forcible stopping planned.
- 5.9 Officers of this department ~~mayshall~~ receive training in forcible stopping techniques ~~both in the Basic Academy as well as in service training~~. Officers who are provided spike strips will receive training at the time of issuance.

6. PURSUIT PROCEDURES, DUTIES AND RESPONSIBILITIES

- 6.1 Primary Unit
 - 6.1.1 Upon initiation of a pursuit, the primary unit will relay the following to RCD:
 - 6.1.1(a) Location, speed, and direction of travel
 - 6.1.1(b) Information on suspect vehicle and occupants
 - 6.1.1(c) Reason for pursuit
 - 6.1.2 The primary unit will continuously update RCD when factors of the pursuit change. (This responsibility may be delegated to the secondary unit.)
- 6.2 Secondary Unit
 - 6.2.1 The purpose of the secondary unit is to provide immediate back-up protection to the primary unit and the ability to continue the pursuit in the event of loss of the primary as a result of a motor vehicle accident, mechanical failure, or other problems.
 - 6.2.2 The secondary unit shall be a marked police vehicle unless such a vehicle is not available. Secondary units must conform to the definition of emergency vehicle. (Section II)
 - 6.2.3 Secondary unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.
- 6.3 Rogers Central Dispatch (RCD)
 - 6.3.1 Immediately upon notification of a pursuit in progress, RCD will:
 - 6.3.1(a) Clear the channel on which the primary unit is operating for pursuit traffic only. All other radio traffic, including other related emergency traffic, will be conducted on an alternative channel.
 - 6.3.1(b) Notify the Shift Commander of the pursuit.

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- 6.3.1(c) Notify the primary unit's supervisor.
- 6.3.1(d) Assign a new primary unit, if requested.
- 6.3.1(e) Assign a secondary unit.
- 6.3.1(f) Notify concurrent and neighboring agencies, where practical and prudent, when it is determined that the pursuit may extend into their jurisdiction and specify whether their support and involvement is requested.
- 6.3.2 During the pursuit, RCD will assume the following duties:
 - 6.3.2(a) Monitor all radio traffic and relay information to the units involved in the pursuit and the supervisor until the pursuit is terminated.
 - 6.3.2(b) Perform relevant records and motor vehicle checks.
 - 6.3.2(c) Coordinate assistance under the direction of the field supervisor or commanding officer.
- 6.3.3 Dispatchers and other RCD personnel do not have the authority to terminate a pursuit; however they have the responsibility of relaying information of which they are aware that may affect any decision to terminate or continue a pursuit.
- 6.4 Field Supervisor
 - 6.4.1 Immediately upon notification of the pursuit, the field supervisor will:
 - 6.4.1(a) Insure that the radio channel is cleared for emergency traffic only.
 - 6.4.1(b) Insure that no more than the required/necessary units are involved.
 - 6.4.1(c) Verify that only marked patrol units are in pursuit or that proper units are enroute to take over the pursuit.
 - 6.4.2 The field supervisor will direct the pursuit, approve alternative tactics and maintain control until the pursuit is terminated.
 - 6.4.3 Upon termination of the pursuit, the field supervisor shall proceed to the termination point to provide necessary supervision.
- 6.5 Commanding Officer – The on-duty Shift Commander shall assume overall command of the pursuit.

7. PURSUITS INTO OTHER JURISDICTIONS

- 7.1 Authority
 - 7.1.1 **A.C.A. 16-81-301** authorizes Rogers Police Officers in fresh pursuit of a person who is reasonably believed to have committed a felony in this state or has committed or attempted to commit any criminal offense in this state in the presence of an officer or for whom the officer holds a warrant of arrest for a criminal offense, shall have the authority to arrest and hold in custody such a person anywhere in this state. In all cases, the pursuit must have been initiated within the Rogers City Limit.
 - 7.1.2 In cases where the local law enforcement authorities wish to take custody of the suspect for charges that they might have, it would generally be appropriate to release the suspect in their custody rather than return the suspect to Rogers.
 - 7.1.3 A pursuit beyond the city limit of Rogers will not relieve the pursuing officer, field supervisor, or commanding officer of the responsibility of conducting, terminating, or reporting a pursuit as set forth in this or any other SOG.

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7.2 Procedures

- 7.2.1 Upon leaving the city limit of Rogers, the primary unit shall notify the dispatcher.
- 7.2.2 RCD shall immediately notify the field supervisor that the pursuit is proceeding outside the city and establish contact with law enforcement agencies that have jurisdiction in the area of the pursuit.
- 7.2.3 Pursuits that continue outside the city must be authorized by and may be terminated by the field supervisor or the commanding officer.
- 7.2.4 Continued Pursuit
 - 7.2.4(a) Upon approval of the pursuit, the dispatcher shall immediately notify the primary unit and continue to relay information between all units and agencies involved in the pursuit.
 - 7.2.4(b) The field supervisor should request assistance from the assisting agency if practical through RCD.
 - 7.2.4(c) The field supervisor will closely monitor the pursuit and coordinate operations with other law enforcement agencies through the dispatcher.
 - 7.2.4(d) As soon as practical, the primary unit will allow any assisting agency's unit to become the primary unit and will then become the secondary unit.
 - 7.2.4(e) If the assisting agency responds with a secondary unit, the Rogers secondary unit will discontinue pursuit. The Rogers primary unit may continue in a non-emergency mode to the point of termination at the discretion of a field supervisor.
 - 7.2.4(f) For the purpose of this policy, a maximum of two units are authorized in pursuit situations unless approved by a field supervisor or commanding officer.
 - 7.2.4(g) In the event of capture of the suspect, the field supervisor will proceed to the termination point, if practical, and insure that Rogers units and any assisting agency receives information and additional assistance that may be needed.

8. PURSUITS INTO THIS JURISDICTION FROM ANOTHER JURISDICTION

- 8.1 Officers of this department may assist in the pursuit at the request of the originating agency.
- 8.2 The field supervisor will immediately approve or deny assistance. If approved, the field supervisor will insure that an approved pursuit is conducted using the guidelines established in the department's pursuit procedures insofar as practical.
 - 8.2.1 At a minimum, the deployment of Controlled Tire Deflating Systems may be authorized to assist outside agencies even if the pursuit does not meet department guidelines for active participation.
- 8.3 The dispatcher will assign Rogers units as directed by the field supervisor or commanding officer.
- 8.4 RCD will maintain contact with the agency initiating the pursuit and will relay information between both agencies.

9. REPORTING

A report shall be completed (RPD Form #09-OP-0130) any time a pursuit is initiated by this department. The report shall also document any roadblock or forcible stopping techniques used, even if the roadblock or forcible stopping technique was employed as a result of a pursuit conducted by another agency.

9.1 Initiating Officer

9.1.1 The initiating officer will prepare the original report regarding the pursuit and insure the following details are included:

- 9.1.1(a) Weather conditions;
- 9.1.1(b) Reason for pursuit;
- 9.1.1(c) Detailed information of route taken, including speeds attained and all traffic violations committed by the suspect during the pursuit;
- 9.1.1(d) Suspect vehicle description;
- 9.1.1(e) Identification of all occupants of suspect vehicle, if available;
- 9.1.1(f) Final disposition of pursuit and charges for which suspect was arrested
- 9.1.1(g) The initiating officer shall complete a Rogers Police Department Pursuit Report and turn it in to his supervisor with all other reports regarding the pursuit

9.2 Any officer participating in or having additional information regarding the pursuit will complete a supplemental report. This will specifically include any roadblock or forcible stopping technique employed by any Rogers police officer.

9.3 Field Supervisor

- 9.3.1 The field supervisor will insure that a complaint report and any supplement reports are made of the pursuit by all officers involved.
- 9.3.2 The field supervisor will complete a detailed written evaluation of the pursuit.
- 9.3.3 The field supervisor shall insure that a completed Pursuit Report Form, along with all related reports, is forwarded through the chain of command.
- 9.3.4 The field supervisor will explain the justification for the initiation and continuation or the termination of each pursuit in his evaluation.

9.4 An administrative review will be conducted of each pursuit. The Office of Professional Standards will assign a tracking number, initiate a case file and forward for review any recommendations through the chain of command. The completed file will be maintained by the Office of Professional Standards.

10. FILE FORMAT

10.1 Upon notification of a pursuit, the field supervisor shall initiate documentation via the BlueTeam System.

- 10.2 The BlueTeam file shall contain the following:
- 10.2.1 Field Supervisor's evaluation;
 - 10.2.2 Complaint report;
 - 10.2.3 Arrest report (if any);
 - 10.2.4 Medical treatment information;
 - 10.2.5 Computer printout of suspect's arrest record; and
 - 10.2.6 Copies of the proper worker's compensation forms in the event injury has occurred to and involved officer or employee.
 - 10.2.7 Pursuit Report Form
 - 10.2.8 Any photographs or audio/video media will be attached to the BlueTeam file.
- 10.3 The field supervisor will insure that a complaint report and any supplement reports are made of the pursuit by all officers involved.

11. ANNUAL ANALYSIS

The Office of Professional Standards will conduct an annual, documented analysis of pursuits, roadblocks, and forcible stopping incidents, paying particular attention to any patterns or trends that indicate training needs and/or policy modifications as approved by the Chief.

ROGERS POLICE DEPARTMENT SPECIAL ORDER

SUBJECT	Authorized Weapons and Ammunition Specifications		
NUMBER	SSD/SO 304.5	EFFECTIVE DATE	January 1, 2010
Scheduled Review Date	January 1, 2011	ISSUE DATE	January 1, 2010
Replaces G.O.		REVISION DATE	
APPROVED BY	Chief Steve <u>Hamilton Jonathan Best</u>	CALEA STANDARDS	1.3.9(A,B, C) (5th)

I. Policy

It is the policy of the Rogers Police Department to equip its officers with weapons and ammunition, which are safe, of superior technology and quality. All weapons shall be inspected and recorded prior to carry by a qualified weapons instructor or armorer and unsafe weapons will be removed from use. (CALEA 1.3.9-c) Only those weapons described below are authorized for use by Rogers Police Officers acting under official duty.

II. Definitions

Firearms Training Officer – A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Firearms Training Officer shall be responsible for all aspects of firearms training, including the inspection, evaluation, maintenance and repair of all firearms authorized for use by the Rogers Police Department. The Firearms Training Officer shall be responsible for the development and coordination of firearms training, courses of fire, procurement of all firearms, ammunition, targets and all other supplies needed for the operation of the firing range and duty use. The Firearms Training Officer will primarily be responsible for either the In-Service Professional Development or the Academy Firearms Training.

Armorer – Any sworn officer who has received specialized training to provide firearms manufacturers authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Training Unit, and approved by the Chief of Police. (The written approval shall specify which firearms the armorer is authorized to maintain and repair.)

Primary Department issued handgun – A Department issued handgun is the Glock 9mm caliber semi-automatic handgun or any other .38/.357 caliber revolver, or 9mm, .40 caliber semi-automatic handgun issued by the Department for use by its officers.

Personally owned handgun – A Department approved handgun, semi-automatic pistol or revolver that has been inspected and evaluated by the Training Unit or designee and approved by the Chief of Police.

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Primary Department issued shotgun – A Department issued Remington Model 870 Police Magnum, 12 gauge pump-action shotgun or any other semi-automatic shotgun issued by the Department for use by its officers.

Personally owned shotgun – A Department approved Remington Model 870 Police 12 gauge pump action shotgun, or Remington 1187 or Benelli 12 gauge semi-automatic shotgun, meeting the same specifications as the Department issued shotguns. The shotgun must be inspected and evaluated by the Training Unit or designee and approved by the Chief of Police.

Authorized Automatic Firearms – Any Department issued automatic firearm as provided in Section 3, with which the officer has met approved levels of proficiency in firearms qualification training.

Projectile Launcher – Any Department authorized 12 gauge or 37/40mm with launcher which the officer has met approved levels of proficiency in firearms qualification training.

Less Lethal Force Philosophy – A concept of planning and force application, which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics/equipment.

Safety Priorities – The department safety priorities are established as follows:

- Hostages
- Innocent citizens
- Police officers
- Subject/Suspects

Subject – The person who is the focus of the police operation.

Defensive Tactics Instructor/Trainer – Any sworn officer who has received specialized training in the instruction of defensive tactics. The Defensive Tactics Instructor/Trainer shall be responsible for the development and coordination of the defensive tactics training and the training of Defensive Tactics Instructors.

Defensive Tactics Instructor – Any sworn officer who has received specialized training in the instruction of defensive tactics. Defensive Tactics Instructors shall service as assistants to the Defensive Tactics Instructor/Trainer.

Department Issued Impact Weapons – The Department issued impact weapons will consist of a collapsible straight baton and a solid straight baton.

Personally Owned Impact Weapons – Any high quality 2 or 3 piece expandable straight baton or a solid straight baton. Personally owned impact weapons are to be inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee, and approved by the Chief of Police.

Rifles, Carbine Rifles – Approved

Any scoped rifle or carbine rifle, issued by the Department for use by its officers.

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III. Procedures

1. AUTHORIZED HANDGUNS

1.1 Primary, On-Duty Handgun Uniform Duty

1.1.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

1.1.2 Criteria for Personally Owned Primary, On-Duty Handguns, Uniform Duty

1.1.2(a) Calibers

- 9mm
- .40 S&W
- .45 ACP
- 380 ACP (Honor Guard Officers only, when on assignment. The handgun must be carried concealed.)
- .38 Special
- .357 Magnum
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- ~~Effective January 01, 2010, the~~ The Rogers Police Department will ~~only no longer~~ provide training ammunition for ~~any~~ auto-pistols ~~that are other than~~ 9mm.

1.1.2(b) Handgun Specifications

- Newly authorized handguns must be double action only or de-cock-only models. All previously authorized firearms will continue to be approved until a new handgun is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight. Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 3.5 inches and not more than 6 inches (*Honor Guard Officers exempt*).
- Minimum ammunition capacity: Five (5) rounds.
- Officers will be authorized to qualify with only one (1) on-duty handgun for Uniform Duty use per year, unless approved by the Training Unit and the Chief of Police.

1.2 Primary On-Duty Handgun, Non-Uniform Duty

1.2.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

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1.2.2 Criteria for Personally Owned Property, On-Duty Handguns, Non-Uniform Duty

1.2.2(a) Calibers

- .9 mm
- .357 Magnum
- .38 Special
- .40 S&W
- .45 ACP

Exceptions:

- .380 ACP (*undercover officer assignments only*)
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- ~~Effective January 01, 2010, the Rogers Police Department will no longer provide training ammunition for any auto pistols other than 9mm~~

1.2.2(b) Handgun Specifications

- Upon the effective date of this policy, newly authorized handguns must be double-action only or de-cocked only. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 2 inches and not more than 6 inches.
- Minimum ammunition capacity: Five (5) rounds.
- Handguns shall be carried in holsters.

Exception:

- Undercover officers are not required to wear holsters.

1.3 Off-Duty Handguns

1.3.1 An approved off-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

1.3.2 Criteria for Personally Owned, Off-Duty Handguns

1.3.2(a) Calibers

- .380 ACP
- .38 Special
- .357 Magnum
- 9 mm
- .40 S&W
- .45 ACP
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- Ammunition for any weapon other than one that has been departmentally issued will be the responsibility of the officer, and must be approved by the Training Unit.

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1.3.2(b) Handgun Specifications

- Newly authorized handguns must be double-action only or de-cock-only models. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum ammunition capacity: Five (5) rounds.
- The handgun must be concealed and carried in a secure manner.

1.4 Back-up Handguns

1.4.1 If an officer chooses to carry a back-up handgun it must be carried in conjunction with the officer's primary on-duty handgun. The back-up handgun is for use in exigent circumstances when the officer's primary on-duty handgun cannot be used.

1.4.2 An approved back-up handgun is any Department issued Handgun or personally owned handgun meeting the following requirements.

1.4.3 Criteria for Back-up Handguns

1.4.3(a) Calibers

- .22 Long Rifle or .22 Magnum
- .25 ACP
- .32 ACP
- .38 Special
- .380 ACP
- .357 Magnum
- 9 mm
- .40 S&W
- .45 ACP
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- Ammunition for any weapon other than one that has been departmentally issued will be the responsibility of the officer, and must be approved by the Training Department.

1.4.3(b) Handgun Specifications

- Any on-duty or off-duty approved handgun would be an approved back-up handgun.
- The handgun may be the following types of action: revolver, semi-auto, derringer.
- The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.

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- Minimum ammunition capacity: Two (2) rounds.
- The back-up handgun must be carried concealed in a secure manner.
- The back-up handgun shall not be carried as an off-duty handgun, unless it meets the criteria for off-duty handguns.

2. AUTHORIZED SHOTGUNS

2.1 Authorized Shotguns, Uniform and Non-Uniform Duty.

2.1.1 An approved shotgun is any Department issued shotgun or personally owned shotgun as defined in Section II.

2.1.2 Gauge

2.1.2(a) 12 gauge

2.1.3 All authorized makes and models will be inspected and evaluated against criteria in this section.

2.2 Authorized Modifications to Shotguns

2.2.1 Authorized modifications to Department issued or personally owned shotguns are allowed only if they are performed by the manufacturer, manufacturer authorized service center, or a Department approved armorer.

2.2.1(a) Authorized modifications are limited to the installation of:

- Sling
- Forearm flashlight
- "Side Saddle" type receiver mounted ammunition carriers
- Factory magazine extension
- Synthetic buttstock (standard or pistol grip, full length)
- Synthetic "Speedfeed" type buttstock (standard or pistol grip, full length)
- Synthetic forearm
- Night Sights

3. AUTHORIZED RIFLES

3.1 Specified SWAT personnel may be authorized to carry a Department issued rifle or personally owned rifle which has been inspected and evaluated by the designed SWAT armorer and approved by the Chief of Police. The SWAT officer assigned the rifle must demonstrate proficiency in qualification as set forth by the SWAT Commander and approved by the Chief of Police.

3.2 Primary, On-Duty Rifle (Non-SWAT)

3.2.1 A primary on duty rifle is any Department issued rifle or personally owned rifle meeting the following requirements.

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- 3.2.2 Criteria for Department issued/personally owned rifle.
- 3.2.2(a) Calibers
- Primary on duty rifles must be chambered for .223 caliber or 5.56 mm rifle ammunition.
 - Magazines are limited to a 30 round capacity.
 - Only Factory Magazines are authorized.
- 3.2.2(b) Rifle Specifications
- Must be AR15 style with A2 or A3 upper.
 - Stock may either be fixed or adjustable.
 - Brands must be:
 - Colt
 - Bushmaster
 - Armalite (Eagle Arms)
 - Or other Colt patent rifle
 - Primary duty rifles must be semi-automatic action ONLY
 - ~~Barrel length must be at least 11.6 inches long (exception: specialized units)~~
 - Minimum trigger pull weight: Factory trigger pull no less than 4.5 pounds.
 - No set triggers
 - ~~No two stage triggers~~
 - All rifles must be equipped with iron sights on the rifle at all times.
 - All non-magnifying optics or low-magnification (1x – 4x maximum), powered (battery) or non-powered, must allow for immediate access to iron sights. Or be quickly removable to allow access to the iron sight system if the supplemental sights fail for any reason.
 - All authorized makes and models will be inspected and evaluated against criteria in this section.

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- 3.3 Authorized Modifications to Patrol Rifles
- 3.3.1 Authorized modifications to department issued or personally owned patrol rifles are allowed ONLY if they are performed by the manufacturer, manufacturer's authorized service center, or the department approved armorer. The department armorer must approve ALL modifications.
- 3.3.1(a) Authorized modifications are limited to the installation of:
- Sling
 - Flashlight attachments
 - Magazine carriers
 - Night sights
 - Bipods

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4. Ammunition Specifications

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- 4.1 Officers shall carry all approved firearms loaded with department issued ammunition, which shall not be modified in any way.
- 4.2 The Training Unit shall be responsible for purchasing and issuing all ammunition for all officers of the Department. All ammunition purchase requests shall be routed to the Range Officer and must be approved by the requesting unit's Division Commander.
 - 4.2.1 All ammunition shall be produced by a major commercial manufacturer of such product.
 - 4.2.2 All issued duty ammunition shall be rotated at least on an annual basis.
 - 4.2.3 All issued duty, off-duty, back-up and training ammunition shall be approved by the Chief of Police.
 - * Training ammunition for hand guns other than 9mm, will be at the officer's expense.
 - 4.2.4 Handgun Ammunition (FMJ and/or JHP)
 - 4.2.4(a) .22 Long rifle and .22 magnum
 - 4.2.4(b) .25 ACP
 - 4.2.4(c) .32 ACP
 - 4.2.4(d) .380 ACP
 - 4.2.4(e) .38 Special +P
 - 4.2.4(f) 9 mm
 - 4.2.4(g) .40 S&W
 - 4.2.4(h) .45 ACP
 - 4.2.5 Shotgun Ammunition
 - 4.2.5(a) 00 Buckshot
 - 4.2.5(b) Rifled Slug
 - 4.2.5(c) Less Lethal Projectile
 - 4.2.5(d) 12 Gauge Tear Gas Projectile
 - 4.2.5(e) Door Breaching Round
 - 4.2.6 Rifle Ammunition (FMJ and/or JHP)
 - 4.2.6(a) .223
 - 4.2.6(b) .308
 - 4.2.6(c) 9 mm

5. LESS LETHAL EXTENDED RANGE IMPACT DEVICES

- 5.1 There are many projectiles considered "less lethal". The primary types used by the Rogers Police Department are the:
 - 5.1.1 Flexible baton – 12 gauge
 - 5.1.2 Non-Flexible – ~~37~~40 mm
- 5.2 TECHNICAL ASPECTS – Kinetic Energy Impact Projectiles
 - 5.2.1 Flexible Baton – 12 gauge
 - 5.2.1(a) The standard round is a 2 3/4 inch plastic 12 gauge cartridge, containing a fabric bag filled with lead shot.
 - 5.2.1(b) Types of rounds issued by the Rogers police Department will be evaluated prior to use.
 - 5.2.2 ~~Non-flexible – 37 mm~~ Pepper Ball – VKS pro launcher

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- 5.2.2(a) Glass breaker projectile~~This 37/40 mm round contains a non-flexible projectile made of polyurethane or foam.~~
- 5.2.2(b) Marking paint solution projectile
- 5.2.3(c) Inert projectile
- 5.2.3(d) Pava powder projectile

5.2.3 Multiple Projectiles ~~37/40 mm~~

- 5.2.3(a) ~~37/40 mm~~ cartridge containing either three or five wooden batons.
- 5.2.3(b) ~~37/40 mm~~ cartridge containing either three or five foam batons.
- 5.2.3(c) ~~37/40 mm~~ cartridge containing multiple .31 caliber sting balls.
- 5.2.3(d) ~~37/40 mm~~ cartridge containing multiple .50 caliber sting balls.

6. TASER

6.1 ~~Taser International~~Axon brand

~~6.1.1 manufactures the authorized~~ Taser (X-26) and ammunition. The cartridges are referred to as 15-foot cartridge (yellow), 21-foot cartridge (silver), and 25-foot cartridge (green).

~~6.1.2 Taser (7) and ammunition. The cartridges are all 25-foot and referred to as standoff live cartridge (3.5 degrees) and close quarters cartridge (12 degrees).~~

7. INTERMEDIATE IMPACT WEAPONS

7.1 General requirements

- 7.1.1 A Department approved baton will be carried by uniformed officers in the field at all times while on duty.
- 7.1.2 Non-uniformed officers may carry an impact weapon at their own discretion.
- 7.1.3 Uniformed officers will have readily available a collapsible or straight baton.

7.2 Authorized impact weapons

- 7.2.1 Uniformed field officers will have readily available a one piece straight baton consisting of either natural wood or polycarbonate. The length of the baton shall be no less than 24 and no greater than 72 inches. The diameter of the baton will be no less than 1 1/4 inches and no greater than 1 3/8 inches.
 - 7.2.1(a) An expandable straight baton along with a carrier will be issued to all Operations Division field officers and sworn personnel assigned to Investigations Division, who have received training.
 - 7.2.1(b) A one-piece straight baton or a collapsible baton will be issued to all uniformed officers.

7.3 Baton Carriers

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- 7.3.1 Carriers for batons will be consistent with established uniform standards and of the type and nature required to properly secure the baton.
- 7.3.2 Uniformed officers will be required to have only the carrier on their duty belt for the baton that is routinely carried while on duty.
- 7.3.3 Non-uniformed officers will not be required to use a belt carrier for securing the baton.

8. CHEMICAL MUNITIONS AND AGENTS

~~12 Gauge shotgun chemical munitions will consist of the following devices:~~

~~8.1 Tearing Agents~~

- ~~8.1.1 Barricade penetrating projectile, CN~~
- ~~8.1.2 Barricade penetrating projectile, CS~~
- ~~8.1.3 Barricade penetrating projectile, OC~~

~~37/40mm chemical munitions will consist of the following devices:~~

~~8.12 Tearing Agents, Pyrotechnics~~

- ~~8.21.1 Barricade penetrating, CN~~~~Short Range, CS~~
- ~~8.2.2 Barricade penetrating, CS~~
- ~~8.12.23 Long Range, CS~~~~N~~
- ~~8.12.43 Long Range, CS~~
- ~~8.2.5 Short Range, CN~~
- ~~8.2.6 Short Range, CS~~~~Multi-Projectile, CS~~

~~8.23 Tearing Agents, Non-Burning~~

- ~~8.3.1 Muzzle dispersion, CN~~
- ~~8.23.21 Muzzle blast dispersion~~~~dispersion, CS~~
- ~~8.23.32 Muzzle blast dispersion~~~~dispersion, OC~~
- ~~8.3.4 Barricade penetrating, liquid CN~~
- ~~8.23.53 Barricade penetrating, liquid CS~~
- ~~8.23.64 Barricade penetrating, liquid OC~~
- ~~8.2.5 Barricade penetrating, powder CS~~
- ~~8.2.6 Barricade penetrating, powder OC~~

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Hand deployed chemical munitions will consist of the following devices:

~~8.34 Pyrotechnic Noise Flash Diversion Devices:~~

- ~~8.43.1 Non-bursting canister~~
- ~~8.4.2 Bursting canister~~

~~8.45 Pyrotechnic Tearing Agents~~

- ~~8.5.1 Continuous discharge, CN~~
- ~~8.54.21 Continuous discharge, CS~~
- ~~8.4.2 Multiple continuous discharge, CS~~
- ~~8.5.3 Blast dispersion, CN~~
- ~~8.45.34 Blast dispersion, CSS~~

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- 8.56 Pyrotechnic Smoke
 - 8.56.1 Continuous discharge, various colors
 - 8.56.2 Multiple continuous discharge, various colors
 - 8.56.3 Blast dispersion

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- 8.67 Less Lethal Projectiles
 - 8.67.1 Blast dispersion, multiple rubber balls
 - 8.7.2 Blast dispersion, multiple rubber balls, CN
 - 8.67.2.3 Blast dispersion, multiple rubber balls, CS

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- 8.78 Flameless Expulsion
 - 8.8.1 Powder, CN
 - 8.78.2.1 Powder, CS
 - 8.78.3.2 Powder, OC
 - 8.78.4.3 Liquid, OC

9. AEROSOL PROJECTORS

- 9.1 Def-Tec brand
 - 9.1.1 First Defense 10% OC Spray
 - 9.1.1(a) Uniformed officers may will be issued the model Mark IV 360 Stream Mark 3
 - 9.1.1(b) Non-uniformed officers will be issued the model Mark VI
 - 9.1.1(c) The model Mark IX (high volume output) will be used for crowd control and tactical use.
 - 9.1.1(d) The model Mark 46 (high volume output) will be used for crowd control and tactical use.
- 9.2 Mace Security International brand
 - 9.2.1 The Protecto Jet (CN, CS, OC) will be used by the Special Tactics and Response Team for crowd control and tactical use.

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ROGERS POLICE DEPARTMENT SPECIAL ORDER

SUBJECT	Authorized Weapons and Ammunition Specifications		
NUMBER	SSD/SO 304.5	EFFECTIVE DATE	January 1, 2010
Scheduled Review Date	January 1, 2011	ISSUE DATE	January 1, 2010
Replaces G.O.		REVISION DATE	
APPROVED BY	Chief Steve <u>Hamilton Jonathan Best</u>	CALEA STANDARDS	1.3.9(A,B, C) (5th)

I. Policy

It is the policy of the Rogers Police Department to equip its officers with weapons and ammunition, which are safe, of superior technology and quality. All weapons shall be inspected and recorded prior to carry by a qualified weapons instructor or armorer and unsafe weapons will be removed from use. (CALEA 1.3.9-c) Only those weapons described below are authorized for use by Rogers Police Officers acting under official duty.

II. Definitions

Firearms Training Officer – A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Firearms Training Officer shall be responsible for all aspects of firearms training, including the inspection, evaluation, maintenance and repair of all firearms authorized for use by the Rogers Police Department. The Firearms Training Officer shall be responsible for the development and coordination of firearms training, courses of fire, procurement of all firearms, ammunition, targets and all other supplies needed for the operation of the firing range and duty use. The Firearms Training Officer will primarily be responsible for either the In-Service Professional Development or the Academy Firearms Training.

Armorer – Any sworn officer who has received specialized training to provide firearms manufacturers authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Training Unit, and approved by the Chief of Police. (The written approval shall specify which firearms the armorer is authorized to maintain and repair.)

Primary Department issued handgun – A Department issued handgun is the Glock 9mm caliber semi-automatic handgun or any other .38/.357 caliber revolver, or 9mm, .40 caliber semi-automatic handgun issued by the Department for use by its officers.

Personally owned handgun – A Department approved handgun, semi-automatic pistol or revolver that has been inspected and evaluated by the Training Unit or designee and approved by the Chief of Police.

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Primary Department issued shotgun – A Department issued Remington Model 870 Police Magnum, 12 gauge pump-action shotgun or any other semi-automatic shotgun issued by the Department for use by its officers.

Personally owned shotgun – A Department approved Remington Model 870 Police 12 gauge pump action shotgun, or Remington 1187 or Benelli 12 gauge semi-automatic shotgun, meeting the same specifications as the Department issued shotguns. The shotgun must be inspected and evaluated by the Training Unit or designee and approved by the Chief of Police.

Authorized Automatic Firearms – Any Department issued automatic firearm as provided in Section 3, with which the officer has met approved levels of proficiency in firearms qualification training.

Projectile Launcher – Any Department authorized 12 gauge or 37/40mm with launcher which the officer has met approved levels of proficiency in firearms qualification training.

Less Lethal Force Philosophy – A concept of planning and force application, which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics/equipment.

Safety Priorities – The department safety priorities are established as follows:

- Hostages
- Innocent citizens
- Police officers
- Subject/Suspects

Subject – The person who is the focus of the police operation.

Defensive Tactics Instructor/Trainer – Any sworn officer who has received specialized training in the instruction of defensive tactics. The Defensive Tactics Instructor/Trainer shall be responsible for the development and coordination of the defensive tactics training and the training of Defensive Tactics Instructors.

Defensive Tactics Instructor – Any sworn officer who has received specialized training in the instruction of defensive tactics. Defensive Tactics Instructors shall service as assistants to the Defensive Tactics Instructor/Trainer.

Department Issued Impact Weapons – The Department issued impact weapons will consist of a collapsible straight baton and a solid straight baton.

Personally Owned Impact Weapons – Any high quality 2 or 3 piece expandable straight baton or a solid straight baton. Personally owned impact weapons are to be inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee, and approved by the Chief of Police.

Rifles, Carbine Rifles – Approved

Any scoped rifle or carbine rifle, issued by the Department for use by its officers.

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III. Procedures

1. AUTHORIZED HANDGUNS

1.1 Primary, On-Duty Handgun Uniform Duty

1.1.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

1.1.2 Criteria for Personally Owned Primary, On-Duty Handguns, Uniform Duty

1.1.2(a) Calibers

- 9mm
- .40 S&W
- .45 ACP
- 380 ACP (Honor Guard Officers only, when on assignment. The handgun must be carried concealed.)
- .38 Special
- .357 Magnum
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- ~~Effective January 01, 2010, the~~ Rogers Police Department will ~~only no longer~~ provide training ammunition for ~~any~~ auto-pistols ~~that are other than~~ 9mm.

1.1.2(b) Handgun Specifications

- Newly authorized handguns must be double action only or de-cock-only models. All previously authorized firearms will continue to be approved until a new handgun is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight. Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 3.5 inches and not more than 6 inches (*Honor Guard Officers exempt*).
- Minimum ammunition capacity: Five (5) rounds.
- Officers will be authorized to qualify with only one (1) on-duty handgun for Uniform Duty use per year, unless approved by the Training Unit and the Chief of Police.

1.2 Primary On-Duty Handgun, Non-Uniform Duty

1.2.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

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1.2.2 Criteria for Personally Owned Property, On-Duty Handguns, Non-Uniform Duty

1.2.2(a) Calibers

- .9 mm
- .357 Magnum
- .38 Special
- .40 S&W
- .45 ACP

Exceptions:

- .380 ACP (*undercover officer assignments only*)
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- ~~Effective January 01, 2010, the Rogers Police Department will no longer provide training ammunition for any auto pistols other than 9mm~~

1.2.2(b) Handgun Specifications

- Upon the effective date of this policy, newly authorized handguns must be double-action only or de-cocked only. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 2 inches and not more than 6 inches.
- Minimum ammunition capacity: Five (5) rounds.
- Handguns shall be carried in holsters.

Exception:

- Undercover officers are not required to wear holsters.

1.3 Off-Duty Handguns

1.3.1 An approved off-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

1.3.2 Criteria for Personally Owned, Off-Duty Handguns

1.3.2(a) Calibers

- .380 ACP
- .38 Special
- .357 Magnum
- 9 mm
- .40 S&W
- .45 ACP
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- Ammunition for any weapon other than one that has been departmentally issued will be the responsibility of the officer, and must be approved by the Training Unit.

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1.3.2(b) Handgun Specifications

- Newly authorized handguns must be double-action only or de-cock-only models. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum ammunition capacity: Five (5) rounds.
- The handgun must be concealed and carried in a secure manner.

1.4 Back-up Handguns

1.4.1 If an officer chooses to carry a back-up handgun it must be carried in conjunction with the officer's primary on-duty handgun. The back-up handgun is for use in exigent circumstances when the officer's primary on-duty handgun cannot be used.

1.4.2 An approved back-up handgun is any Department issued Handgun or personally owned handgun meeting the following requirements.

1.4.3 Criteria for Back-up Handguns

1.4.3(a) Calibers

- .22 Long Rifle or .22 Magnum
- .25 ACP
- .32 ACP
- .38 Special
- .380 ACP
- .357 Magnum
- 9 mm
- .40 S&W
- .45 ACP
- All authorized makes and models will be inspected and evaluated against criteria in this section.
- Ammunition for any weapon other than one that has been departmentally issued will be the responsibility of the officer, and must be approved by the Training Department.

1.4.3(b) Handgun Specifications

- Any on-duty or off-duty approved handgun would be an approved back-up handgun.
- The handgun may be the following types of action: revolver, semi-auto, derringer.
- The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.

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- Minimum ammunition capacity: Two (2) rounds.
- The back-up handgun must be carried concealed in a secure manner.
- The back-up handgun shall not be carried as an off-duty handgun, unless it meets the criteria for off-duty handguns.

2. AUTHORIZED SHOTGUNS

2.1 Authorized Shotguns, Uniform and Non-Uniform Duty.

2.1.1 An approved shotgun is any Department issued shotgun or personally owned shotgun as defined in Section II.

2.1.2 Gauge

2.1.2(a) 12 gauge

2.1.3 All authorized makes and models will be inspected and evaluated against criteria in this section.

2.2 Authorized Modifications to Shotguns

2.2.1 Authorized modifications to Department issued or personally owned shotguns are allowed only if they are performed by the manufacturer, manufacturer authorized service center, or a Department approved armorer.

2.2.1(a) Authorized modifications are limited to the installation of:

- Sling
- Forearm flashlight
- "Side Saddle" type receiver mounted ammunition carriers
- Factory magazine extension
- Synthetic buttstock (standard or pistol grip, full length)
- Synthetic "Speedfeed" type buttstock (standard or pistol grip, full length)
- Synthetic forearm
- Night Sights

3. AUTHORIZED RIFLES

3.1 Specified SWAT personnel may be authorized to carry a Department issued rifle or personally owned rifle which has been inspected and evaluated by the designed SWAT armorer and approved by the Chief of Police. The SWAT officer assigned the rifle must demonstrate proficiency in qualification as set forth by the SWAT Commander and approved by the Chief of Police.

3.2 Primary, On-Duty Rifle (Non-SWAT)

3.2.1 A primary on duty rifle is any Department issued rifle or personally owned rifle meeting the following requirements.

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- 3.2.2 Criteria for Department issued/personally owned rifle.
- 3.2.2(a) Calibers
- Primary on duty rifles must be chambered for .223 caliber or 5.56 mm rifle ammunition.
 - Magazines are limited to a 30 round capacity.
 - Only Factory Magazines are authorized.
- 3.2.2(b) Rifle Specifications
- Must be AR15 style with A2 or A3 upper.
 - Stock may either be fixed or adjustable.
 - Brands must be:
 - Colt
 - Bushmaster
 - Armalite (Eagle Arms)
 - Or other Colt patent rifle
 - Primary duty rifles must be semi-automatic action ONLY
 - ~~Barrel length must be at least 11.6 inches long (exception: specialized units)~~
 - Minimum trigger pull weight: Factory trigger pull no less than 4.5 pounds.
 - No set triggers
 - ~~No two stage triggers~~
 - All rifles must be equipped with iron sights on the rifle at all times.
 - All non-magnifying optics or low-magnification (1x – 4x maximum), powered (battery) or non-powered, must allow for immediate access to iron sights. Or be quickly removable to allow access to the iron sight system if the supplemental sights fail for any reason.
 - All authorized makes and models will be inspected and evaluated against criteria in this section.

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3.3 Authorized Modifications to Patrol Rifles

3.3.1 Authorized modifications to department issued or personally owned patrol rifles are allowed ONLY if they are performed by the manufacturer, manufacturer's authorized service center, or the department approved armorer. The department armorer must approve ALL modifications.

- 3.3.1(a) Authorized modifications are limited to the installation of:
- Sling
 - Flashlight attachments
 - Magazine carriers
 - Night sights
 - Bipods

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4. Ammunition Specifications

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- 4.1 Officers shall carry all approved firearms loaded with department issued ammunition, which shall not be modified in any way.
- 4.2 The Training Unit shall be responsible for purchasing and issuing all ammunition for all officers of the Department. All ammunition purchase requests shall be routed to the Range Officer and must be approved by the requesting unit's Division Commander.
 - 4.2.1 All ammunition shall be produced by a major commercial manufacturer of such product.
 - 4.2.2 All issued duty ammunition shall be rotated at least on an annual basis.
 - 4.2.3 All issued duty, off-duty, back-up and training ammunition shall be approved by the Chief of Police.
 - * Training ammunition for hand guns other than 9mm, will be at the officer's expense.
 - 4.2.4 Handgun Ammunition (FMJ and/or JHP)
 - 4.2.4(a) .22 Long rifle and .22 magnum
 - 4.2.4(b) .25 ACP
 - 4.2.4(c) .32 ACP
 - 4.2.4(d) .380 ACP
 - 4.2.4(e) .38 Special +P
 - 4.2.4(f) 9 mm
 - 4.2.4(g) .40 S&W
 - 4.2.4(h) .45 ACP
 - 4.2.5 Shotgun Ammunition
 - 4.2.5(a) 00 Buckshot
 - 4.2.5(b) Rifled Slug
 - 4.2.5(c) Less Lethal Projectile
 - 4.2.5(d) 12 Gauge Tear Gas Projectile
 - 4.2.5(e) Door Breaching Round
 - 4.2.6 Rifle Ammunition (FMJ and/or JHP)
 - 4.2.6(a) .223
 - 4.2.6(b) .308
 - 4.2.6(c) 9 mm

5. LESS LETHAL EXTENDED RANGE IMPACT DEVICES

- 5.1 There are many projectiles considered "less lethal". The primary types used by the Rogers Police Department are the:
 - 5.1.1 Flexible baton – 12 gauge
 - 5.1.2 Non-Flexible – ~~37~~40 mm
- 5.2 TECHNICAL ASPECTS – Kinetic Energy Impact Projectiles
 - 5.2.1 Flexible Baton – 12 gauge
 - 5.2.1(a) The standard round is a 2 3/4 inch plastic 12 gauge cartridge, containing a fabric bag filled with lead shot.
 - 5.2.1(b) Types of rounds issued by the Rogers police Department will be evaluated prior to use.
 - 5.2.2 ~~Non flexible – 37 mm~~ Pepper Ball – VKS pro launcher

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- 5.2.2(a) Glass breaker projectile~~This 37/40 mm round contains a non-flexible projectile made of polyurethane or foam.~~
- 5.2.2(b) Marking paint solution projectile
- 5.2.3(c) Inert projectile
- 5.2.3(d) Pava powder projectile

5.2.3 Multiple Projectiles ~~37/40 mm~~

- 5.2.3(a) ~~37/40 mm~~ cartridge containing either three or five wooden batons.
- 5.2.3(b) ~~37/40 mm~~ cartridge containing either three or five foam batons.
- 5.2.3(c) ~~37/40 mm~~ cartridge containing multiple .31 caliber sting balls.
- 5.2.3(d) ~~37/40 mm~~ cartridge containing multiple .50 caliber sting balls.

6. TASER

6.1 Taser International~~Axon brand~~

6.1.1 ~~manufactures the authorized~~ Taser (X-26) and ammunition. The cartridges are referred to as 15-foot cartridge (yellow), 21-foot cartridge (silver), and 25-foot cartridge (green).

6.1.2 Taser (7) and ammunition. The cartridges are all 25-foot and referred to as standoff live cartridge (3.5 degrees) and close quarters cartridge (12 degrees).

7. INTERMEDIATE IMPACT WEAPONS

7.1 General requirements

- 7.1.1 A Department approved baton will be carried by uniformed officers in the field at all times while on duty.
- 7.1.2 Non-uniformed officers may carry an impact weapon at their own discretion.
- 7.1.3 Uniformed officers will have readily available a collapsible or straight baton.

7.2 Authorized impact weapons

- 7.2.1 Uniformed field officers will have readily available a one piece straight baton consisting of either natural wood or polycarbonate. The length of the baton shall be no less than 24 and no greater than 72 inches. The diameter of the baton will be no less than 1 1/4 inches and no greater than 1 3/8 inches.
 - 7.2.1(a) An expandable straight baton along with a carrier will be issued to all Operations Division field officers and sworn personnel assigned to Investigations Division, who have received training.
 - 7.2.1(b) A one-piece straight baton or a collapsible baton will be issued to all uniformed officers.

7.3 Baton Carriers

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- 7.3.1 Carriers for batons will be consistent with established uniform standards and of the type and nature required to properly secure the baton.
- 7.3.2 Uniformed officers will be required to have only the carrier on their duty belt for the baton that is routinely carried while on duty.
- 7.3.3 Non-uniformed officers will not be required to use a belt carrier for securing the baton.

8. CHEMICAL MUNITIONS AND AGENTS

~~12 Gauge shotgun chemical munitions will consist of the following devices:~~

~~8.1 Tearing Agents~~

- ~~8.1.1 Barricade penetrating projectile, CN~~
- ~~8.1.2 Barricade penetrating projectile, CS~~
- ~~8.1.3 Barricade penetrating projectile, OC~~

~~37/40mm chemical munitions will consist of the following devices:~~

~~8.12 Tearing Agents, Pyrotechnics~~

- ~~8.21.1 Barricade penetrating, CN~~~~Short Range, CS~~
- ~~8.2.2 Barricade penetrating, CS~~
- ~~8.12.23 Long Range, CS~~~~N~~
- ~~8.12.43 Long Range, CS~~
- ~~8.2.5 Short Range, CN~~
- ~~8.2.6 Short Range, CS~~~~Multi-Projectile, CS~~

~~8.23 Tearing Agents, Non-Burning~~

- ~~8.3.1 Muzzle dispersion, CN~~
- ~~8.23.21 Muzzle blast dispersion~~~~dispersion, CS~~
- ~~8.23.32 Muzzle blast dispersion~~~~dispersion, OC~~
- ~~8.3.4 Barricade penetrating, liquid CN~~
- ~~8.23.53 Barricade penetrating, liquid CS~~
- ~~8.23.64 Barricade penetrating, liquid OC~~
- ~~8.2.5 Barricade penetrating, powder CS~~
- ~~8.2.6 Barricade penetrating, powder OC~~

Hand deployed chemical munitions will consist of the following devices:

8.34 Pyrotechnic Noise Flash Diversion Devices:

- 8.43.1 Non-bursting canister
- 8.4.2 Bursting canister

8.45 Pyrotechnic Tearing Agents

- ~~8.5.1 Continuous discharge, CN~~
- ~~8.54.21 Continuous discharge, CS~~
- ~~8.4.2 Multiple continuous discharge, CS~~
- ~~8.5.3 Blast dispersion, CN~~
- ~~8.45.34 Blast dispersion, CSS~~

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- 8.56 Pyrotechnic Smoke
 - 8.56.1 Continuous discharge, various colors
 - 8.56.2 Multiple continuous discharge, various colors
 - 8.56.3 Blast dispersion

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- 8.67 Less Lethal Projectiles
 - 8.67.1 Blast dispersion, multiple rubber balls
 - 8.67.2 Blast dispersion, multiple rubber balls, CN
 - 8.67.2.3 Blast dispersion, multiple rubber balls, CS

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- 8.78 Flameless Expulsion
 - 8.78.1 Powder, CN
 - 8.78.2.1 Powder, CS
 - 8.78.3.2 Powder, OC
 - 8.78.4.3 Liquid, OC

9. AEROSOL PROJECTORS

- 9.1 Def-Tec brand
 - 9.1.1 First Defense 10% OC Spray
 - 9.1.1(a) Uniformed officers may will be issued the model Mark IV 360 Stream Mark 3
 - 9.1.1(b) Non-uniformed officers will be issued the model Mark VI
 - 9.1.1(c) The model Mark IX (high volume output) will be used for crowd control and tactical use.
 - 9.1.1(d) The model Mark 46 (high volume output) will be used for crowd control and tactical use.
- 9.2 Mace Security International brand
 - 9.2.1 The Protecto Jet (CN, CS, OC) will be used by the Special Tactics and Response Team for crowd control and tactical use.

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ROGERS POLICE DEPARTMENT SPECIAL ORDER

SUBJECT	Uniforms and Equipment		
NUMBER	UOD/SO 304.6	EFFECTIVE DATE	January 1, 2012
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Jonathan Best	CALEA STANDARDS	

I. Policy

All sworn employees of the rank of Lieutenant or below assigned to the Uniform Operations Division shall be credited the amount of \$1,100 at Galls Uniform Store, Springdale, AR for the purchase of any uniform items approved for purchase. The list of approved items shall be determined and published by the Uniform Operations Division Commander. Items which are not on this list may not be purchased against the officer's account without express written approval from the Uniform Operations Division Commander. All uniform shirts and trousers will be ordered tailored to fit the individual officer. Except for portions addressed or changed in this Special Order, SOG#304.6 **Uniforms and Equipment – General Regulations**, shall remain in full effect.

II. Procedure

1. GENERAL REGULATIONS

1.1 The Class B / Winter Uniform

1.1.1 Headgear – Dark navy colored Stratton Brand straw campaign style Model S40DB with single hole for the hat badge.

1.1.1(a) Use of the hat is optional with the exception of the following situations:

- When directing traffic.
- When out of the car blocking intersections for a funeral escort.
- When assigned to parade duty or standing a foot post at a special event.
- As directed by a supervisor.

1.1.1(b) Black pile cap with pull down flap. Wearing of the black pile cap is optional during inclement winter weather only.

1.1.1(c) During periods of extreme cold, officers may wear a black fleece watch cap. Wearing of the black fleece watch cap is optional.

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- 1.1.2 Shirt – Dark navy Blauer Model 8450 or 8436 long sleeve shirt with zipper with the following:
- 1.1.2(a) The uniform shirt shall be worn with a black T-shirt or Underarmor type shirt. Tie (Optional) Black (Clip on or Velcro) tucked flat into the uniform shirt between the second and third button down from the collar.
 - 1.1.2(b) Issued breast badge centered over left pocket. A black mourning band may be worn on the date of September 11th or when authorized by the Chief of Police or his designee.
 - 1.1.2(c) Brass Name Tag – Worn with the bottom edge even with the top edge of the right breast pocket and centered. A “Serving Since” attachment is authorized to be worn with the winter uniform.
 - 1.1.2(d) Shoulder Patches – A department shoulder patch shall be worn on both sleeves. Each patch shall be sewn on ½” below the shoulder seam.
 - 1.1.2(e) Master Police Officer, Corporals and Sergeants rank insignia on both sleeves with the top edge of the insignia ½” below the shoulder patch and centered on the outside of the sleeve.
 - 1.1.2(f) Lieutenant and above rank insignia worn bottom corner ¼” from the vertical seam of the collar, top of the rank insignia ¾” below and parallel to the top seam of the collar.
 - Lieutenant Gold single bar
 - Captain Gold double bar
 - Chief Gold Stars
 - 1.1.2(g) Sergeants and below - Gold RPD insignia bottom corner ¼” from the vertical seam of the collar, top of the insignia ¾” below and parallel to the top seam of the collar.
 - 1.1.2(h) Service Stars – Worn on the lower left sleeve with one gold thread star for each five years of certified service with the Rogers Police Department, aligned vertically with the sleeve placket and ½” from sleeve cuff. This is optional wear.
 - 1.1.2(i) Department award badges and medals may be worn. No more than two award pins worn centered over and ¼” apart and above brass name tag.
 - 1.1.2(j) No more than one (1) unit pin will be worn at one time centered and ¼” below stitching at the top of the left breast pocket flap.
 - Unit pins, unless designating a unit affiliated with a larger organization outside the RPD (such as SWAT), will be consistent in design, size, color and shape. The list of such unit pins as are authorized are listed below:
 1. SWAT
 2. “Expert” Firearms Marksman
 3. K-9 Handler
 4. Field Training Officer
 5. Negotiator

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- 1.1.3 Trousers – Dark navy Blauer Model 8560 uniform trouser with no stripe, 4 pocket or Dark navy Blauer Model 8567 uniform trouser with no stripe, 6 pocket. Length shall allow the front of the trousers to touch the top of the shoe and allow a slight break in the front crease.
- 1.1.4 Footwear
- 1.1.4(a) All leather, lace up, black oxford shoe with rounded toe. Plain black socks shall be worn.
- 1.1.4(b) Wellington type boot with a maximum upper height of 12”.
- 1.1.4(c) Lace up black boot. Nylon uppers are acceptable with this type of boot. Plain leather toe which must be polished. No wing tips, tassels, designs, buckles or straps are allowed.
- 1.1.4(d) Socks will be solid black, and such that any white areas, as well as the officer’s bare leg, are concealed.
- 1.1.4(e) Footwear will be kept clean, highly polished and in good repair.
- 1.1.5 Utility Belt
- 1.1.5(a) Safariland Basketweave black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing. All optional leather equipment shall match the leather belt style used by the officer.
- 1.1.5(b) Belt system shall consist of under belt, top belt (with at least four rows of stitching), Safariland Model 6360 black basketweave holster, Safariland black basketweave double magazine pouch, Safariland black basketweave single handcuff case, and Taser Holster/Taser. Taser is mandatory for uniformed personnel in the rank of Corporal and below, (optional for Sergeant and above), Portable Radio Holder, and at least one keeper holding the exposed end of the top belt in place. All accessories must match the belt worn.
- 1.1.5(c) Handcuffs must be carried in a Safariland black basketweave handcuff case.
- 1.1.5(d) The following optional accessories may be worn:
- Flashlight Holder
 - Safariland black basketweave OC case/OC spray
 - Safariland black basketweave Baton Holder
 - Rubber Glove Pouch
 - Key Ring
 - Knife case
 - Additional Handcuff case
 - Cell Phone-attached directly to the belt (not an accessory)
 - MVR Microphone and belt clip
 - K9 Bailout remote
- 1.1.6 Coats
- 1.1.6(a) Dark navy Blauer 6120 3 season bomber jacket and liner with gold or subdued colored buttons and Scotchlite safety package. Mandatory and authorized optional insignia are as follows:
- Badge- Cloth breast badge centered over left pocket

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- Shoulder Patches – Same as Class B uniform shirt.
 - Service Stars – (Optional) Same as Class B uniform shirt.
 - Embroidered Name – (Optional) As an option, an officer's name may be embroidered on the right front of the uniform coat. It shall be embroidered in gold thread (same color as used in shoulder patch), in block letters approximately ¾" tall. The name shall be centered on the right breast, at the same level as the badge and placed just above the pocket flap, if present. On the coat with pull down reflective stripes, the name should be placed just above the seam of the lower edge of the flap, and centered to be compatible with the position of the badge.
- 1.1.6(b) Dark navy Blauer 4660 soft shell jacket
- Shoulder patches- Same as Class B Uniform shirt
 - Badge- Cloth breast badge centered on left breast
 - "Police" patch on upper back of jacket
- 1.1.6(c) Sweater – (Optional). Dark navy Blauer Model 225 v-neck pullover sweater. Shoulder board rank insignia worn on the epaulets, shoulder patches.

1.2 The Class B / Summer Uniform

NOTE: Officers with visible tattoos will still be required to wear long sleeve shirts year-round.

1.2.1 Headgear

- 1.2.1(a) Headgear – Navy colored Stratton brand Campaign style model S40DB Double Brim with single hole for the hat badge.
- 1.2.1(b) Use of the hat is optional with the exception of the following situations:
- When directing traffic.
 - When out of the car blocking intersections for a funeral escort.
 - When assigned to parade duty or standing a foot post at a special event.
 - As directed by a supervisor.

1.2.2 Shirt – Dark navy Blauer Model 8460 or 8446 short sleeve shirt with zipper with the following:

- 1.2.2(a) The uniform shirt will be worn with a black T-shirt or Underarmor type shirt showing behind the open collar. The T-shirt sleeves shall not be visible below the sleeves of the uniform shirt.
- 1.2.2(b) Issued breast badge centered over left pocket. The bottom of the badge should not touch the top of the pocket.
- 1.2.2(c) Name Tag – Same as Class B/Winter uniform. A "Serving Since" attachment is authorized to be worn with the name tag.
- 1.2.2(d) Shoulder Patches – Same as Class B/Winter uniform.

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- 1.2.2(e) Rank Insignia – Same as Class B/Winter uniform.
- 1.2.2(f) The highest service award pin may be worn centered one quarter inch above name tag.
- 1.2.3 Trousers – Same as Class B/Winter uniform.
- 1.2.4 Footwear – Same as Class B/Winter uniform.
- 1.2.5 Utility Belt – Same as Class B/Winter uniform.
- 1.2.6 Jacket – Same as Class B/Winter uniform.

1.3 Class C Utility Uniform (BDU)

- 1.3.1 The Class C uniform is an optional and restricted uniform which is authorized only under the following conditions:
 - 1.3.1(a) Canine Officers, while in the performance of their canine related duties.
- 1.3.2 Hat
 - 1.3.2(a) Black pile cap with pull down flap is optional during inclement weather only.
 - 1.3.2(b) Use is optional except when ordered by a supervisor.
- 1.3.3 Shirt – Navy blue 5.11 Stryke PDU long (SG274) or short sleeve (SG277) shirt tucked into the trousers with the following:
 - 1.3.3(a) Cloth breast badge centered above left breast pocket.
 - 1.3.3(b) Cloth name centered above right breast pocket flap. Name tag shall be sewn in gold thread and letters approximately ¾” high.
 - 1.3.3(c) Shoulder patches – Same as on Class B uniform.
 - 1.3.3(d) Rank Insignia – Master Police Officer and above – placed the same as Class B uniform and be of gold thread.
 - 1.3.3(e) Service Stars – Same as Class B uniform.
 - 1.3.3(f) A black Underarmor type shirt shall be worn under the Class C uniform shirt.
- 1.3.4 Trousers – Navy Blue, cotton/polyester blend 5.11 Stryke PDU TT350 with 6 pockets. Class C BDU pants must be of the proper length to be worn tucked into the boots.
- 1.3.5 Footwear – Lace up, black boot (no brand specified). Nylon uppers are acceptable. Plain leather toe which must be polished.
- 1.3.6 Utility Belt – Regular duty leather or system constructed of black nylon. Leather and nylon may not be mixed.
- 1.3.7 Coat – Same as Class B uniform.

1.4 Class A Uniform (Dress Uniform). Uniform authorized to be worn under the following conditions:

- 1.4.1 When authorized or directed by the Chief of Police.
- 1.4.2 Formal meetings, dinners, or similar activities.
- 1.4.3 Headgear – as described for the Class B/Winter uniform.
- 1.4.4 Shirt – Same as Class B winter long sleeve shirt.
 - 1.4.4(a) Issued breast badge centered over left pocket. Bottom of the badge will not touch the top of the pocket.
 - 1.4.4(b) Name Tag – Same as Class B/Winter uniform.
 - 1.4.4(c) Shoulder Patches – Same as Class B/Winter uniform.
 - 1.4.4(d) Rank Insignia – Same as Class B/Winter uniform.
 - 1.4.4(e) RPD Pins – ¼” from the point of the collar with the bottom edge of the brass aligned with the vertical stitching of the collar.

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- 1.4.4(f) Service Stars – Same as Class B/Winter uniform.
- 1.4.4(g) Department award badges and medals may be worn as per policy.
- 1.4.4(h) Tie – The uniform tie shall be of a black clip-on or Velcro design.
- 1.4.5 Trousers – Same as Class B/Winter uniform, 4 pocket trouser only.
- 1.4.6 Footwear – Same as Class B/Winter uniform.
- 1.4.7 Utility Belt – Same as Class B/Winter uniform.
- 1.4.8 Coat – Same as Class B/Winter uniform.

1.5 Command Class A (Dress Uniform)

- 1.5.1 All command-level personnel (Captains and Chief of Police) shall maintain and wear, as directed, a dress uniform as provided in this subsection.
- 1.5.2 Formal meetings, dinners, academy graduations, and funerals are approved events for the wearing of the Command Class A uniform.
- 1.5.3 Shirt – White, long-sleeve, oxford, no button-down collar, and no collar pins.
- 1.5.4 Tie – uniform, black, standard tie-able (non-clip on or Velcro)
- 1.5.5 Dress Coat – Fechheimer Flying Cross, LAPD Navy 38800 Dacron Polyester Single Breasted Dress Coat w/ two RPD shoulder patches.
- 1.5.6 Trousers – Same as Class B/Winter uniform, 4 pocket trouser only.
- 1.5.7 Police Shield – Over left breast.
- 1.5.8 Name Tag – over right breast.
- 1.5.9 Rank Insignia – gold stripes exhibited on each forearm sleeve, shoulder insignia.
 - 1.5.9(a) Captain- three gold stripes, double gold bar each shoulder.
 - 1.5.9(b) Chief of Police- four gold stripes, gold eagle insignia each shoulder.
- 1.5.10 Headgear – Dark navy colored Stratton Brand felt campaign style Model F40-NV with single hole for the hat badge.
- 1.5.11 Footwear – black oxford, round toe, lace up shoe. Boots are not authorized.
- 1.5.12 Service Weapon – Command officers shall carry an authorized service weapon concealed beneath the dress coat.

1.6 Class AA Uniform (Honor Guard Dress Uniform)

- 1.6.1 Class AA uniform is the same as the class A uniform with the following exceptions:
 - 1.6.1(a) A black band shall be worn across the center of the breast badge upon the order of the Chief of Police
 - 1.6.1(b) Utility Belt shall have only holster and weapon attached.
 - 1.6.1(c) Coat – Same as Command Level Dress Coat with appropriate shoulder patches and rank.
- 1.6.2 Uniform only authorized to be worn under the following conditions:
 - 1.6.2(a) Funerals
 - 1.6.2(b) Weddings
 - 1.6.2(c) Awards Presentations
 - 1.6.2(d) All other occasions as authorized or directed by the Chief of Police.

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- 1.7 Special Event Uniform
 - 1.7.1 The special event uniform is authorized for wear for certain special events as designated by the Chief of Police. Such events are the Arkansas Music Pavilion (AMP), Ladies Professional Golf Association (LPGA), or other events approved by the Chief of Police.
 - 1.7.2 Trousers- Proper Summer Weight Tactical Pants Khaki, Item#TT554.
 - 1.7.3 Shirt- Proper I.C.E. Performance Polo shirt with embroidered RPD badge, shoulder patches, and appropriate rank chevrons, Navy #ST136 (short sleeve), #ST283 (long sleeve)
 - 1.7.4 Footwear- Same as Class B/Winter uniform.
- 1.8 Specialized Uniform Accessories & Equipment
 - 1.8.1 Raingear
 - 1.8.1(a) The Stratton Campaign Hat with plastic cover may be worn in conjunction with the raincoat.
 - 1.8.1(b) Solid black overshoes or rubber boots may be worn.
 - 1.8.1(c) Long raincoats, short raincoats that are fluorescent yellow are authorized; the fluorescent yellow side, raincoats shall display "POLICE" in large black or reflective letters.
 - 1.8.1(d) The reflective (traffic control) vest may be worn over the raincoat in those situations where an officer is suddenly moved from a tactical position to a traffic control position.
 - 1.8.2 Gloves
 - 1.8.2(a) Black, leather gloves shall be normally worn only in conjunction with a coat or long-sleeve shirt. (Fingerless gloves are unacceptable for wear at any time unless specifically authorized elsewhere in this policy.)
 - 1.8.2(b) Black gloves may be worn during evidence collection, searches and prisoner searches.
 - 1.8.2(c) Rubber gloves shall be worn at any time the risk of chemical or biohazard contamination exists. **Leather gloves do not protect against biohazard contamination.**
 - 1.8.3 Traffic Vest – A reflective vest shall be issued to all uniformed officers. The vest shall be worn at all times during the hours of darkness when an officer is working in and around traffic. Officers are strongly encouraged to wear the vest in any traffic-related situation.
 - 1.8.3(a) Exception: Short periods of time. (i.e.: traffic stops)
 - 1.8.3(b) Exception: When officers are wearing the duty jacket with the optional retro-reflective police logos displayed.
 - 1.8.4 Bicycle Patrol
 - 1.8.4(a) Uniform only authorized while operating a police bicycle or actively engaged in activities arising from the operation of a police bicycle.
 - 1.8.4(b) Helmet
 - Any time that the officer is on a bike, the helmet will be worn and the safety straps locked.

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- Helmets will be a department issued polystyrene, micro-shell cycling helmet (SNELL or ANSI approved) with a one-piece strapping system.
- 1.8.4(c) Safety Glasses – Eye protection made predominantly gray or clear Plexiglas or safety-rated glass lenses is recommended during the operation of a bicycle. An officer may request to be issued safety glasses. If safety glasses are issued, the officer shall wear safety glasses at all times while on bicycle patrol.
- 1.8.4(d) Shirts
- Lightweight, nylon or cotton/nylon blend, royal blue upper half/dark blue lower half, divided by reflective strip with “POLICE” written in reflective material on the back.
 - Shoulder patches.
 - The officer’s last name will be embroidered, in gold thread, above and centered on the right breast pocket.
 - An embroidered RPD badge emblem will be worn in place of the issued brass badge.
 - Black crew neck T-shirts will be worn under the uniform shirt and visible across the chest.
 - RPD pins will not be worn
 - Appropriate rank chevrons shall be worn on each sleeve below the shoulder patches.
- 1.8.4(e) Pants
- Shorts – Solid black shorts, designed for cycling, and made of nylon or a cotton/nylon blend. Shorts will have a zippered fly and no less than a 6 ½-inch inseam and side cargo pockets. Velcro or standard belt loops are optional as will be a synthetic or chamois riding pad.
 - Long Pants – Solid black long pants designed for cycling, and made of nylon with ultrex (waterproof) or supplex (water resistant) treatment optional. They will have elastic waist as well as elastic cuffs. Velcro or standard belt loops are optional.
- 1.8.4(f) Utility Belt – Same as Class C Uniform.
- 1.8.4(g) Footwear
- Shoes will be of an all-black, flat-soled, athletic-type, lace up design. Shoes may have seams or ventilation holes, but not colored stripes or insignia.
 - Socks will be ankle high, solid black, with no stripes or insignia when worn with shorts. When worn with long pants, socks will be solid black, or such that any white areas, as well as the officer’s bare leg, are concealed.
- 1.8.4(h) Jackets
- Blauer softshell fleece jacket, style #4670, royal top/navy bottom.
 - Accessories for the jacket will be an embroidered cloth badge, shoulder patches, and appropriate rank chevrons.

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- Jackets will have reflective piping at the seams.

1.8.4(i) Gloves – Solid black or predominantly black padded cycling gloves will be worn at all times when cycling. (Fingerless gloves optional.) One pair of uniform gloves will be purchased by the department at the time the officer is assigned to the unit.

1.8.4(j) During cold weather, officers may wear a black turtleneck or balaclava to reduce the wind effect.

1.8.5 Canine Unit

1.8.5(a) The uniform of the day will be the Class C uniform. All units will conform to section 2 requirements.

1.8.5(b) Canine officers will wear the Class B uniform (summer/winter) when not utilizing the canines.

1.8.6 New Recruit Training Uniform

1.8.6(a) Uniform authorized for new recruits who are currently assigned to the Training Unit for training.

1.8.6(b) Trousers- Propper Summer Weight Tactical Pants Khaki. Item#TT554.

1.8.6(c) Shirt- Navy blue polo with Rogers Police embroidered on left breast.

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2. A comprehensive list of items approved for purchase will be compiled and attached with this Special order.

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The following list of items are authorized for purchase on account at Galls. If an item is specifically listed by brand and model number, **only** that specific item is authorized for purchase. Items not specifically listed by brand and model number must still fit the criteria as outlined in **SOG# 304.6 Uniforms and Equipment – General Regulations**. If an item does not appear on this list, it may not be purchased against the officer's account at Galls unless express written authorization is obtained from the Uniform Operations Division Commander. Any items not listed here but allowed by Rogers Police Department policy may be purchased with an officer's personal funds. Purchases of the below listed items may be made through the Galls online portal. If an item listed below is approved for purchase but not listed on the Galls online portal, then notify the Shift Commander for review to be added to the online portal.

Shirts

- Dark navy Blauer Model 8460 short sleeve shirt with zipper or Model 8446 super shirt.
- Dark navy Blauer Model 8450 long sleeve shirt with zipper or Model 8436 super shirt.
- Navy blue 5.11 Stryke PDU Model SG277 short sleeve or Model SG274 long sleeve. (Class C Utility) (K9 Officer only).
- Blauer #8133 Royal Blue / Navy with reflective "POLICE" screen printed on back. (Bike Officer only).
- Propper I.C.E. Performance Polo shirt with embroidered RPD badge, shoulder patches, and appropriate rank chevrons, Navy #ST136 (long sleeve), #ST283 (short sleeve).

***Shirts must be tailored to fit the individual officer at the time of purchase.**

Trousers

- Dark navy Blauer Model 8560 uniform trouser with no stripe, 4 pocket.
- Dark navy Blauer Model 8567 uniform trouser with no stripe, 6 pocket.
- Navy blue cotton/poly blend 5.11 Stryke PDU Model TT350. (Class C Utility) (K9 Officer only).
- Propper Summer Weight Tactical Pants, Khaki #TT554.
- Shorts Blauer Navy #8842 (Bike Officer only)
- Flextech dark navy zip-off bike pants #8822Z (Bike Officer only)

***Class B uniform trousers must be hemmed to the proper length at the time of purchase. Class C BDU pants must be of the proper length to be worn tucked into the boots.**

Hats

- Navy colored Stratton brand campaign hat Model S40DB double brim with single hole for the hat badge.
- Black pile cap with pull down flap (no brand specified).
- Black watch cap (no brand specified).

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Footwear

- All leather, lace up, black oxford shoe with rounded toe (no brand specified).
- Wellington type boot with maximum upper height of 12" (no brand specified).
- Lace up black boot (no brand specified). Nylon uppers are acceptable. Plain leather toe which must be polished. No wing tips, tassels, designs, buckles or straps.

Coats

- Dark navy Model 4660, soft shell jacket with shoulder patches, badge patch, "POLICE" back patch and rank if required.
- Dark Navy, Blauer Ike Jacket (dark navy/high vis green) with shoulder patches on the dark navy side, and "police" screen printed on the high vis green side, Model 6045.
- Dark Navy, 6120 3- Blauer season bomber jacket and liner
- Blauer softshell fleece jacket, Style#4670, Royal top/Navy bottom (Bike Officer only)

Sweater

- Dark navy Blauer Model 225 v-neck pullover sweater. Shoulder board rank insignia worn on the epaulets, shoulder patches.

Raingear

- Plastic cover for the Stratton campaign hat.
- Long (Model RW181R) or short (Model RW216) raincoat, reversible black/fluorescent yellow in color with "POLICE" in reflective letters.

Gloves

- Black leather (no brand specified). No fingerless gloves allowed.
- Black and High Visible "Yellow" Blauer G1105 storm traffic glove.

Undershirts

- Black Under Armor type shirts (no brand specified).

Socks

- Boot socks suitable for uniform wear (no brand specified).

Collar brass and name plates

- Premier Brand collar brass and rank insignia.
- Brass name plate. J5 Gold
- Shoulder patches.
- Rank insignia (MPO, Corporal, Sergeant)

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Utility Belt

- Safariland Velcro black basketweave duty belt Model LP070. MFG#94-XX-4
- Safariland black basketweave holster with light. MFG#7360-832-481 or 82
- Safariland black basketweave double magazine pouch. MFG#77-83-48HS
- Safariland black basketweave handcuff case. MFG#90-4HS
- Safariland black basketweave baton holder. MFG#35-F21-48
- Safariland black basketweave OC spray case. MFG#38-4-48HS
- Safariland black basketweave radio holder. MFG# 762-5-48
- Narcan Nasal Spray Case black basketweave.
- Safariland buckleless inner utility belt. MFG#99-X-4
- Safariland black basketweave two snap belt keepers. MFG#62-4-4HS
- Safariland black basketweave surgical glove pouch. MFG#33-3-4V
- Bianchi Accumold duty belt. Item#NP160 (K9 and Bike Officer only)
- Bianchi Accumold duty belt accessories (K9 and Bike Officer only)

Miscellaneous Items

- Seat organizer for patrol vehicles (no brand specified)
- Equipment bag for patrol vehicles (no brand specified)
- Radio ear pieces (No 2 wire system with PTT button) (no brand specified)
- Clipboards (aluminum, compartmentalized, no brand specified)
- Safariland STX Plain G22/17 w/tlr1 light 6378-832-411(right), 6378-832-412 (left)
- Fobus Cuff Mag combo. MFG#CU9GSBH
- Reflective traffic vest. MFG#343-P
- Badge Holder, oval.
- Clip-on or break away (Velcro) tie, black.

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POLICIES AND PROCEDURES

SUBJECT	Take Home Vehicle		
NUMBER	304.9	EFFECTIVE DATE	January 1, 2010
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to assign police vehicles to full time sworn police officers who reside within a defined geographical area surrounding the City of Rogers for use pursuant to the following guidelines and procedures. The Police Department will also assign police vehicles to full time sworn police officers who are assigned to certain positions within the Department as identified by the Chief of Police for use pursuant to the following guidelines and procedure.

II. Definition

Take Home Area:

North Boundary – line running east to west beginning at Lat 36.4116, Long -94.0611 (1,317 FT north of northeast corner of Avoca City Limits) and ending at Lat 36.4155, Long -94.2211 (common name Interstate 49N at northbound off ramp of exit 93)

East Boundary – line running north to south beginning at Lat 36.4116, Long -94.0611 (1,317 FT north of northeast corner of Avoca City Limits) and ending at Lat 36.2518, Long -94.0650 (common name east of Ervin McGarrah Rd and Frisco Springs Rd, east of Lowell) except where the east boundary is interrupted by the west bank of Beaver Lake at which point the west bank is the east boundary.

West Boundary – line running north to south beginning at Lat 36.4155, Long -94.2211 (common name Interstate 49N at northbound off ramp of exit 93) south to Lat 36.3358, Long -94.2224 (common name intersection of SW I St and State Highway 12) west along State Highway 12 to Lat. 36.3362, Long -94.2586 (common name intersection of State Highway 12 and SW Shell RD) south to Lat 36.2566, Long -94.2603 (common name State Highway 264, 207 FT east of Atkins RD)

South Boundary – line running east to west beginning at Lat 36.2518, Long -94.0650 (common name east of Ervin McGarrah Rd and Frisco Springs Rd, east of Lowell) to Lat 36.2566, Long -94.2603 (common name State Highway 264, 207 FT east of Atkins RD)

Restricted Use Area: Any area outside the city limits of Rogers.

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III. Procedure

1. The assignment of a take home vehicle is a privilege, not a right. Assignment will be based on availability of vehicles, job assignment and performance. This privilege may be revoked at any time.
2. VEHICLE ASSIGNMENT CATEGORIES
 - 2.1 Officers will be assigned either a marked or an unmarked vehicle for use according to the responsibilities of the officer's position and the needs of the department.
 - 2.2 To be assigned a take home vehicle, the member must reside within the defined Take Home area and work in an operational division, section or unit which requires the use of a vehicle for the employee to perform the required duties of his or her position.
 - 2.2.1 Any full time sworn police officer who moves within the take home area is eligible to participate in the take home vehicle program and will be assigned a take home vehicle, as vehicles are available.
 - 2.2.1(a) ~~Probationary officers~~ Officers with less than one year of service at the Rogers Police Department are not allowed to participate until approved by their Division Commander.
 - 2.2.2 When a full time sworn police officer who is assigned a take home vehicle ends their residency within the take home area, such officer must immediately notify his or her supervisor of the change. .
 - 2.2.3 Use of vehicles assigned to officers living outside the city limits of Rogers, but within the take home area will be considered "restricted use only" and should only be driven if the member is conducting authorized police business or necessary commuting.
 - 2.2.4 Line Units will not be used as part of this take home program.
 - 2.3 Command Vehicles are assigned to positions of command responsibility critical to the operational efficiency of the Police Department as designated by the Chief of Police. Any member having a command assignment must be able to communicate with the Department at all times and is subject to immediate response when needed.
 - 2.4 Vehicles may be assigned to personnel who live outside of the defined Take Home Area based on departmental needs and at the discretion of the Chief of Police. These personnel are subject to call-in while off-duty. Such assignments may be made to the following personnel:
 - 2.4.1 Canine
 - 2.4.2 Criminal Investigations
 - 2.4.3 Crime Scene Technician
 - 2.4.4 Drug Unit
 - 2.4.5 SWAT
 - 2.4.6 Traffic
 - 2.4.7 Sergeants
 - 2.4.8 Lieutenants
3. VEHICLE USAGE

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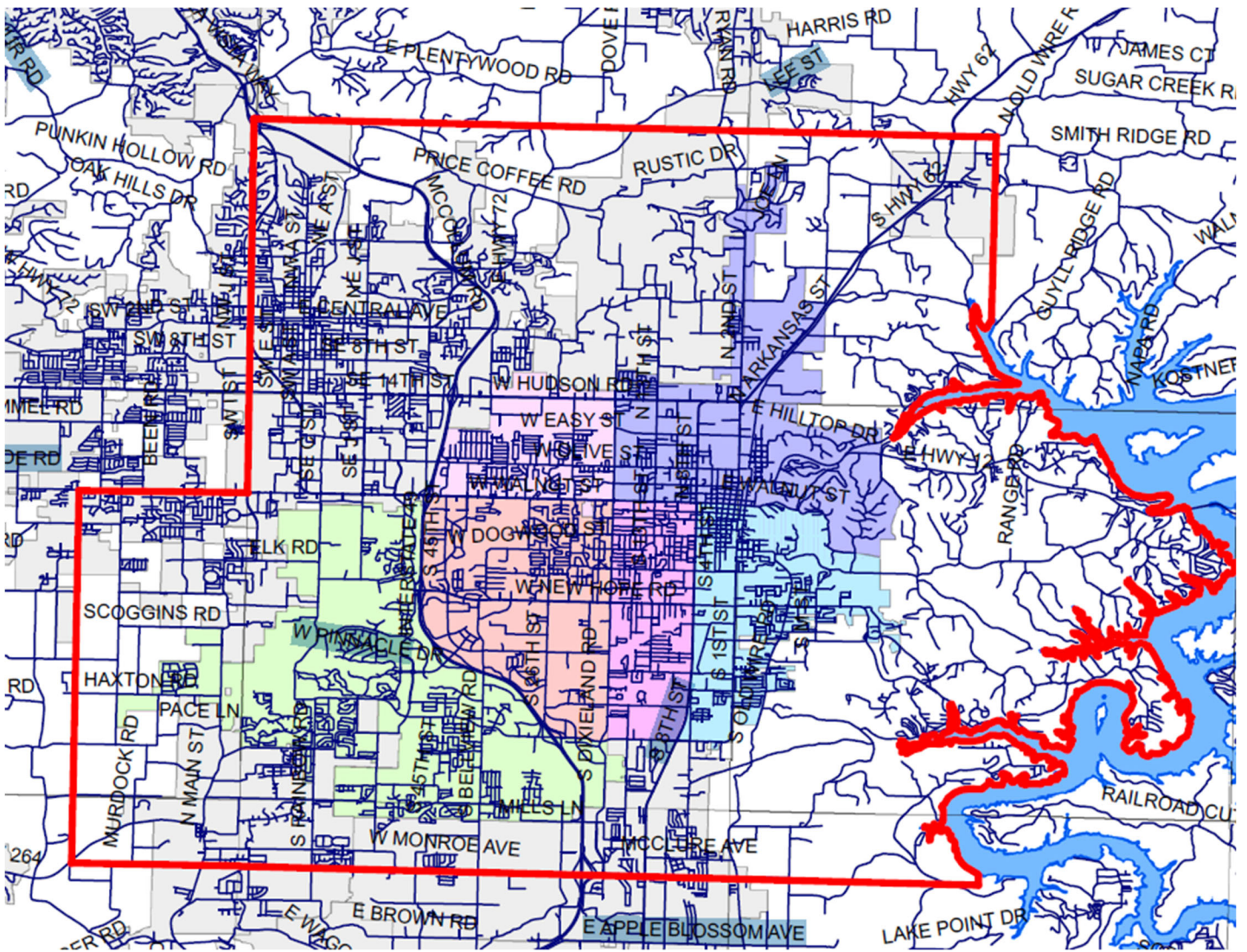
- 3.1 Members who are assigned take-home vehicles must comply with the guidelines and/or rules set forth in this policy. When off duty, all traffic laws must be adhered to except when law enforcement action is required or authorized. Non-compliance or violations of the guidelines and/or rules will result in the take-home vehicle assignment being taken from the member for a period of time determined by the Chief of Police. The noncompliance or violation may also result in further disciplinary action depending on the circumstances.
- 3.2 No person other than a member of the Rogers Police Department will operate the vehicle.
- 3.3 The following vehicle off-duty use will apply to officers who are assigned a take home vehicle and live within the city limits of Rogers.
 - 3.3.1 The vehicle must not be used outside the City limits unless the member is conducting authorized police business or necessary commuting for purposes of authorized police business.
 - 3.3.2 Officers may use the vehicle to conduct limited personal business within City limits.
 - 3.3.3 Officers will dress appropriately when using the marked patrol vehicle.
 - 3.3.3(a) Officers will not wear shorts, tank tops, flip flops, etc.
 - 3.3.3(b) Officers will equip themselves with police identification, police radio, handcuffs, and firearm.
 - 3.3.4 Officers will monitor the police radio at all times while operating a police vehicle within City limits.
 - 3.3.5 While off duty and/or in civilian attire, officers will not take traffic enforcement action unless the violation is extremely hazardous.
 - 3.3.5(a) Officers should check "10-7 Administration" when using a take home vehicle while off duty and check 10-7 when no longer in the vehicle.
 - 3.3.5(b) Officers may be dispatched to High Priority Calls for service if needed.
 - 3.3.6 Officers on suspension are not authorized the use of a take-home vehicle during the period of suspension.
 - 3.3.7 The use of a take home vehicle for officers on light-duty will be determined by their Division Commander.
 - 3.3.8 Any officer on annual leave, earned personal leave, compensatory time, or other earned leave equal to or exceeding one duty week (40 hours) will not keep possession of the take-home vehicle during such extended leave.
 - 3.3.8(a) Assigned take-home vehicles will be left at the Police Department at the end of the last duty shift preceding the start of leave.
 - 3.3.8(b) Officers on leave who are scheduled to work an extra duty assignment during the leave period may access their assigned vehicle, if available, when a police vehicle is authorized for the assignment. The on-duty Shift Commander will be notified of the use.
 - 3.3.9 The vehicle is to be properly maintained and kept clean at all times.
4. Nothing in this policy will prohibit the Chief of Police or Division Commander from authorizing any member the use of a take-home vehicle for a limited period of time to

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address any identified need, such as commuting to authorized training or court appearances.

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Rogers Police Department Take Home Area



ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Property Room/Evidence Procedures		
NUMBER	305.1	EFFECTIVE DATE	May 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to ensure that property in its possession is properly received and recorded, securely stored, and property disposition made according to law. This Department will make every reasonable effort to recover lost or stolen property, to identify rightful owners, and to ensure its prompt return whenever possible. Employees shall handle property in a manner to ensure a successful investigation and prosecution, ~~and place all property under the control of the Property and Evidence Unit prior to the end of their tour of duty each day.~~ All items should be processed, packaged, and submitted prior to the end of shift. In the event evidence/property processing cannot be completed prior to shift end, items shall be temporarily stored in a secure location with supervisor approval and appropriate notice to the Evidence and Property Supervisor.

II. Procedure

1. SUBMISSION OF PROPERTY

1.1 Officers in possession of in-custody property or evidentiary property will expedite the transfer of such property into the Property and Evidence Unit as soon as possible following completion of the call or investigation; however, in all cases such property shall be submitted prior to the end of the officer's tour of duty. Officers shall not retain any found property or evidence that has come into their possession through the course of their official duties for personal use.

1.1.1 Officers who collect in-custody property or evidentiary property are solely responsible for transferring and submitting the property into the Property and Evidence Unit.

1.1.2 While all efforts will be made to book evidence prior to the end of the shift, temporary evidence lockers may be utilized by employees to store evidence for specified periods of time. Some items may not be stored in temporary lockers past the employees' current shift. The below chart dictates allowable hold times based on evidence and

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incident type. Approval to hold evidence beyond the time limits prescribed below must be approved by a supervisor.

<u>Type of evidence</u>	<u>Deadline for submission to Evidence and Property</u>
<u>Narcotics, guns, money</u>	<u>Must be booked before End of Shift</u>
<u>Evidence that needs to be refrigerated or frozen</u>	<u>Must be booked before End of Shift</u>
<u>Evidence from scenes with more than 30 items</u>	<u>Within 2 days of the incident</u>
<u>Evidence from murder and OIS scenes</u>	<u>Within 7 days of the incident</u>
<u>Evidence that requires additional processing</u>	<u>Within 7 days of the incident</u>
<u>Evidence that requires drying</u>	<u>Within 21 days of the incident</u>
<u>All other evidence</u>	<u>Within 48 hours and before end of work week</u>

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- 1.2 A computer entry listing each article of property shall be completed. Officers shall report the circumstances of all property seizures fully in their incident report.
- 1.3 All property to be submitted shall be properly packaged, entered in the computer and secured in a locker of appropriate size.
 - 1.3.1 If an article is too large to place in an available locker and Property Unit personnel are not available, the article(s) can be placed in Facility: Temporary Evidence Lockers and storage Location: Sally Port B. The key shall be placed in the temporary evidence locker mail slot.
 - 1.3.2 Bicycles, scooters, vehicles seized for forfeiture and other large items shall be secured in the fenced storage compound at police headquarters. The fenced storage compound shall only be accessed by supervisors and evidence personnel. Entry into and out of the fenced storage compound will be recorded on the log located in the evidence prep area.
 - 1.3.3 Articles held for safekeeping should include the owner's information ~~if known~~ under the Property Quick Entry submission.
2. RIGHT OF REFUSAL
 - 2.1 The following articles will not be accepted for storage into the Property Unit.
 - 2.1.1 Motor Vehicles (any device with a motor and a vehicle identification number that is commonly used to transport a person) are to be stored in the fenced storage compound until deemed property of the Rogers Police Department by court order. Motor vehicles to be secured pending processing for evidence may be secured in the Facility: Temporary Evidence Lockers and Storage Location: Sally Port B. Access may be gained through the Custodial Processing Area.

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- 2.1.2 Street signs, signals, barricades, and other large articles belonging to city, county or the state are to be deposited at the City Sign Shop. After 1700 hours, they may be stored temporarily in the Support Building at police headquarters but it is the responsibility of the seizing officer to transport or make arrangement for transport to the City Sign Shop the following business day.
- 2.1.3 Containers that have no evidentiary value are to be left with owners. Evidence should be removed from the container and submitted as required. This includes coolers containing alcohol and pots containing dirt or plants. Items shall include, but are not limited to: ashtrays, tin containers, empty pill containers, beverage containers, long gun cases, pistol cases or boxes, any container with perishable goods (liquid, food, etc.)
- 2.1.4 Explosives or suspected explosives will be turned over to the Bentonville Police Department Bomb Unit. Gas cans, open chemical containers, propane tanks, or any other potentially volatile or flammable substances can be stored inside the evidence fence next to the Arson Container at the on-duty supervisor's discretion. If there is any question as to the safety of the item, the Rogers Fire Department should be contacted to inspect it.
Note: Officers should inspect containers for things such as corroded fittings with a blue and/or green discoloration, which could indicate the presence of anhydrous ammonia (Refer to SOG 409.4 Clandestine Drug Lab Procedures).
 - 2.1.4(a) The Rogers Fire Department can store flammable items in their flammables cabinets; however, officers should realize the possibility of cross contamination exists, and there will not be a clear chain of custody.
 - ~~2.1.4(b) For seized items that are part of a criminal investigation, Evidence personnel can be called out at the discretion of a Shift Commander or CID Commander.~~
- 2.1.5 Animals possessed by a person at the time of arrest will be released to a responsible person at the scene. If that is not possible, the animal will be released into the possession of a City Animal Control Officer.
- 2.1.6 Any paperwork that is not evidence should be placed in the Records Unit as an attachment to be placed in the case file. This includes Rights Waiver forms, Consent to Search forms, written statements, voided tickets, copies of photographs, copies of receipts or checks, reports from other businesses or jurisdictions, etc.
- 2.1.7 Any article not properly packaged or that has not been properly entered into the computer will not be admitted into the Property Unit until any errors are corrected. This includes items of evidence that are packaged without properly initialed and dated evidence tape.

3. PACKAGING/MARKING PROPERTY

- ~~3.1 A bar code shall be applied to each package of property. Evidence tape is to be applied to packaging of items of evidentiary value, and the officer is to place his/her initials and the date on the tape. Property entered as Safekeeping, Found or for Destruction shall be sealed with a security tape of a color other~~

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than red. The officer's initials and date of entry will be required on package seals. Currency entered as Found or Safekeeping will require the security tape on the flap/seal of the currency envelope and the officer's initials and date on the tape.

3.2 ~~Articles shall be enclosed in a container suitable for preserving their condition whenever possible.~~

3.2.1 ~~CHECKS Photocopy the check for the case file, then package in heat sealed poly tubing, place a bar code label on the tubing. If checks are wet, place in a business size envelope and place a bar code label on the envelope.~~

3.2.2 ~~MONEY Package in an envelope specifically marked for storage of money (available in the receiving area of the property room). Record the number of each denomination contained in the envelope. Place a bar code on the envelope. If the investigation suggests the possibility that part or all of the money may have come from police department drug buy funds, photocopy each bill to include the serial number and place the photocopy into the case file. Police Department drug buy funds should be retained and returned to the drug fund. Another officer shall witness and sign Currency envelope, verifying amount entered.~~

3.2.3 ~~CD's/DVD's Place a bar code on the CD/DVD paper sleeve and use a fine tip marker to put the case number on the label side of the CD/DVD.~~

3.2.4 ~~COMPACT FLASH CARDS or similar digital storage media Package in a 3.125 x 5.5 coin envelope and place a bar code label on the envelope with evidence tape, along with the date and Officer's initials.~~

3.2.5 ~~DRUGS Package in a 6" x 9" manila envelope and place a bar code label on each package. Initial and date on the evidence tape. For larger quantities, paper sacks can be used in place of the manila envelope. Drugs should be weighed and their approximate weight noted. Medications from unattended deaths that do not appear to be suspicious in nature shall be collected and entered into the Evidence/Property Unit for destruction. They are not to be released to relatives or immediate family members. For the proper packaging method, refer to the Evidence Procedure Help Manual.~~

3.2.6 ~~ALCOHOL Containers can be submitted with the bar code label on the container. Open containers seized for alcohol violations (not for latent prints or other evidentiary reasons) shall have a sample vial of the contents attached to the container with non evidence tape and the bar code label on the container. Excess liquid from the container should be poured out by the officer. Put evidence tape on the vial only. For unopened containers that are clearly labeled as an alcoholic beverage (must still be sealed), and an officer can simply place a bar code label on the container and submit it in its unopened state. If several containers are seized, only one representative container is needed for evidence. Excess containers of liquor shall have a bar code label affixed to the container and marked "DESTROY" on the Property Submission Report.~~

3.2.7 ~~GUNS Package handguns in a box specifically designed for gun storage (available in the receiving area of the Property Room). Absolutely ALL firearms will be unloaded prior to submission to the Property Room. Guns to be protected for print processing should be marked so on the box. Initial and date the evidence tape. Long guns (rifles and shotguns) should not be put in poly tubing, paper, or a long gun box unless the long gun is to be processed for fingerprints. If gun is to be processed for fingerprints, put the~~

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gun in paper tubing. If there is blood or other biological material on a long gun or pistol, a biohazard sticker shall be attached to the paper tubing or gun box. A sticker shall be attached to any packaging and initialed by the officer indicating that the weapon is unloaded.

~~3.2.8 BLOOD/URINE Vials containing blood will be put in containers and boxes provided by the Arkansas Department of Health, Evidence tape initialed and dated, and barcode put on the outside of the box. Urine containers should be half full, placed in a biohazard bag, with a bar code label and evidence tape placed on the bag. Blood and urine containers are to be placed in the Temporary Evidence Refrigerator.~~

~~3.2.8(a) BLOOD/URINE for Alcohol Testing only shall be delivered to the Arkansas Department of Health and all paperwork should remain inside of the box for the Health Department chain of custody.~~

~~3.2.8(b) BLOOD/URINE for Alcohol/Drug Testing shall be delivered to the Arkansas State Crime Lab and all paperwork shall be removed from the box and attached to the report to be placed in the case file. A Crime Lab Submission Form shall be completed and submitted to the Evidence Unit to accompany the BLOOD/URINE to the Crime Lab.~~

~~3.2.9 LICENSE PLATES Only license plates that are considered evidence or that are to be released to the owner should be logged into the Property Room. Place a bar code directly on the license plate. License plates seized for non-compliance should be documented in a report and taken to the revenue office.~~

~~3.2.10 Any chemicals seized shall be stored in the arson container and shall not be brought inside the headquarters building.~~

~~3.3 Articles shall be packaged in a manner to prevent injury of personnel who must handle the item and to preserve evidentiary value.~~

~~3.3.1 Sharp objects shall be covered or packaged in cardboard or a knife box.~~

~~3.3.2 Any possible biohazards shall be packaged in biohazard bags or packages marked with biohazard stickers.~~

~~3.3.3 Exposed or used syringes shall be placed in sharps containers. Syringes for destruction shall be placed in the Red Biohazard Sharps Container located in the Evidence Prep Area. Data entry is not necessary for disposal.~~

~~3.3.4 Wet or bloody articles shall be placed in drying lockers.~~

~~3.3.4(a) Property placed in the drying lockers will be packaged and logged by the original submitting officer as soon as possible after the items have dried.~~

~~3.3.4(b) Officer shall check with Property Room personnel to check all items they caused to be placed in the drying lockers, prior to the end of their shift to determine if the items can be packaged. Officers shall contact Property Unit personnel during their next duty shift to package the items that were placed in the drying lockers after the items have dried.~~

~~3.3.4(c) If the drying lockers are needed or if the submitting officer is on days off or otherwise on leave, the follow up investigator or the officer's supervisor will remove the property from the drying lockers and insure that it is properly packaged and submitted to the Property Room.~~

~~3.4 Evidence, which cannot be packaged via any of the common methods, shall be submitted in a manner that will not jeopardize its evidentiary value.~~

3.1 Evidence Packaging & Submission

3.1.1 All evidence and property submitted to the Evidence and Property Unit must be submitted in a manner that does not compromise its

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integrity as outlined in the Rogers Police Department Evidence and Property Packaging Guide. If the items are improperly submitted to the Evidence and Property Unit, an Evidence Correction Notice will be generated.

3.2 Marking of Evidence and Property Items and Evidence Packaging

3.2.1 The purpose for marking evidence and property items or evidence packaging is to retain the identity of the evidence/property. Each individual item of evidence/property must be marked for identification prior to submission to Evidence and Property. Each item is identified with a computer-generated evidence label containing the case number, tag number, bar code, property code, and item description. The label must agree with the information recorded in the submitting officers report and the evidence management system.

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3.3 Sealing of Evidence and Property

3.3.1 The purpose of a proper seal is to protect the integrity of the evidence and therefore reduce the risk of evidence loss, cross-transfer, or contamination. Proper seals may be accomplished in various ways, including tape and heat seal. A container is properly sealed only if the contents cannot readily escape and only if entering the container results in obvious damage or alteration to the container or seal. Stapling a packaged closed is not an acceptable seal.

3.3.2 Packaged evidence is required to have the initials and the date sealed on the outside of the package, across the tape and packaging to be considered properly sealed. For heat sealing, the seal will be applied to the entire opening of the packaging to create an airtight seal. Initials and the date sealed will be written across the seal and packaging to be considered properly sealed. Once sealed, the evidence label must be visible.

3.3.3 All evidence packaging materials received by evidence personnel should be retained. If an item of evidence needs to be repackaged, the original packaging should be retained, along with documentation reflecting the change in packaging. The evidence label must be placed on the outside surface of the new packaging.

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4. STORAGE/SECURITY

Property Unit personnel will ensure that all articles are logged into the computerized record system daily.

4.1 Keys to the Property Room will be issued to Property Room personnel and the Chief of Police. No other personnel will have access to the Property Room storage areas. A log detailing entry into secured areas will be maintained by Property Room personnel.

4.2 Drugs, as well as cash and expensive items of jewelry will be stored in the vault within the Property Room storage area.

4.3 Bicycles will be stored within the fenced area outside Police Headquarters.

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- 4.4 Large articles that will not fit into a property bin are to be stored in an area designated by the Chief of Police or his designee.
 - 4.5 All other items will be stored in a specific bin in the Property Room.
 - 4.6 Articles that require refrigeration shall be placed in a locked box within a refrigerator in the property receiving area. After the box is locked, the key shall be placed in a secured property receiving slot.
5. INSPECTIONS AND REPORTS
- 5.1 The Division Commander will ensure that a semi-annual inspection is conducted to determine adherence to procedures used for the control of property.
 - 5.2 An inventory of property shall be completed whenever the Supervisor / Custodian of the Property Room is transferred or discontinues employment with the City.
 - 5.2.1 The inventory will be conducted jointly by a designee of the Chief of Police and the new Supervisor / Custodian of the Property Room.
 - 5.2.2 The audit sample size will be in accordance with that recommended in the CALEA standards manual.
 - 5.3 The Office of Professional Standards shall conduct an annual audit of property stored in the Property Room.
 - 5.3.1 The audit will be in accordance with that recommended in the CALEA standards manual.
 - 5.4 The Chief of Police shall direct other unannounced inspections of all property storage areas to be conducted at least once per calendar year.
 - 5.5 Audits and inspections will not be conducted by the same individual(s).
 - 5.6 The records system utilized by the Property Room shall reflect the status for all property held by the department and shall include at a minimum:
 - 5.6.1 The specific location or bin number where the property is located;
 - 5.6.2 Date and time the property was received and released;
 - 5.6.3 Character or description of the property;
 - 5.6.4 Amount of property on hand;
 - 5.6.5 Chain of custody from the time the property was stored until destruction or other final disposition.
 - 5.6.6 The case number.
6. EVIDENCE TRANSFER
- Property Room personnel will record all transfers of evidence in the computerized records system. The documentation shall include date and time of transfer, receiving person's name, location of transfer outside (i.e. crime lab, court, or other), reason for transfer, and any examinations desired.

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- 6.1 To Department Personnel
 - 6.1.1 For review by Prosecutors or Defense Attorneys – Notify Property Room personnel of a need to review.
 - 6.1.2 will be released without the proper documentation being completed on the chain of custody.
 - 6.1.2(a) The Officer will be required to produce a copy of the subpoena when checking out drugs for court.
 - 6.1.2(b) Drugs checked out for other purposes will require an memorandum, signed by the Officer's supervisor, and specifically stating the reason for removal.
 - 6.1.2(c) All property checked out for court purposes must be returned at the end of the day, unless the item is retained by the court as evidence. If retained by the court, the officer will supply a property receipt, signed by a judicial officer to Property Room personnel. If the evidence; or a signed property receipt is not returned to the Property Room, the Property Room personnel will notify the officer's supervisor.
- 6.2 Crime Lab
 - 6.2.1 Property Room personnel shall transfer articles to the lab on at least a monthly basis. The date and time of the transfer will be coordinated with Crime Lab staff.
 - 6.2.1(a) Property Room personnel will make a printout of the articles being transferred. This printout will accompany the articles transferred.
 - 6.2.1(b) Crime Lab personnel will transfer evidence back to the department when they are finished with it. Property Room personnel will sign the property transfer sheets and verify against the articles received.
 - 6.2.1(c) The Crime Lab will post analysis results via the Arkansas Crime Lab web site (www.crimelab.arkansas.gov). Law Enforcement personnel authorized by the Chief of Police to obtain a login ID and password from the Crime Lab can view and print the status of submitted requests.
- 6.3 Money Deposit into Evidence Currency Account
 - 6.3.1 Money stored in the evidence/property room should be audited monthly. If the amount is greater than \$5,000.00, it shall be deposited into the Rogers Police Department Currency Account.
 - 6.3.2 Money entered for safekeeping shall be deposited after 60 days. Evidence/Property Room personnel shall make an attempt to notify the rightful owner that the money will be deposited after 60 days if not claimed or retrieved from the Evidence/Property Room. For amounts under \$100.00, regular mail shall be used for notification. For amounts of \$100.00 or more, certified mail shall be used for notification.
 - 6.3.3 Money entered as found property shall be deposited after 60 days if it is not claimed.

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- 6.3.4 Money to be deposited shall be counted by the Division Commander and an employee of the Evidence/Property room. The Division Commander shall sign a receipt for all money taken for deposit. The receipt shall indicate the case number and amount. Evidence/Property employees shall enter the transaction into the appropriate database. Any correspondence, (e-mail, court order, etc.) shall be attached to the signed receipt and kept in the files of the Evidence/Property room.
- 6.3.5 Only the Chief of Police and the Division Commander shall have authority to remove money for deposit. Employees of the Evidence/Property Room shall have the authority to return money to rightful owners if the money is being held for safekeeping or found property.
- 6.3.6 Any money entered as evidence shall not be returned to the rightful owner without the written approval of the investigating officer, or the Division Commander, or upon receipt of an Order of the Court.

7. REVIEW OF PROPERTY

- 7.1 Motor Vehicle Accidents – Property will be reviewed by the Traffic Unit Sergeant and destroyed after one year unless a written request is received to hold it for a longer period.
- 7.2 Non-Criminal Incidents – (Found property, safekeeping, etc.) If the legal owner of the property cannot be found, or if the property is of no monetary value, Property Room personnel will make disposition after 60 days unless a written request is received to hold the property for a longer period. Firearms held for safekeeping shall be released only after the weapon has been checked through ACIC/NCIC for wanted status, and insuring the person receiving the weapon can legally possess it.
- 7.3 Misdemeanor Cases – When indicated by an incident report that a case has been referred to Municipal Court, Property Room personnel will be responsible for monitoring court dispositions and making appropriate disposition of property when the case is completed.
- 7.4 Non-assigned Felony Cases – Property which is considered evidence in felony cases shall be retained until the statute of limitations as set by state law has expired. A list of such property shall be reviewed by a CID Sergeant every 90 days to determine disposition. Disposition will be made from a printout from the New World Property system.

8. DISPOSITION OF PROPERTY

Property Room personnel shall attempt to identify and notify the owner or custodian of property of its location and status.

- 8.1 Found Property – Can be released to the owner upon claiming or to the finder after 60 days if it is not claimed by the owner. If not claimed by either the finder or the owner, it can be marked for destruction after 60 days.

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- 8.2 Disposition Release – After court disposition is made and the follow-up investigator has been notified, Property Room personnel will make notification to the owner by mail.
- 8.2.1 When a follow-up investigator receives disposition of a case from court, they shall notify Property Room personnel by e-mail of the disposition for the property associated with the case.
- 8.2.2 No employee of the Rogers Police Department or any member of their immediate family will receive any piece of property for personal use upon its final disposition, unless they were the original owner of the property.
- 8.3 Destruction – Destruction of alcohol, drugs, and firearms is made after receiving appropriate authorization for destruction.
- 8.3.1 Drugs – A list is maintained by Property Room personnel and a request for a court order to destroy drugs is made.
- 8.3.2 Alcohol – A list is maintained by Property Room personnel and a request for a court order to destroy alcohol is made.
- 8.4 Auction –If property is unclaimed, articles with little or no monetary value may be destroyed. These items will be listed on a Petition For Destruction or Disposal of Contraband And Non-Contraband, approved by the appropriate prosecutor, and signed by the appropriate judge. Once the items are destroyed, the Property Room Supervisor shall complete a memorandum detailing the date destruction was completed, attach the memorandum to the signed Order. A copy of the memorandum and the signed Order will be forwarded through the chain of command. All other articles will be sold via auction. Property will be sent to auction as needed. Employees are prohibited from knowingly acquiring or attempting to acquire property which is being sold out of the Rogers Police Department Property Room. This includes purchasing or bidding on property and/or evidence, through internet or other means, from any source the Rogers Police Department uses to sell property, until all said property has been sold to a third-party purchaser not affiliated with the employee.
- 8.4.1 Converted Use – Upon the approval of the Chief of Police, articles can be converted to Department use after a court order.
- 8.4.2 Once converted, articles would be added to the department inventory and be subject to the same accounting procedures as items purchased by the department.
- 8.4.3 Articles converted to a specific department member for training or other purposes would be added to that member's personal inventory and must be accounted for upon request or upon the member's exit from the department.
- 8.5 Converting Controlled Substances, Weapons, or Explosives – Occasionally it may be appropriate to convert controlled substances, weapons, or explosives to the department for training or investigative purposes.
- 8.5.1 Once the disposition has been received from the court to convert the item to department use, a department member can request one of these items, stating the purpose that it will be used for.
- 8.5.2 That request must be approved by the appropriate division commander and the Chief of Police.

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- 8.5.3 If approved, the converted item will continue to be tracked in the Property Room's tracking system.
- 8.5.3(a) If the item is turned back in to the Property Room, the appropriate entry will be made in the property tracking system and if appropriate, the item may be disposed of as provided by this policy and state law.
- 8.5.3(b) If the item is consumable, i.e. an explosive device, it's use or destruction must be documented and that documentation provided to the Property Room supervisor to document when and how it was destroyed. At that time, an entry will be made in the property tracking system to show that the item was destroyed.
- 8.5.4 Any item converted for department use must be available for inspections during yearly audits and inspections of the Property Room.

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ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Custodial and Non-Custodial Processing		
NUMBER	310.8	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	February 9, 2021
Replaces G.O.		APPROVAL DATE	February 9, 2021
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

In carrying out the daily duties and responsibilities of law enforcement, it is often necessary to arrest and efficiently process persons pending appearance in court, transfer to another facility or until the immediate phase of an investigation has been completed. Officers may detain persons for the purpose of processing, questioning or testing as a result of an arrest. Use of Custodial and Non-Custodial Processing Areas in police facilities by all trained personnel shall be in accordance with these procedures in order to protect the individual safety, security and civil rights of all persons involved.

NOTE: For the legal and proper means of processing juvenile or status offenders, refer to SOG 403.1, Juvenile Operations

II. Definitions

Temporary Detention – A room, space or area used for the temporary detention of persons. Temporary Detention is considered to occur when a detainee is left secured and unattended. It may also be measured in hours and does not involve housing or feeding detainees except in extenuating circumstances, and therefore is not a Holding Facility.

Processing – Involves unbroken physical contact with persons in custody. It includes pre-booking activities and/or testing involving detainees in custody, after which they may either be released from custody by one of several means or be escorted to a long-term detention facility, at which time they would be booked.

The Rogers Police Department maintains and operates two separate processing areas:

Custodial Processing Area – This is secure and provides two staging areas that may be used during processing and prior to transport. Those staging areas are (1) the larger secure area accessed through the sally ports, the Rogers District Court or the hallway dividing the Custodial Processing Area and the Records Unit; and (2) the two metal mesh cells in the Custodial Processing Area used to temporarily place a person but not to detain them.

Non-Custodial Processing Area – A room adjacent to the Records Unit that is used primarily for fingerprinting, photography, warrant service, sex-offender registration, and persons not in custody.

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Interview Room – Rooms specifically designed and intended to be used for the custodial or non-custodial interviews, interrogations, testing of persons suspected of being involved in criminal activity, or persons victimized by or witnessing criminal activity. Interview rooms do not constitute nor shall they be used for temporary detention.

III. Procedure

1. PROCESSING AREA ADMINISTRATION

1.1 Support Services Division Commander

1.1.1 The Support Services Division Commander is the designee of the Chief of Police in the daily operation and administration of the Custodial and Non-Custodial Processing Areas, and is the designated keeper of the records of the Processing Areas.

1.1.2 The Support Services Division Commander (or his designee) is responsible for:

1.1.2(a) Ensuring that all department policies and state laws are adhered to in the operation of the Custodial Processing Areas.

1.1.2(b) Regular maintenance/inspections of the Custodial Processing Areas to include:

- A documented quarterly inspection of the Custodial Processing Areas as well as a regularly scheduled inspection by a licensed pest control service;
- Adequate lighting;
- Proper functioning of the wash basins, toilet, and emergency shower;
- A documented quarterly visual inspection and a semi-annual documented testing of fire equipment;
- Documented annual testing of the automatic fire detection devices and alarm systems;
- Maintaining a written and posted emergency evacuation plan for the facility and designated and signed emergency exits directing evacuation of persons to hazard-free areas.
- Completing a documented quarterly inspection of door locks and trouble alarms (if equipped) of the Custodial Processing Areas for proper operation.

1.1.2(c) Management of that portion of the police department budget that is related to the Processing Areas;

1.1.2(d) Ensuring that adequate supplies are maintained for operation of the Processing Areas;

1.1.2(e) Keeping and maintaining a file containing documentation of all unusual events that occur in the Processing Areas.

1.2 Shift Commanders/Shift Supervisors

1.2.1 Uniform Operations Division Shift Commanders will be responsible for supervising activities within the Custodial Processing Area during the course of their tour of duty.

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- 1.2.2 Shift Commanders are responsible for:
 - 1.2.2(a) Ensuring that all personnel are following department policy and/or state law in the operation of the Processing Areas;
 - 1.2.2(b) Ensuring that any unusual circumstances in the Processing Areas, particularly those that threaten the facility itself or any person, are immediately documented in a memorandum and reported to his/her supervisor and the Support Services Division Commander;
 - 1.2.2(c) Ensuring that prisoners in need of medical attention receive the appropriate treatment.
- 1.2.3 The Uniform Operations Division Shift Supervisor will assume the responsibilities of the Shift Commander regarding the Custodial Processing Areas in his/her absence.
- 1.3 Certified Officers/Community Service Officers (CSO's)
 - 1.3.1 Certified officers/CSO's assume responsibility for the safety and welfare of their prisoners from the time they are placed under arrest until those prisoners are released, transferred to another facility, or the officer is relieved of duty by the Shift Supervisor.
 - 1.3.2 Certified officers/CSO's will adhere to state law and department policy and standards of conduct in their dealings with persons in the Custodial Processing Areas.
 - 1.3.3 Certified officers/CSO's will immediately report any unusual circumstances regarding a detainee to the Shift Commander or Shift Supervisor. Unusual circumstances include but are not limited to:
 - 1.3.3(a) a detainee who is injured in any way (requiring more than basic first aid), or becomes ill while in Rogers Police Department custody;
 - 1.3.3(b) a detainee who becomes combative or creates a disturbance in the Custodial Processing Areas;
 - 1.3.3(c) a detainee who attempts to harm himself or threatens to harm himself;
 - 1.3.3(d) a detainee who displays obvious indications of mental illness;
 - 1.3.3(e) a detainee who displays indications of excited delirium or an extreme level of intoxication;
 - 1.3.3(f) any other circumstances which the officer believes the supervisor should be informed.
 - 1.3.4 CSO's will assist certified officers of the department in conducting processing procedures on detainees.
 - 1.3.5 CSO's will perform daily checks of supplies and forms in the Custodial Processing Areas to insure that an adequate stock of supplies is maintained. When supplies begin to run low, CSO's will inform their supervisor so that additional supplies may be ordered.
 - 1.3.6 CSO's will report any unusual circumstances found in the Custodial Processing Areas to the Shift Commander or in his/her absence, the Shift Supervisor, so the matters of concern can be reported through the chain of command and addressed as soon as possible.

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- 1.4 Training
 - 1.4.1 All sworn personnel (Uniform Operations, Drug Unit, and Criminal Investigations) who are responsible for security of detainees in the Custodial Processing Area shall receive training in the fire evacuation plan, fire suppression methods, rules, regulations, and other written directives governing the supervision of detainees in the Processing Areas.
 - 1.4.1(a) Refresher training shall take place at least every four years.
 - 1.4.1(b) This training shall be recorded in the officer's training files as maintained by the Training Coordinator.
 - 1.4.2 All CSO's will attend the Basic Arkansas Jail Standards course. This course will be completed before the employee is allowed to work in the Custodial Processing Areas without direct supervision. In order to allow the CSO to perform his/her duties in the Custodial Processing Areas prior to attending the course, the Operations Division Commander or his/her designee shall insure the CSO is directly supervised at all times by an employee who has attended an Arkansas Jail Standards Course.
 - 1.4.2(a) CSO's shall receive training in the fire evacuation plan, fire suppression methods, rules, regulations, and other written directives governing the supervision of detainees in the Custodial Processing Areas.
 - 1.4.2(b) Refresher training shall take place at least every four years.
 - 1.4.2(c) This training shall be recorded in the officer's training files as maintained by the Training Coordinator.
- 1.5 Rules of Conduct
 - 1.5.1 All employees of the Rogers Police Department performing duties within the Custodial or Non-Custodial Processing Areas are required at all times to abide by Arkansas state laws and Rogers Police Department Standard Operating Guidelines. No non-essential personnel are allowed in the Processing Areas.
- 1.6 Detainee Rights
 - 1.6.1 The Detainee Rights shown in Section 1.6.2 will be published and conspicuously displayed in the Rogers Police Department Processing Areas.
 - 1.6.2 Detainee Rights Enumerated
 - 1.6.2(a) Detainees will have reasonable access to the courts through counsel, whether appointed or retained.
 - 1.6.2(b) Detainees will have the right to communicate with their attorney.
 - 1.6.2(c) Detainees will be provided with food as necessary.
 - 1.6.2(d) Detainees have the right to remain silent. No unlawful means will be used to obtain a statement from a detainee.
 - 1.6.2(e) Detainees will not be discriminated against on the basis of race, creed, color, or religious affiliation.

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2. SUPERVISION OF AND ACCOUNTABILITY FOR PROCESSING DETAINEES

2.1 All persons in Processing Areas will be under the direct observation and supervision of an officer or trained employee while in custody. The arresting or the investigating officer shall bear the responsibility for ensuring the prisoner is detained, supervised and processed according to Department guidelines and procedures.

2.1.1 Anytime a detainee is brought into the processing area for the purpose of processing by an officer or trained employee, they shall document the reason, date and time in and out of the facility. This can be accomplished by using CAD or notifying dispatch to create a timeline of events.

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2.2 Supervising Special Detainees

2.2.1 Female detainees shall always be physically separated from male detainees.

2.2.2 Juvenile offenders, regardless of the offense committed, will always be physically separated from adult prisoners. This requirement includes common areas such as offices, hallways, bathrooms, etc.

2.2.3 Prior to bringing a detainee into the Processing Area, an officer will determine if any other detainee is in the area. If the area is occupied, the officer will determine if the occupying detainee is adult/juvenile and male/female. In no circumstances will a male/female or adult/juvenile occupy the Custodial or Non-Custodial Processing Areas at the same time.

2.2.4 Investigators shall be sensitive to the need to isolate suspects from victims and witnesses even if involved in separate cases.

3. CUSTODIAL PROCESSING AREAS

3.1 Authorization

3.1.1 The following locations only are authorized Custodial Processing Areas.

3.1.1(a) Two (2) temporary staging areas located in the Custodial Processing Area on the first floor of the Police Department.

3.1.1(b) The INTERVIEW ROOMS at the Police Department are for the interview of persons only. They are not designed or intended for the temporary detention or the processing of suspects, nor shall they be used for those purposes.

3.1.2 Authorized personnel shall include only those personnel who:

3.1.2(a) Are responsible for detainee custody, control, safety, transportation, processing and security; OR

3.1.2(b) Preliminary and follow-up investigators engaged in specific criminal investigations; AND

3.1.2(c) Only those employees who have successfully completed an Arkansas Jail Standards Course.

3.2 Violent Offenders in the Custodial Processing Areas

3.2.1 Combative offenders will be taken directly to the Benton County Sheriff's Office for booking. They will not be held in Processing Areas at the Police Department.

3.2.2 Should an offender suddenly and without prior warning become violent while being processed or interviewed, they may be subdued,

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properly restrained, and transported to the Benton County Sheriff's Office.

- 3.3 Physical Condition for Custodial Processing Areas
 - 3.3.1 There shall be sufficient space provided in all Processing Areas for reasonable and necessary movement.
 - 3.3.2 Detainees shall have access to a toilet, wash basin and drinking water. The interviewing officer shall insure that these needs are met as soon as practical upon request.
- 3.4 Security
 - 3.4.1 Security of detainees in the Custodial Processing Areas is the responsibility of the arresting officer or case investigator, as appropriate.
 - 3.4.2 Officers shall conduct a security inspection of the staging areas prior to and following use.
 - 3.4.3 Officers shall insure that criminal suspects are not armed prior to entering the Custodial Processing Areas and staging areas. Weapons or other articles that pose a risk to officers shall be removed prior to entering and using these areas.
 - 3.4.4 Once a detainee has been placed in a staging area, police personnel shall not enter the staging area except to remove the detainee for questioning, release, additional processing, or other authorized official activities.
 - 3.4.5 Officers shall secure firearms prior to entering the Custodial Processing Areas.
 - 3.4.6 The Custodial Processing Areas and the hallway adjacent to the Criminal Investigations Division conference room are equipped with trouble alarms/Kick Strips that are monitored by RCD.
 - 3.4.6(a) If a an area in which a detainee will be located or is traversing is not equipped with a trouble alarm, officers using that area shall carry a portable police radio with them to act as an alarm system.
- 3.5 Police Department Custodial Processing Areas
 - 3.5.1 The Custodial Processing Areas at the Police Department are designed and intended for the processing of subjects pending their release, interview or interrogation, or transport to jail.
 - 3.5.2 Detainees placed in the Custodial Processing Areas shall be thoroughly searched and all of their personal property secured. Searches will be conducted regardless of searches conducted in the field.
 - 3.5.2(a) This includes contents of all pockets, all jewelry, watches, belts, footwear, hairpins, coats, purses, etc.
 - 3.5.2(b) All such property shall be placed in a property bag and sealed. (Coats, shoes, and large items do not require bagging.)
 - 3.5.3 Officers shall not leave a detainee unsupervised in the Custodial Processing Areas. The arresting officer or case investigator is responsible for the prisoner until that responsibility is accepted by another officer who is present in the Custodial Processing Areas.
 - 3.5.4 Employees shall not secure a detainee to an immovable object.

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- 3.6 Moving Detainees Within the Police Department Facility
 - 3.6.1 There will be occasions when it will be necessary to move detainees from room to room within the facility. It is essential that this be performed as safely as possible.
 - 3.6.2 If moving from the Custodial Processing Areas to another room within the facility, the officer will first secure the prisoner using handcuffs prior to leaving the Custodial Processing Areas.
 - 3.6.3 The officer moving the prisoner is responsible for ensuring that the room to which the prisoner is being moved to is cleared of potential weapons before moving the prisoner to that area.
 - 3.6.4 The officer will ***always*** search the prisoner before removing them from and returning them to the Custodial Processing Areas.
- 3.7 Alcohol/Drug Intoxicated Prisoners
 - 3.7.1 Prisoners who are arrested for drug and/or alcohol offenses, whose behavior is deemed to be abnormal, will be transported immediately to the Benton County Jail. Prior to transfer, the Shift Supervisor will contact Rogers Fire Department EMTs to conduct a cursory examination of the prisoner in order to determine if medical intervention is prudent.
 - 3.7.1(a) Examples of abnormal behavior include the inability to stay awake, catatonic state, exhibiting extraordinary strength, attempting to do physical harm to him/herself, a high level of agitation, etc.
- 3.8 Escapes
 - 3.8.1 Officers must take precautions to prevent the escape of anyone in the Custodial Processing Areas. To minimize the possibility of escape, officers must:
 - 3.8.1(a) Maintain control over locked doors. Exterior doors must be locked when not in use.
- 3.9 Fire Safety Provisions
 - 3.9.1 Fire Prevention
 - 3.9.1(a) All personnel shall make every effort to prevent the occurrence of fires in the Custodial Processing Areas through proper supervision of detainees and control of all flammable materials in and around those areas. Smoking is not permitted in any City building. Matches and cigarette lighters are not permitted in the Processing Areas. In the event of a fire or other related emergency, the primary objective will be protection of lives of all detainees and staff.
 - 3.9.2 Fire Suppression
 - 3.9.2(a) Firefighting equipment is located throughout the Police Department. Evacuation plans are posted on walls. An extinguisher is located on the west wall of the outer CID hallway, and in the hallway north of the CID bullpen area at the Police Department. A fire extinguisher is located on the east wall of the Custodial Processing Area in a locked cabinet. The key for the cabinet is kept on the key ring with the keys to the two staging areas. The Police Department is equipped with fire suppression sprinklers.

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- 3.9.2(b) As soon as fire is detected in the Police Department, the following steps shall be accomplished in order:
- Immediately evacuate personnel in the area of the fire to a place of safety pursuant to Section 3.10, Fire Evacuation Plan;
 - If fire cannot be controlled with an extinguisher, immediately evacuate the building of all personnel;
 - Call 911, inform RCD of the location and nature of the fire;
 - Notify the Shift Commander;
 - Assist the Rogers Fire Department by allowing access to the building and giving directions to the fire.

3.10 Fire Evacuation Plan

- 3.10.1 Escape route to safe areas shall be conspicuously posted in or in the immediate vicinity of the Custodial Processing Areas.
- 3.10.2 All exits shall be properly signed and illuminated to facilitate department evacuation to safe areas.
- 3.10.3 Interviewing case investigators and detaining officers are responsible for removing detainees or interviewees to the nearest place of safety and for maintaining custody of them.

4. NON-CUSTODIAL PROCESSING AREA

- 4.1 A room in the north hallway of the Rogers Police Department lobby has been designated as a Non-Custodial Processing Area, and will be clearly signed as such.
- 4.2 On Wednesday of each week, at the hours designated by the Support Services Division Commander, the Non-Custodial Processing Area will only be used to fingerprint citizens for non-criminal purposes.
- 4.3 Officers shall carry a portable radio while processing a detainee in the Non-Custodial Processing Area.
- 4.4 Security of detainees in the Non-Custodial Processing Area is the responsibility of the arresting officer.
- 4.4.1 Officers shall conduct a security inspection of the Non-Custodial Processing Area prior to and following use.
- 4.4.2 Officers may wear their sidearm, secured in a holster, while processing a detainee in the Non-Custodial Processing Area.
- 4.5 Escapes
- 4.5.1 Officers must take precautions to prevent the escape of anyone in the Non-Custodial Processing Area.
- 4.5.2 The door to the Records Unit will remain locked when not in use. The door exiting to the hallway will remain closed, for privacy, during detainee processing.

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ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Use of Police Service Dogs		
NUMBER	401.5	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.	50.10	APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of this department to use Police Service Dog teams to provide specialized services to support the mission, goals and objectives of The Rogers Police Department. Because of a Police Service Dog's superior sense of smell, hearing, natural agility and potential aggressiveness, the trained law enforcement canine is a valuable supplement to police manpower. These activities shall be guided by procedures that effectively accomplish the prevention, control and detection of criminal activity using legal and tactically sound methodology.

II. Definitions

PSD – Police Service Dog(s)

PSD Team - any officer handler and his assigned police canine.

Deployment - When a handler makes use of the assigned dog on duty in an official capacity.

Engage – PSD Bite

III. Procedure

1. PSD UTILIZATION

- 1.1 PSD Team (s) are available on a twenty-four (24) hour, on-call basis to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of serious or violent offenders; protect officers or others from death or serious injury; track suspects, or locate lost or missing persons, hidden instruments of a crime; and detect the presence of concealed narcotics.
- 1.2 PSD Team(s) should not be used to respond to minor complaints but may engage in assignments not listed here with the approval of the shift commander.
- 1.3 PSD handlers are responsible to determine whether a situation justifies PSD use and the appropriate tactical measure that should be taken.

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- 1.4 PSD's shall not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the canine, another canine handler or others as designated shall be contacted for assistance.
 - 1.5 Call out requests for PSD Team assistance shall be made by patrol officers through their immediate supervisor to Rogers Central Dispatch (RCD). RCD personnel shall forward requisite information concerning the incident to the available or on-call canine handler.
 - 1.6 The on-call PSD Team shall make every effort to be in service within a 15 minute dispatch time. Once the team has checked in service, the shift supervisor shall be contacted and will provide the PSD Team with instructions on where to report.
 - 1.7 Supervision
 - 1.7.1 While on regular duty, the PSD team will report to the shift commander.
 - 1.7.2 When the PSD Team is called out, the shift commander in charge of the respective shift will be responsible for the PSD Team.
2. OPERATIONS
- 2.1 Searches
 - 2.1.1 One fundamental use of PSD Teams is locating suspects in buildings or similar structures where searches by officers would pose an unnecessary risk. These searches shall be governed by the following:
 - 2.1.1(a) The building perimeter shall be secured by patrol officers.
 - 2.1.1(b) Whenever possible, the building owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the buildings layout.
 - 2.1.1(c) When a PSD building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the PSD's ability to discriminate scents.
 - 2.1.2 The supervisor on the scene shall also take the following steps in preparation for the canine search:
 - 2.1.2(a) Evacuate all tenants, workers, or others from the facility.
 - 2.1.2(b) Request that all air conditioning, heating, or other air blowing system be shut off so as not to interfere with the PSD's ability to track.
 - 2.1.3 Upon entrance to the building, all exits should be secured, and communication limited to those of a tactical nature.
 - 2.1.4 The PSD should be unleashed during the building search unless there is an imminent risk of injury to innocent persons within the facility.
 - 2.1.5 The PSD should not be used to search facilities that contain substances potentially harmful to the animal unless an overriding risk to human life exists.

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- 2.1.6 Before commencing the search:
 - 2.1.6(a) Three (3) verbal warnings shall be given. The handler or other appropriate personnel shall loudly announce and repeat the statement that there are police officers on the premises and that a trained police canine will be released if the individual does not surrender.
 - 2.1.6(b) A reasonable amount of time shall be allowed for the suspect to respond.
 - 2.1.6(c) This warning shall be repeated as necessary in large buildings and on each level of all multi-level structures.
 - 2.1.6(d) The verbiage used in all warnings given shall be documented in each Report.
- 2.1.7 When apprehending suspects in these or related circumstances, the PSD shall be commanded to disengage as soon as a suspect is subdued or readily complies with officers' directions.
- 2.1.8 Arrestees shall not be transported in the same vehicle with a PSD.

2.2 Crowd Control

- 2.2.1 PSD Teams shall not be used for crowd control at peaceful demonstrations.
- 2.2.2 PSD Teams may be used for crowd control upon approval of the shift commander to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means. In these situations, the PSD shall:
 - 2.2.2(a) Be short leashed at all times unless no other means are available to protect an individual from serious injury and,
 - 2.2.2(b) Not initiate any offensive action, unless to guard against imminent loss of life or serious bodily injury.

2.3 Drug Detection

- 2.3.1 Use of the PSD in drug detection capacity is authorized in the following situations and under the following conditions:
- 2.3.2 Random exploratory sniffing of luggage, packages, or other inanimate objects may be conducted in public facilities such as airports or bus stations as authorized by the shift commander or division commander.
 - 2.3.2(a) Exploratory sniffing in these facilities, shall be conducted with advance knowledge and consent of the appropriate facility manager.
 - 2.3.2(b) Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
- 2.3.3 Field officers may detain specific checked luggage or related items for purposes of requesting a PSD sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel.
 - 2.3.3(a) When a PSD Handler calls an alert to luggage or related items, in this or other circumstances, a warrant or consent to search must be obtained before it is opened unless extenuating circumstances exist to conduct an onsite search.

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- 2.3.4 Sniffing of an individual's person is permitted in all circumstances only when there is reasonable suspicion to believe that the individual is in possession of illegal narcotics.
- 2.3.5 Sniffs of the exterior of residences, either individual dwellings or the common areas of multiple unit dwellings, are not permitted without a search warrant.
- 2.3.6 Searches using a PSD in common or public areas of a hotel / motel may be conducted without a search warrant.
- 2.3.7 Exploratory sniffing of the exterior of rental storage units is permissible with the request of the business owner and approval of the shift commander.
- 2.4 PSD use in schools
 - 2.4.1 The use of a PSD in public schools is permitted only when the school's principal or designated authority requests or approves use of the PSD, or
 - 2.4.2 There is reasonable suspicion to believe that illegal narcotics are being distributed and/or consumed on the premises such that the interest of the school are being unacceptably compromised; and,
 - 2.4.2(a) The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.
- 2.5 Motor Vehicles
 - 2.5.1 The PSD may be used to sniff if reasonable suspicion exists to believe that the operator or passengers of a vehicle are in possession of illegal narcotics; or
 - 2.5.2 During a valid vehicle stop, the PSD is used to sniff the vehicles exterior in an exploratory manner. Unless an alert is called to the vehicle, the operator may not be detained longer than necessary to conclude the business associated with the initial stop.
- 2.6 Pursuit and capture
 - 2.6.1 The pursuit involves the releasing of the PSD for the actual chase of the fleeing suspect. Any avenue of escape can be covered by the PSD while attempting to arrest or capture a fleeing suspect. Factors to consider when releasing a PSD to pursue a fleeing suspect:
 - 2.6.1(a) The severity of the crime.
 - 2.6.1(b) Whether the suspect poses an immediate threat to the safety of officers or others; and
 - 2.6.1(c) Whether the suspect is actively resisting arrest or attempting to evade arrest.
 - 2.6.1(d) The PSD shall not be deployed to apprehend non-violent misdemeanor suspects that pose no risk as described in this section.
- 2.7 Tracking
 - 2.7.1 The PSD is available to track missing persons or suspects, or to locate evidence that the supervisor has reason to believe has been abandoned or hidden in a specific open area. Such searches are subject to the following conditions and limitations:

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- 2.7.2 When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to sending a PSD Team, shall:
 - 2.7.2(a) Stop and pinpoint the location where the suspect was last seen;
 - 2.7.2(b) Shut off engines of vehicles in the area if possible; and,
 - 2.7.2(c) Avoid vehicle or foot movement in the area where the suspect or subject was last seen.
- 2.7.3 A PSD used for tracking purposes should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the PSD's tracking abilities.
- 2.7.4 PSD Teams should not normally be used to locate small children unless there is reasonable suspicion of foul play or a belief that serious bodily injury or death will occur if the child is not located expeditiously. When the use of a canine is deemed necessary, the associated possibility of risk to the subject of the search shall be explained to the parents or next of kin and their approval obtained to use the canine. This consent shall be given in writing and documented in an incident report.
- 2.7.5 PSD Teams should not be used to engage anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed if no crime is involved.
- 2.7.6 On scene supervisory personnel shall:
 - 2.7.6(a) Secure the perimeter of the area to be searched and;
 - 2.7.6(b) Secure the integrity of the area to be searched by keeping all personnel out of the area.
- 2.8 Outside jurisdictional assistance requests
 - 2.8.1 Request for assistance from outside agencies will be directed to the shift commander before assistance is provided. In cases where the PSD Team is sent outside jurisdiction of the Rogers Police Department, the shift commander and PSD handler should determine the need for any additional responding personnel.
 - 2.8.2 When such assistance is granted, the shift commander is authorized to call the PSD Team back to this jurisdiction at any time if the need should arise or the period of usage is unreasonably long and impedes or jeopardizes the scheduling on RPD personnel.
- 3. CARE AND MAINTENANCE
 - 3.1 The PSD shall not be used for breeding, participating in shows, field trials, exhibitions, or other demonstrations, for off-duty or secondary employment unless authorized by the Chief of Police.
 - 3.2 PSD handlers are personally responsible for the daily care and feeding of the animal to include:
 - 3.2.1 Maintenance and cleaning of the kennel and yard area where the canine is housed;
 - 3.2.2 Provision of food, water, and general diet maintenance as prescribed by the departmentally authorized veterinarian;
 - 3.2.3 Grooming on a daily basis, or more often as required by weather, work conditions, or other factors;

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- 3.2.4 Daily exercise (The PSD is not permitted to run at large); and,
- 3.2.5 General medical attention as needed and maintenance of health care records.
- 3.3 When the handler is unable to perform these and related duties due to injury, illness or leave, another PSD handler or a designee may be assigned to temporarily care for the PSD or the PSD may be housed in a departmentally approved kennel when the handler is unavailable.
- 3.4 Teasing, agitating, or rough housing with a PSD is strictly prohibited unless performed as part of a training exercise.
- 3.5 Handlers shall not permit anyone to pet or hug their PSD without their prior permission and immediate supervision.
- 3.6 In order to avoid accidents from improper handling while at his home, the handler shall not permit his PSD to be in or around members of his family or household guests unless under his direct supervision. The department will make both indoor and outdoor housing available to assist with this directive. The PSD shall be confined to the indoor or outdoor housing unless under the handler's direct supervision.
- 3.7 A PSD handler may apply to take possession of his PSD where:
 - 3.7.1 The dog is retired from duty or relieved due to age, illness, or injury; or,
 - 3.7.2 The handler is transferred, promoted, or retires and a decision is made not to retrain the dog for another handler.
- 3.8 PSD handlers will be compensated with one half hour of overtime on a daily basis for the routine care and maintenance of their PSD.
- 4. USE OF FORCE
 - 4.1 Use of the specially trained PSD for law enforcement responsibilities constitutes a real or implied use of force. In this, as in other cases, officers may only use that degree of force that reasonably appears necessary to apprehend or secure a suspect as governed by the department's SOG 103.5 Use of Force. In all instances where a canine is deployed in a tactical situation, a K9 Deployment Report shall be submitted. Whenever a PSD engages an individual, whether or not in the line of duty, the handler shall:
 - 4.1.1 Summon a supervisor to the scene;
 - 4.1.2 Examine the affected area to determine the seriousness of the injury;
 - 4.1.3 Obtain medical treatment for the person. Medical personnel should examine the affected area respective of the perceived seriousness of the injury;
 - 4.1.4 Take color photographs of the affected area if possible following medical treatment; and,

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- 4.1.5 Complete a resistance control form whenever it has been alleged the PSD has engaged or otherwise injured an individual. The report must detail the circumstances surrounding the incident, the identity of the individual involved, any witnesses, the extent of injuries if known, and measures taken in response to the incident. The original report shall be filed in accordance with the department's SOG 103.5 Resistance Response.

5. PSD HANDLER SELECTION

- 5.1 Applicants for the PSD Team must have:
- 5.1.1 Completed their probationary period in the Operations Division with satisfactory performance.
- 5.1.2 A willingness to remain with the unit for at least five (5) years.
- 5.1.3 A willingness (together with other family members) to care for and house the PSD at the officer's residence with a secure outdoor area for the canine that conforms to the departmental requirements.
- 5.1.4 A strong desire to work with the PSD and willingness to care for and train the animal.

5.1.5 The criteria for selecting PSD handlers will include, but is not limited to:

- * Patrol statistics
- * Proactivity
- * Overall work performance
- * No major disciplinary action within the last twelve months

- 5.2 The Uniform Operations Division Commander shall be responsible for selection of PSD handlers in accordance with established departmental procedures.

5.3 PSD handlers will be sent for initial training to a nationally recognized K9 training provider. The training provider will be tasked with selecting and pairing the PSD to each PSD handler based off of their evaluation and expertise. The Uniform Operations Commander shall give final approval for each PSD.

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6. TRAINING

- 6.1 New PSD handlers must complete a minimum of 80 hours PSD handler training and successfully meet all course requirements. The course will cover handler protection, obedience, tracking, and drug detection. PSD Teams are required to re-certify on an annual basis.
- 6.1.1 Training hours may be adjusted as recommended by PSD vendor or with consideration of previous experience.
- 6.2 All PSD related training shall be documented. All original training reports shall be forwarded to a supervisor for approval and then retained in the PSD training room.
- 6.3 PSD handler is required to demonstrate proficiency to the Uniform Operations Division Commander annually. National Narcotic Detector Dog Association certification standards will be used as a guide.

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- 6.4 The PSD handler will be responsible for scheduling and documenting weekly training.
7. DRUG TRAINING AIDS
- 7.1 The Chief of Police shall be responsible for acquisition of drug training aids and shall ensure the unit's DEA drug acquisition number remains current.
- 7.2 The amounts, procurement and storage procedures, and disposal procedures will be followed as set forth by DEA.
- 7.3 When drug-training aids are received, substances may be packaged in individual packets by varying weights by Uniform Operations Division Commander and PSD Handlers.
- 7.4 Training aids for PSD drug detection are separated in airtight containers and marked as the following:
- 7.4.1 MJ (marijuana)
 - 7.4.2 CO (cocaine)
 - 7.4.3 HE (heroin)
 - 7.4.4 ME (methamphetamine)
 - 7.4.5 MDMA (Ecstasy)
- 7.5 PSD handlers will fill out the narcotics control log when checking out and when returning the training aids.
- 7.6 Quantities and type of each training aid checked out, the date, time and officer's initials shall be documented in the narcotics control log for each transaction.
- 7.7 Each PSD handler is solely responsible for the accountability of the drug training aids checked out by him/her.
- 7.8 The Office of Professional Standards will conduct an audit of drug-training aids monthly and record in the narcotics control log.
- 7.9 In the event a container of drugs or any portion thereof is damaged or lost, the officer checking out the container will:
- 7.9.1 Contact an on-duty supervisor
 - 7.9.2 Complete an IDC including the following:
 - 7.9.2(a) Name of people involved
 - 7.9.2(b) Name of canine involved
 - 7.9.2(c) Location where occurred
 - 7.9.2(d) Type of drugs involved
 - 7.9.2(e) Check-out weight of the damaged package
 - 7.9.2(f) Check-in weight of the damaged package
 - 7.9.2(g) Complete details of the incident
- 7.10 When PSD training aids have served their purpose (i.e., become damaged, wet, aged), they will be submitted to the property room for destruction. The proper reports for entering items for destruction to the property room will be filled out. The DEA will be notified in writing of what has been destroyed and that they are no longer in the PSD training aid inventory.

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8. PUBLIC RELATIONS EXHIBITIONS

8.1 The PSD can be a valuable tool in public relations. When a request is made to have a PSD perform in an exhibition or other public demonstration, the PSD handler must receive prior authorization from the Chief of Police or his designee.

8.2 The PSD handler shall provide to the Chief of Police or designee the name of the person making the request, the location of the demonstration, the specific date and time of the demonstration, and may have available a qualified assistant who can assist the PSD Team if needed.

9. REPORT WRITING PROCEDURES

9.1 No portion of this section shall conflict with established report writing directives.

9.2 PSD handlers will document all deployments in an incident or case report. These reports will be forwarded to a supervisor for approval and retained in the Records Unit.

9.3 PSD handlers will complete monthly PSD Training and Activity Records. These forms will document satisfactory / unsatisfactory performance of the PSD. These forms will be maintained by the department's PSD lead handler.

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POLICIES AND PROCEDURES

SUBJECT	Criminal Investigations Administration		
NUMBER	402.1	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

The Criminal Investigations Division's mission is to provide professional, quality investigative services to the citizens of Rogers including but not limited to the suppression, apprehension and successful prosecution of criminals.

II. Procedure

1. DIVISION ORGANIZATION

- 1.1 The Criminal Investigations Division is commanded by a Captain who is responsible for planning, budgeting, community participation, inter-jurisdictional investigative coordination and overall administration of the division.
- 1.2 The division shall be organized into:
 - 1.2.1 The Criminal Investigations Unit supervised by one Lieutenant and two Sergeants.
 - 1.2.1(a) Crimes Against Property investigators whose primary focus will be the investigation of crimes involving thefts or damage to personal property such as burglary, breaking or entering, or theft of property,
 - 1.2.1(b) Crimes Against Persons investigators whose primary focus will be the investigation of crimes committed against persons such as rape, child sexual abuse, or felony battery.
 - 1.2.2 The Drug Unit supervised by a Sergeant.
 - 1.2.2(a) The Drug Unit whose primary focus is the investigation of the sale, purchase, and manufacture of illegal drugs.
 - 1.2.2(b) The Drug Unit will normally have one member detached for service with the local Drug Enforcement Administration (DEA) Task Force.
- 1.3 Other temporary task forces may be organized by the Criminal Investigations Division Commander to address special investigative problems.

2. CRIMINAL INVESTIGATIONS DIVISION RANK

- 2.1 The Criminal Investigations Division will be commanded by a Captain who reports directly to the Chief of Police.
- 2.2 The Criminal Investigations Unit will be supervised by one Lieutenant who reports to the Division Captain and two Sergeants who report to the Division Lieutenant.
- 2.3 The Drug Unit will be supervised by a Sergeant who reports to the Division Lieutenant.
- 2.4 Persons assigned to conduct follow-up investigations in the Criminal Investigations Unit will hold the rank of Corporal and report directly to the unit Sergeants.
- 2.5 Persons assigned to conduct follow-up investigations in the Drug Unit will hold the rank of Officer and report directly to the unit Sergeant.
- 2.6 Persons assigned to conduct follow up investigations related to domestic violence incidents (Domestic Violence Coordinator), in the Criminal Investigations Unit, will hold the rank of Officer or Master Police Officer, and will report directly to the unit Sergeants.

3. CRIMINAL INVESTIGATIONS

- 3.1 Criminal investigations will be conducted using all sources available. These sources include, but are not limited to: interview and interrogation, witnesses, victims, other law enforcement agencies, utilities, banking facilities and informants.
- 3.2 When utilizing informants, investigators will follow the guidelines set forth in the Standard Operating Guideline, Informants (406.3).
- 3.3 Use of surveillance and surveillance equipment is authorized. All personnel conducting such surveillance shall record the date, time and location of the surveillance. Wire tapping shall not be utilized unless authorized by a Federal Court Order.

4. COLLECTION, PRESERVATION AND USE OF PHYSICAL EVIDENCE

- 4.1 The collection and preservation of physical evidence will be the responsibility of the appropriate division personnel investigating the offense.
- 4.2 Primary responsibility for crime scene processing will be with officers in the Uniform Operations Division for most crimes.
 - 4.2.1 Crime scene processing for major crime scenes such as aggravated robberies, etc. will be performed at the direction of a CID supervisor.
 - 4.2.2 Crime scene processing for especially critical major crimes such as homicides or unusually large crime scenes will be performed by the crime scene technician and other CID personnel as assigned.

- 4.3 If further physical evidence is needed that was not located at the scene, a search warrant, subpoena, or consent may be obtained following the procedures which are established by state law.

5. CASE MANAGEMENT SYSTEM

- 5.1 All follow-up investigations will be entered into the Case Management System maintained in the police department Records Management System.
- 5.2 Information recorded in this system for each case includes:
- 5.2.1 Investigator assigned;
 - 5.2.2 Date assigned;
 - 5.2.3 Case number;
 - 5.2.4 Report due date;
 - 5.2.5 Victim's name and address;
 - 5.2.6 Type of offense;
 - 5.2.7 Final report;
 - 5.2.8 Supervisory approval of all reports;
 - 5.2.9 Disposition of case:
 - 5.2.9(a) suspended;
 - 5.2.9(b) active;
 - 5.2.9(c) unfounded;
 - 5.2.9(d) cleared by: exception; arrest
 - 5.2.10 Monthly caseload by each investigator;
 - 5.2.11 Total new cases each investigator receives each month.
- 5.3 The Criminal Investigations Division shall have functional control and authority over all continuing investigations.
- 5.4 Supervisors shall review and screen cases for solvability prior to assignment and shall insure completion, suspension, or authorized extension after 28 calendar days. Assignment and suspension may be based on the following criteria:
- 5.4.1 Lack of further leads or solvability factors.
 - 5.4.2 Unavailability of investigative resources.
 - 5.4.3 Prioritization of cases requires investigative effort be applied to more serious offenses.
- 5.5 Homicide cases and suspected homicide cases shall remain Active until cleared or unfounded.
- 5.6 Case File Management
- 5.6.1 Each case file shall be assigned a number identical to the original complaint number assigned to the incident by RCD.
- 5.7 Investigative case files shall be available for review for administrative and investigative reasons, with the approval of a CID supervisor.
- 5.8 Case files placed in the custody of the investigator shall remain secured away from public access.

- 5.9 Follow-up Investigative files (CID): Disposition and Purging
 - 5.9.1 Upon completion of follow-up investigation all original reports are immediately forwarded to Records or Prosecution as required.
 - 5.9.2 Copies of criminal follow-up cases can be kept in CID for periodic investigator review until a case is adjudicated or a prosecutor declines to file charges, at which time they are purged by an administrative assistant and destroyed.
 - 5.9.3 Unassigned reports are maintained in the RMS system in the event additional information might cause assignment. These reports are frequently used in communicating with victims.

6. INVESTIGATIVE ACCOUNTABILITY

- 6.1 All preliminary investigations will be conducted by the Uniform Operations Division unless they are referred to or initiated by the Criminal Investigations Division.
 - 6.1.1 The Criminal Investigations Division will investigate all cases referred to the department from the Arkansas State Police Child Abuse Hotline.
 - 6.1.2 In the event that Uniform Operations Division officers receive an Arkansas State Police Child Abuse Hotline report outside of regular Criminal Investigations Division duty hours, officers will contact the on-call CID Supervisor.
- 6.2 The Uniform Operations Division will be responsible for the follow-up investigations of misdemeanor and traffic related offenses.
- 6.3 Zone officers may conduct the follow-up investigation into offenses within their geographical assignment areas if the investigations are short-term in nature and will not require extensive follow-up investigation. Any follow-up investigations will be documented and submitted prior to the end of the officer's assigned tour of duty each day.
 - 6.3.1 The Criminal Investigations Division will assume those investigations which Uniform Operations Division officers are unable to close prior to the end of their shifts.
- 6.4 The Criminal Investigations Division shall be responsible for the follow-up investigation of felony crimes and for selected misdemeanors and violations.
 - 6.4.1 The Drug Unit shall receive all narcotics offense and incident reports and shall conduct investigations on narcotics offenses.
 - 6.4.2 Sexual abuse crimes with juvenile victims shall normally be investigated by the Criminal Investigations Division.
 - 6.4.3 Officers of the Uniform Operations Division can, under certain circumstances, be tasked with conducting the initial investigation of sexual abuse cases involving juvenile victims. When conducting these initial investigations, officers shall follow guidelines set out by the SOG concerning Sex Offenders.
 - 6.4.4 Investigation of officer-involved shootings will be conducted in accordance with SOG 103.11, Lethal Force Investigations.

- 6.5 Each case shall be assigned to a single case investigator. The assigned investigator shall continue to be responsible for the case investigation until the case is disposed of or reassigned by a CID supervisor and entry made into the case management system.

7. PRELIMINARY INVESTIGATION REVIEW

- 7.1 Upon receipt of the offense report the CID Supervisor should review it to determine what follow-up is required.
- 7.1.1 Things to be considered are:
- 7.1.1(a) Is suspect in custody?
 - 7.1.1(b) Is sufficient evidence available to conduct a follow-up?
 - 7.1.1(c) What physical evidence exists?
 - 7.1.1(d) Was a thorough preliminary investigation performed?
 - 7.1.1(e) Has a wanted person bulletin been issued for the suspect?
 - 7.1.1(f) Has stolen property been entered in the Arkansas Crime Information Center/National Crime Information Center (ACIC/NCIC) computer?
 - 7.1.1(g) Can witnesses be located?
 - 7.1.1(h) Does the suspect match the physical description of suspects in other cases?
 - 7.1.1(i) Is a pattern or method of operation evident?
- 7.2 If a suspect is in custody on a felony charge as a result of an arrest by Uniform Operations Division officer(s), those officers' supervisors are responsible for immediately determining what the suspect was arrested for and the time that the forty-eight hour probable cause holding time expires. The Uniform Operations Division supervisors are responsible for insuring that required legal paperwork is completed and submitted.
- 7.2.1 The CID supervisor may assign the case to an investigator to insure that the case requires no further investigation to prepare it for prosecution.

8. CASE PREPARATION AND CLOSURE

- 8.1 An Arrest Report should be completed on all suspects who have been arrested.
- 8.1.1 An Arrest Report should be completed on all suspects arrested and added to the electronic case file in the police department Records Management System.
- 8.1.2 The computerized case file shall contain dates of assignment and presentation to the prosecutor's office.
- 8.1.3 If the investigation does not link a suspect to the offense or probable cause does not exist then a follow-up report documenting those findings are necessary and should be entered into the Records Management System of the police department.
- 8.2 The victim of the crime shall be contacted a second time informing them of the results of the investigation.
- 8.3 All lab reports associated with the case should be reviewed and included in reports sent to the Prosecuting Attorney's Office.

ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Juvenile Operations		
NUMBER	403.1	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It shall be the policy of this Department to deal with juvenile offenders in the least coercive manner possible. Police officers have, by law, certain duties and responsibilities pertaining to juveniles under the age of eighteen.

II. Definitions

Juvenile or Minor - Any person under 18 years of age.

Adult - Person 18 years of age or older.

Abuse - Any physical injury, sexual abuse, or emotional abuse inflicted on a juvenile other than by accidental means by those responsible for his care, custody, and control, except when physical discipline when it is reasonable and moderate and is inflicted by a parent or guardian for purposes of restraining or correcting the child. (A.C.A. 9-27-303) (C) (i).

Neglect - Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support or education as required by law, nutrition or medical, surgical, or any other care necessary for their well-being. (A.C.A. 9-27-353)

Missing Child - Any person who is under the age of 18 years, whose temporary or permanent residence is in the State of Arkansas or who is believed to be within the State of Arkansas, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

DHS – Department of Human Services

Secure Area – The two interview rooms in CID and the Custodial Processing Center in the former TDF including Sally Ports.

III. Procedure

1. PROTECTIVE CUSTODY (ABUSE OR NEGLECT)

1.1 When any law enforcement officer has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, the officer shall immediately make a report to the Child Abuse Hot Line, 1-800-482-5964.

1.1.1 The reporting officer shall also complete a police report.

1.2 As outlined in A.C.A. 9-27-313 C, an officer who has clear, reasonable grounds to conclude that a child is in immediate danger, and that removal is necessary to prevent serious harm from his or her surroundings or from illness or injury and if parents, guardians, or others with authority to act are unavailable or have not taken action necessary to protect the juvenile from the danger and there is not time to petition for and to obtain an order of the court before taking the juvenile into custody, the officer may take the child into protective custody. If a child is taken into protective custody the officer responsible shall complete the following activities:

1.2.1 Immediately notify DHS,

1.2.2 Make attempts to notify parents or guardians, if they were not present at the time protective custody was initiated, unless they are suspected of the crime,

1.2.3 Complete a report to include the facts and circumstances which gave reasonable belief of the immediate danger, and file a written report with DHS as soon as practical, and no later than 12 hours after pickup.

1.2.4 DHS is responsible for appropriate placement of the child.

1.2.5 The investigating officer will insure photographs are taken to assist with the initial investigation.

2. INVESTIGATION OF CHILD ABUSE AND NEGLECT CASES

2.1 Purpose and goal of the investigation is the discovery of facts and evidence that can be used to prove or disprove that a crime has been committed and that a specific individual committed the crime. This investigation may include:

2.1.1 Joint interviews by this Department and Benton County Juvenile Authorities, the Arkansas State Police, or other designated law enforcement agency with appropriate jurisdictional authority.

2.1.2 Assessing the safety of the child;

2.1.3 Determining appropriate police action, if any;

2.1.4 Collecting and preserving evidence;

2.1.5 Identifying the suspect.

2.2 In a sex crime case that involves any victim under the age of 18, the preliminary investigating officer will do the following:

2.2.1 Make immediate contact with victim's parent/guardian, unless the parent/guardian is a suspect;

2.2.2 Complete a detailed offense report;

2.2.3 The preliminary investigating officer will not interview the victim in-depth. This ensures that the number of victim interviews is limited.

2.2.4 Rogers Criminal Investigation sergeant will immediately be notified.

2.2.5 Report to the Child Abuse Hotline, 1-800-482-5964.

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3. CONFIDENTIALITY OF JUVENILE RECORDS

The Records Unit shall be responsible for the collection, dissemination and retention of juvenile records.

3.1 This department shall not disclose to the general public or the media the identity of any juvenile suspect, victim, or witness. Records of the arrest of a juvenile, the detention of a juvenile, and related proceedings shall not be subject to disclosure under the Freedom of Information Act (A.C.A. 9-27-352) (a) unless under the following circumstances:

3.1.1 Authorized by a written order of the juvenile division of circuit court.

3.1.2 All other requests for juvenile arrest information will be referred to the Juvenile Probation Office and/or the Benton County Prosecutor's Office-Juvenile Division.

3.2 Information regarding the arrest or detention of a juvenile, and related proceedings, shall be confidential unless the exchange of information is:

3.2.1 For the purpose of obtaining services for the juvenile or to ensure public safety.

3.2.2 Pursuant to a written order by a circuit judge.

3.2.3 Released to a school counselor; juvenile court probation officer; case worker; law enforcement officer; spiritual representative designated by the juvenile or his parents or legal guardian; a DHS caseworker; community based provider designated by the court, the school, or the parent or legal guardian of the juvenile; a DHS representative; or the juvenile's guardian ad litem or other court-appointed special advocate.

3.2.4 Medical records, psychiatric records, psychological records, and information related thereto shall remain confidential unless the juvenile's parents or legal guardian waives confidentially in writing specifically describing the records to be disclosed between the persons listed above.

3.3 Police records of juveniles shall be kept separate from the records of persons 18 years of age or over and shall not be open to inspection nor their contents disclosed, except by order of the court.

3.4 Information and data may be released to persons or other organizations authorized by law to compile statistics relating to juveniles. (A.C.A. 9-27-349)

4. HANDLING OF JUVENILES

4.1 When dealing with a juvenile offender, officers should use the least coercive among reasonable alternatives. Officers should consider the following when selecting a course of action;

4.1.1 Nature of offense - The seriousness of an incident and circumstances surrounding the juvenile's involvement.

4.1.2 Age of the juvenile.

4.1.3 Attitude (or mental condition) of the juvenile with regard to a fact, state or situation.

4.1.4 Availability of parent/guardian to assist.

- 4.1.5 Knowledge of previous records may be indicative of the juvenile's attitude causing the officer to be more forceful in alternative placement and decisions.
- 4.1.6 Complainant/victim's comments may be taken into account, especially where repetitive incidents are reported for the first time.
- 4.1.7 Gang affiliation may alter and accelerate the normal handling of a juvenile.
- 4.1.8 Direction received by juvenile authorities.
- 4.1.9 Previous record.
- 4.2 The officer may use the following procedures in handling and resolving the immediate juvenile situation.
 - 4.2.1 Warn and inform the juvenile of their wrongful action.
 - 4.2.2 Release the juvenile with no further action.
 - 4.2.3 Complete a report on location and release the juvenile to a parent or guardian at the scene.
 - 4.2.4 Transport the juvenile to the Police Department for completion of reports and release to a parent/guardian with later referral to Juvenile Court.
 - 4.2.5 Transport the juvenile to the Benton County Juvenile Detention Center.
- 4.3 Juveniles taken into custody for serious acts shall be referred to the Benton County Prosecutor's Office in conjunction with the Benton County Juvenile Intake Officer, after initial processing.
- 4.4 Officers shall ensure that the constitutional rights of juveniles are protected.
- 4.5 Officers are authorized to release criminal history information to Benton County Juvenile Intake and Benton County DHS personnel for the purpose of assisting with placement decisions.
- 4.6 Any time a juvenile is transported to either the Benton County Juvenile Detention Center or any other detention facility/processing area, it shall be done without delay (unless the juvenile is in need of emergency medical treatment).

5. PROCESSING JUVENILE FELONY OFFENDERS

- 5.1 Probable cause must exist before a juvenile who is a suspect in a felony case may be apprehended. The apprehending officer will:
 - 5.1.1 Notify the juvenile of the reason for the apprehension.
 - 5.1.2 Notify the parent/guardian of the apprehension as soon as practical. The date and time of notification, or attempted notification, shall be recorded in the appropriate report.
 - 5.1.3 Ensure the juvenile receives emergency medical attention as appropriate.
- 5.2 Juveniles apprehended for a felony will be transported to the station where a report will be completed. Fingerprints and photographs will be taken of all juveniles who commit a crime that, if committed by an adult, would be a Class Y, Class A, or Class B felony. (A.C.A. 9-27-320) Juveniles must be moved to an area out of sight and sound of adult offenders immediately after processing is completed, as outlined in 9.3 of this policy.

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- 5.3 The officer will contact the Benton County Juvenile Intake Officer for instruction on handling the offending juvenile.
 - 5.4 If the juvenile is to be released, the officer will note in his report to whom the juvenile was released, as well as the date, time, and location where the release occurred. Officer will also notify guardian/parent date and time of juvenile court appearance.
 - 5.4.1 If the parent(s) or legal guardian(s) cannot be contacted, or will not respond to take custody of the juvenile, the Juvenile Intake Officer will be re-contacted for permission to detain the juvenile in their facility. An officer will transport the juvenile to the detention unit without delay once authorized to do so.
 - 5.4.2 If the juvenile is in need of emergency medical treatment, the juvenile will be transported to a medical facility, without delay, before proceeding to the juvenile facility.
 - 5.5 All physical evidence will be processed and preserved using the procedures outlined by Rogers Police Department policy.
 - 5.6 Anytime a juvenile is or has been in a secure area, the Juvenile Monitoring Form (14-OP-0002) must be completed and submitted with all other reports, forms, etc. to the Records Unit. When completing the form, only those codes listed on the form shall be used. The form is available on the 'W' drive, in the Custodial Processing Area and in the Patrol Room.
6. PROCESSING JUVENILE MISDEMEANOR OFFENDERS
- 6.1 Probable cause must exist before a juvenile who is a suspect is apprehended. The apprehending officer shall notify the juvenile of the reason for the apprehension.
 - 6.2 The apprehending officer completing the report may:
 - 6.2.1 Take the juvenile into custody and release to a parent or guardian.
 - 6.2.2 Transport the juvenile to his residence and release to a parent or guardian.
 - 6.2.3 Transport the juvenile to the station and release to a parent or guardian.
 - 6.3 In all cases the Benton County Juvenile Intake Officer will be notified without delay.
 - 6.4 Officers are to determine if juveniles have committed a criminal violation or a "status offense". (See section 10 for details).
 - 6.5 Parent or guardian notification.
 - 6.5.1 The apprehending officer will notify the juvenile's parents or guardian by telephone or in person of the apprehension, as soon as practical. The notification shall be recorded in the officers Incident Report.
 - 6.6 If the juvenile lives in an area other than where he was apprehended and his residence has no phone, the apprehending officer will make arrangements for another unit to make notification, either at the residence or at the place of

employment of the parent or guardian if close to Rogers. If not, arrangements should be made with the Law Enforcement agency where the parent or guardian is located.

6.7 Apprehension of juvenile suspects at school.

6.7.1 Officers should notify School Resources Officer, assuming one is assigned to the school, if possible and necessary, of any arrest made at school during normal school hours.

7. JUVENILE VICTIMS AND WITNESSES

7.1 Juvenile victims or witnesses may be questioned in connection with the offenses for which they are not suspects.

7.2 Information concerning the questioning will be included in the officer's report.

7.3 Officers transporting juveniles under the age of four may request Benton County DHS to help transport.

8. INTERROGATION

8.1 In accordance with procedural directions from the Benton County Juvenile Court, the arresting and investigating officers shall not be allowed to interrogate a juvenile felony offender unless the following criteria are met:

8.1.1 The juvenile offender may be interrogated in a location out of sight and sound of adult offenders. Juveniles in custody will be afforded the opportunity to confer in private with a parent or guardian prior to any interrogation.

8.1.2 It is the responsibility of the officer to:

8.1.2(a) Confer with the juvenile's parent/guardian.

8.1.2(b) Ensure that no more than two officers are present during the interrogation.

8.1.2(c) Ensure the parent or guardian is present during the interrogation, if the juvenile wishes them to be present.

8.1.2(d) Ensure a legal representative is present if requested by the juvenile's parent or guardian.

8.1.2(e) Juveniles will not be questioned longer than four hours unless authorized by the Benton County Prosecuting Attorney's Office and officers shall document times that the interview began, meals, breaks and the time of termination.

8.1.3 In instances where the officer would be required to advise the offender of their rights, the current Juvenile Rights format as provided by the Rogers Police Department shall be used.

9. FINGERPRINTING AND PHOTOGRAPHING

9.1 A juvenile will be fingerprinted and/or photographed when an order is obtained through Benton County Juvenile Court granting permission to do so, unless conditions of 9.2 are met.

- 9.2 Fingerprints and photographs will be taken of all juveniles who commit a crime that, if committed by an adult, would be a Class Y, Class A, or Class B felony. (A.C.A. 9-27-320)
- 9.3 A juvenile may be processed in a secure area but when the processing is completed they must be moved to an area away from sight and sound of adults. At no time shall a status offender be placed or allowed in a secure area.
- 9.4 When fingerprinting a juvenile, the fingerprint card with "JUVENILE" written in black marker across the front will be used in the event the AFIS machine is not operational.
 - 9.4.1 Have the juvenile sign the signature block.
 - 9.4.2 The officer shall sign under "signature of person taking fingerprints," and shall complete the "date" section of the card.
 - 9.4.3 Submit the juvenile custody report to the Records Division.
- 9.5 When photographing a juvenile, the photograph must be taken under the Global Subject Juvenile Jacket and the AFIS Juvenile print card.

10. INCORRIGIBLE JUVENILES

- 10.1 "Incorrigibility" means a juvenile is beyond parental control. Incorrigible juveniles are classified as "Status Offenders" which are those juveniles whose conduct would not be a crime if committed by an adult.
 - 10.1.1 Officers who come into contact with a reported incorrigible juvenile will:
 - 10.1.1(a) Determine if a criminal offense has been committed by the juvenile (e.g. destruction of property, assault) and properly document that information.
 - 10.1.1(b) Determine if the juvenile has displayed behavior that is injurious to themselves or others.
- 10.2 In the absence of a documented offense or injurious behavior displayed by the juvenile, officers will inform parents/guardians of their responsibility to seek assistance from the Benton County Juvenile Services. Contact can be made with the Juvenile authorities during normal working hours to discuss the particular problem and seek advice for guidance or alternative solutions, to include a possible Families In Need of Services (FINS) petition.
- 10.3 When there is an offense, normal juvenile processing procedures will be followed.

11. TRAFFIC VIOLATIONS

- 11.1 All juvenile traffic offenders will be cited into the Rogers District Court when charged with a non-felony state traffic regulation or city code traffic ordinance and shall be treated as an adult.
- 11.2 Officers are required to utilize the regular misdemeanor arraignment court date designated by the Rogers District Court for all juvenile offenders.
- 11.3 Officers should write the specific time on the citation set for the juvenile offenders on the regular court arraignment date. That time is set by the Rogers District Court.

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- 11.4 Juveniles will not be detained in any jail or other adult facility or holding cell where they will have any contact with adult prisoners.
- 11.5 If taken into custody for any traffic offense, the juvenile is to be released to a parent or guardian as soon as practical.
- 11.6 Driving Under the Influence
 - 11.6.1 Officers are authorized to administer chemical tests to juveniles suspected of operating a motor vehicle while under the influence of intoxicants.
 - 11.6.2 Officers will read and if necessary explain the Arkansas Implied Consent form to the juvenile. After giving verbal confirmation that they understand the Arkansas Implied Consent information, the juvenile should initial/sign the form.
 - 11.6.3 Officers should seize any Arkansas Driver's License in possession of the juvenile as required by Arkansas Law, which will then be sent to the office of driver control.

12. MISSING AND RUNAWAY JUVENILES

- 12.1 The Uniform Operations Division will complete the taking and receiving of runaway reports. The Criminal Investigations Division and/or the Uniformed Operations Division are responsible for investigating such incidents.
 - 12.1.1 The runaway juvenile reports will be taken from parents/guardians or other adults with authority for custody of the juvenile.
 - 12.1.2 Reports will be taken on juveniles who were last seen in Rogers, but may not be Rogers residents.
- 12.2 When an officer comes in contact with a runaway juvenile, and the filing of criminal charges by investigations, or processing by Juvenile Court is not necessary, the Benton County Juvenile Intake Officer will be notified and authorize the method for release.
- 12.3 When a parent/guardian or other responsible adult is unavailable or refuses to accept responsibility, the officer will transport the runaway juvenile to Juvenile Detention upon approval from the Benton County Juvenile Intake Officer.
- 12.4 A preliminary investigation is to be conducted whenever a runaway juvenile is received. The purpose is to verify the report and to obtain necessary information to locate the runaway.
- 12.5 In instances involving a juvenile, the initial investigation begins by checking the child's home. Conduct a search of the home to verify the youth is not sleeping or hiding.
- 12.6 After determining the child is missing, obtain the following information from parents, guardians, friends and acquaintances.
 - 12.6.1 Sufficient background information to determine the possible reason the juvenile left home and his/her whereabouts.
 - 12.6.1(a) Inquire into family relationships and attitudes.
 - 12.6.1(b) Determine if there are problems within the home.

12.6.1(c) Find out if the runaway juvenile displayed recent or unusual changes in attitude or interest toward the family.

12.6.2 Establish the identity of the runaway juvenile's friends, and information concerning interests, and activities.

12.6.2(a) Interview and obtain information from friends.

12.6.2(b) Ascertain the hobbies, interests and hangouts to help locate the runaway.

12.6.3 Obtain a recent photograph for possible reproduction.

12.6.4 Instruct the parents to notify the department of any new developments or when the child returns home.

12.6.5 The reporting Officer shall complete the Juvenile Runaway Supplement form.

13. RELEASE TO PARENTS OR GUARDIAN

13.1 Under no circumstances will a juvenile offender in temporary custody, be released to go home alone or to anyone other than a parent or guardian or their designee.

13.1.1 If the parent/guardian or other designated adult refuses to accept custody, the Juvenile Intake Officer should be immediately notified for further action.

13.1.1(a) Juvenile Intake Officers may authorize that the juvenile be released to another family member, if available.

13.2 Officers shall document the date, time, and location of the release in his/her report.

14. THE ROLE OF THE POLICE IN CONTROL AND PREVENTION OF DELINQUENCY

14.1 The Rogers Police Department recognizes that the juvenile justice system is dedicated to the protection and rehabilitation of juveniles.

14.1.1 Police officers are entrusted with enforcing laws that protect juveniles.

14.1.2 Officers should remember that spending extra time with a juvenile offender may impact a juvenile enough to aid in the rehabilitation process.

14.1.3 Each officer can help to control and prevent juveniles from becoming adult criminals by doing the following:

14.1.3(a) Learn the trouble areas and patrol these frequently.

14.1.3(b) Arrest adults responsible for contributing to the delinquency of children.

14.1.3(c) Learn state and city laws pertaining to juveniles and enforce them.

14.1.3(d) When large groups of juveniles are observed loitering on streets late at night, learn the purpose of their presence.

14.1.3(e) When you observe conditions that establishes child neglect or contributing to delinquency, investigate further and report findings to the appropriate authority.

14.1.3(f) Check children of school age when observed on the streets during school hours to ascertain if they are legally excused from school.

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- 14.1.3(g) Patrolling near schools before and after school hours is a good way to prevent juvenile problems.
- 14.2 In an effort to improve communications between the police and the school, and to improve police community relations, the Police Department's School Resource Officers are assigned to assist with school and community programs.
- 14.2.1 The following objectives have been established to improve communications between the Police and the school:
- 14.2.1(a) Inform the school of community problems that may affect them.
- 14.2.1(b) Inform the school of students that may cause them serious problems (Safe Schools Act).
- 14.2.1(c) Aid in recognizing deviant student behavior.
- 14.2.1 (d) If a juvenile is arrested for unlawful possession of a firearm under § 5-73-119, an offense involving a deadly weapon under § 5-1-102, or battery in the first degree under § 5-13-201, the arresting agency shall orally notify the superintendent or the designee of the superintendent of the school district to which the juvenile transfers, in which the juvenile is enrolled, or from which the juvenile receives services of the offense for which the juvenile was arrested or detained within twenty-four (24) hours of the arrest or detention or before the next school day, whichever is earlier.
- 14.2.2 To improve Police-community relations:
- 14.2.2(a) Make citizens aware of police related juvenile problems.
- 14.2.2(b) Involve the community in programs to help with juvenile problems.
- 14.2.3 Assist school officials in the counseling and immediate action.
15. GOVERNMENTAL AND SOCIAL SERVICE AGENCIES THAT PROVIDE YOUTH SERVICES
- 15.1 Child Abuse Hot Line (800-482-5964)
- 15.2 Benton County Juvenile Court & Probation Offices (479-271-1047)
- 15.3 Benton County Juvenile Detention Center (479-271-1713)
- 15.4 Department of Human Services (479-273-9011)

ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Emergency Operations/Severe Weather Action Plan Continuity of Operations Plan		
NUMBER	409.6	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

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I. Policy

The event of a severe weather emergency, or any other emergency or critical circumstance such as a ~~tornado~~significant weather event or any other catastrophic event requires that specific actions occur to protect employees and visitors from harm while still continuing to provide public safety services. Employees need to understand their responsibilities in the event of such an emergency.

II. Definition

Tornado Warning—A warning that a tornado strike is imminent in the immediate area of Rogers, as provided by notification by the National Weather service, received directly or via terminal from Arkansas State Police, notification by Rogers Central Dispatch (RCD) or any law enforcement officer.

III. Procedures

1. IMMEDIATE NOTIFICATION

- 1.1 When RCD learns of a tornado warning, personnel shall immediately notify their supervisor or the ranking officer in the facility.
- 1.2 The notified supervisor shall verify the information, if needed, and shall activate the public address system, if one is available
 - 1.2.1 The supervisor shall declare the nature of the emergency and shall order all employees and visitors (screened and unscreened) to proceed immediately to the appropriate designated evacuation safety area.
 - 1.2.1(a) Such designations shall be made by the Chief of Police and communicated to all personnel assigned to that facility
 - 1.2.1(b) The locations of such designated evacuation safety areas shall be clearly marked.
 - 1.2.2 This information shall be announced as needed on the public address system or verbally if no PA system is available.

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- 1.3 RCD personnel shall move to the secure communications center.
 - 1.4 The elevator will not be used.
 - 1.5 Uniform Operations Division supervisors will evaluate whether to send uniformed officers back to their vehicles or to seek shelter based on the immediacy and location of the threat.
 - 1.5.1 If safety allows, officers should return to the field to assist with emergency operations.
2. INSPECTION AND SECURITY
- 2.1 The ranking officer present in the facility will inspect the facility and evacuate employees and visitors to the safety area.
 - 2.2 Areas of the police department open to the public (downstairs lobby) will continue to be monitored as safety permits.
3. EVACUATION LOCATION
- 3.1 All persons will evacuate to the safety area and should take position in a lower level if possible, away from windows or other plate glass structures.
 - 3.2 If no lower level area is available or cannot be reached in time, take shelter in interior rooms, with doors closed.
 - 3.3 Evidence Room shall remain secured at all times.
 - 3.4 The safety of any detainee will remain the responsibility of the officer responsible for his/her custody at the time of the emergency.
 - 3.5 Staff will remain away from exterior doorways and windows.
 - 3.6 As employees evacuate, they should close all doors behind them, and if time permits, see to the security of any open or unsecured files that they may be responsible for.
 - 3.7 The ranking officer will insure that a police radio is available in the evacuation area to allow monitoring and contact with field units.
4. RETURN TO NORMAL OPERATIONS
- 4.1 Staff will return to workstations upon receiving the all clear advisory from field units or the National Weather Service.
 - 4.2 In some cases, the ranking officer present may evaluate the risk and determine no immediate threat is presented to the facility. In such cases, that officer may order a return to workstations.
 - 4.2.1 This may be done if the position and direction of the storm is away from the city and the risk is remote.
 - 4.3 The Officer in Charge will insure that unscreened visitors are cleared from secure areas and returned to the public lobby area.

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- 4.4 The Officer in Charge will insure all persons in custody are secure.
- 4.5 This information shall be announced, again, as needed on the public address system or verbally if no PA system is available.

5. STATION DAMAGE

- 5.1 In the event of facility damage, the ranking officer or his designee shall notify RCD personnel to dispatch medical assistance and if fire/electrical or natural gas hazards are likely.
 - 5.1.1 If not already on the scene, the Chief of Police and Support Services Division Commander shall also be notified.
- 5.2 The Support Services Commander shall order the building evacuated by all visitors and shall determine if a security perimeter is needed to protect property, evidence, records and other valuable assets.
- 5.3 Supervisors shall inspect and report damage to the facility. Where temporary repairs can be made or further protection facilitated, the supervisors shall immediately do so.

6. TRAINING

- 6.1 Agency personnel shall conduct a training exercise every four (4) years to ensure that the Continuity of Operations Plan is being implemented correctly. An after action report will be drafted by the employee in charge of conducting the exercise.

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ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Incident Command System		
NUMBER	409.8	EFFECTIVE DATE	August 12, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Jonathan Best	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to respond to unusual circumstances such as natural or, man-made disasters and civil disturbances in an effective and comprehensive manner. In these situations, the Department's goal is to protect life and property and to restore order. Coordination and deployment of resources shall comply with the Incident Command System model.

It is the policy of the Rogers Police Department to utilize the Incident Command System (ICS) model in responding to natural disasters, hazardous materials incidents, manhunts, critical missing persons events, terrorist events, and civil disorders in order to provide a formalized, systematic process for decision making and coordinated response in support of public safety and order.

This directive, in addition to SOG 409.1, Bomb Emergencies, SOG 409.3 Disaster and Civil Disorder Response, SOG 409.6, Severe Weather Action Plan, SOG 411.1 Special Weapons and Tactics Team, and SOG 411.2 Hostage/Barricade Situations collectively comprises the Rogers Police Department's "All Hazard" Plan.

II. Definitions

Critical Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, tornadoes, severe storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.

Incident Command System: A system for establishing command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and the environment.

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III. Procedure

The procedures contained within this SOG are intended to be basic guidelines and may be adapted and/or modified as needed during a disaster or other unusual occurrence.

1. PLANNING RESPONSIBILITY

Since the majority of the Department's response during an unusual occurrence originates within the Uniform Operations Division, the UOD Commander shall be responsible for planning for the Department's response.

The UOD Commander shall serve as the Department liaison in critical incident planning with other agencies.

2. THE INCIDENT COMMAND SYSTEM

2.1 ACTIVATION

2.1.1 The Incident Command System will be adopted in response to major or critical incidents involving either singular or multiple agency response:

- 2.1.1(a) Natural or man-made disasters
- 2.1.1(b) Tornado
- 2.1.1(c) Explosions
- 2.1.1(d) Severe winter storms
- 2.1.1(e) Civil disturbances
- 2.1.1(f) Riots or disorders
- 2.1.1(g) Violence from any mass gathering
- 2.1.1(h) Mass arrest incidents
- 2.1.1(i) Bomb threats as coordinated by the Rogers Fire Department, SOG 409.1, Bomb Emergencies
- 2.1.1(j) Hostage/Barricaded person
- 2.1.1(k) Acts of terrorism
- 2.1.1(l) Other critical incidents, as directed by any field supervisor

2.1.2 Establishing Incident Command

2.1.2(a) When the ICS is to be activated, the first arriving supervisor will:

- Establish command by declaring via police radio that the Incident Command System is being activated.
- Declare his/her radio number as in command.
- Upon the establishment of the ICS, RCD (Rogers Central Dispatch) shall perform a steady alert (Alert 1) and repeat the Incident Command location. RCD shall also log the Incident Command location in the call notes.

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2.1.3 Command Functions

2.1.3(a) Establishing command early creates clear lines of communication.

2.1.3(b) The following command functions will be identified, resourced and assigned by the officer in charge. Depending upon size and complexity, certain functions may be combined or expanded as resources allow:

- COMMAND

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- OPERATIONS
- PLANNING
- LOGISTICS
- FINANCE/ADMINISTRATION

2.2 COMMAND (Incident Commander)

- 2.2.1 The ranking officer on scene, or as otherwise determined, may be based in the Emergency Operations Center, and is the Incident Commander until relieved by other competent authority.
- 2.2.2 The Incident Commander has overall responsibility for Police Department operations at the incident.
- 2.2.3 The Incident Commander shall activate the Incident Command System and shall make such declaration to all involved units by radio.
- 2.2.4 The Incident Commander assigns staff to perform the other command functions listed above.
- 2.2.5 The Incident Commander shall establish the location and implementation of a Command Post consistent with operational requirements and insuring safety and security.
- 2.2.6 The Incident Commander shall insure adequate resources are mobilized to address all Police Department operational requirements.
- 2.2.7 The Incident Commander shall provide for accurate and timely public information and media releases.
- 2.2.8 The Incident Commander will provide for the safety and security of all personnel responding to or affected by the incident.
- 2.2.9 The Incident Commander will establish a staging area(s) for purposes of staging resources for assignment, if necessary.
- 2.2.10 The Incident Commander shall liaise and coordinate department response with other agencies. Some types of incidents will require Police Department incident command leadership and others will require a subordinate role to other agency leads:
 - 2.2.10(a) LAW ENFORCEMENT has command in hostage/barricade, manhunt incidents, and public order response;
 - 2.2.10(b) FIRE SERVICE has command in hazardous materials incidents, mass casualty, or disasters and bomb threats;
 - 2.2.10(c) PUBLIC HEALTH has command of bioterrorism events;
 - 2.2.10(d) FEDERAL AUTHORITIES will assume command of all terrorist and weapons of mass destruction (WMD) events following initial local response.
- 2.2.11 Command Support functions to reduce task burden for the Incident Commander may include:
 - 2.2.11(a) Media Relations Officer
 - 2.2.11(b) Safety Officer
 - 2.2.11(c) Liaison Officer
- 2.2.12 The Incident Commander shall require collection of information as it unfolds as well as documentation of all resources deployed.

2.3 OPERATIONS (Operations Commander)

- 2.3.1 The Operations Commander manages tactical operations in the field during the incident, in support of the response plan.

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- 2.3.2 The Operations Commander develops tactical objectives.
- 2.3.3 The Operations Commander establishes the operational perimeter(s) and allocates manpower for the security of those perimeters.
- 2.3.4 The Operations Commander plans and coordinates safe evacuations of citizens from threatened areas.
- 2.3.5 The Operations Commander is responsible for managing security at the field Command Post and of the incident scene(s).
- 2.3.6 The Operations Commander will establish a system for the transportation, processing, and confinement of detainees in compliance with Mass Arrest operations and procedures found in this directive.
- 2.3.7 The Operations Commander is responsible for the planning, resourcing and implementation of a traffic control plan to secure the affected area(s) and minimize collateral damage or injuries.
- 2.3.8 The Operations Commander directs all operational resources including Patrol, Traffic and other sworn and non-sworn elements assigned to tactical response.
- 2.3.9 The Operations Commander shall conduct the post-incident investigation consistent with agency roles as defined in 2.2 above.

2.4 PLANNING (Planning Commander)

- 2.4.1 The Planning Commander will prepare and document an incident response plan.
- 2.4.2 The Planning Commander collects, evaluates, and disseminates information and intelligence about the incident.
- 2.4.3 The Planning Commander maintains an incident log and tracks relevant information about the incident.
- 2.4.4 The Planning Commander prepares reports and is responsible for quality control related to information.
- 2.4.5 The Planning Commander coordinates collection of all logs, reports, and data from all command functions related to the incident.
- 2.4.6 The Planning Commander directs the planning of post-incident demobilization and de-escalation to insure continued community security and safety while relieving department resources.

2.5 LOGISTICS (Logistics Commander)

- 2.5.1 The Logistics Commander is responsible for the identification, acquisition, and delivery of all equipment and supplies necessary for the Police Department to meet its mission during a critical incident.
 - 2.5.1(a) The Logistics Commander tracks requests for resources.
- 2.5.2 The Logistics Commander arranges for transportation resources to assist with mass movement of officers or evacuations, as directed.
- 2.5.3 The Logistics Commander arranges for the notification and staging of Emergency Medical Support (EMS) resources and coordination with local hospital trauma centers.
- 2.5.4 The Logistics Commander coordinates communications, information systems, and other technical support for Mobile Data Communications System and Records Management System.
- 2.5.5 The Logistics Commander will coordinate with the Special Weapons and Tactics Team Commander and Team Leader or other special team leaders to replenish equipment and supply needs during the incident.
- 2.5.6 The Logistics Commander coordinates all Quartermaster functions

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- during the incident.
- 2.5.7 The Logistics Commander provides for the sheltering, relief, feeding, and sanitation facilities (if required) for all Police Department personnel involved in the operation.
- 2.5.8 Often, the Logistics function and the Finance/Administration function may be combined.

2.6 FINANCE/ADMINISTRATION (Administrative Commander)

- 2.6.1 Tracks and monitors costs, including personnel time, equipment, and supplies.
- 2.6.2 Procures additional resources from outside the department. Records costs for future local or federal reimbursements (i.e. FEMA).
- 2.6.3 Tracks on-duty and off-duty time to comply with FLSA standards.
- 2.6.4 Prepares emergency purchasing transactions.
- 2.6.5 Makes recommendations for future operational cost savings.
- 2.6.6 Prepares documentation of injuries to personnel and of potential liability issues.
- 2.6.7 Prepares appropriate reimbursement documents, if applicable.

3. INCIDENT ASSESSMENT

3.1 The Incident Commander will conduct the following assessment: Evaluation:

- 3.1.1 What is the nature of the incident?
- 3.1.2 What hazards exist for response personnel and the public?
- 3.1.3 Do warnings need to be issued?
- 3.1.4 Are there injured persons requiring medical assistance and/or evacuation?
- 3.1.5 Is general evacuation required?
- 3.1.6 How large of an area is affected?
- 3.1.7 Will the area be isolated?
- 3.1.8 What location would make a good staging area?
- 3.1.9 What entrance and exit routes would facilitate response personnel and equipment?
- 3.1.10 Identify contingencies through pre-incident planning.
 - 3.1.10(a) Determine goals and objectives for the incident.
- 3.1.11 What needs to be the outcome?
- 3.1.12 How do we get there?
- 3.1.13 Identify needed resources.
- 3.1.14 Where will we get needed resources?
- 3.1.15 How long will it take to get them here?
- 3.1.16 Are there special resource requirements?
- 3.1.17 Build a plan and structure, including:
 - 3.1.17(a) Responsibilities and tasks;
 - 3.1.17(b) Incident Chain of Command;
 - 3.1.17(c) Coordination issues.
- 3.1.18 Take action.

4. TRANSFER OF COMMAND

- 4.1 Usually it becomes necessary to transfer Incident Command authority from one commander to another (i.e. Officer to Sergeant, Sergeant to Lieutenant, etc.)
- 4.2 As a general rule, command authority should only occur AFTER the current

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Incident Commander and the new Incident Commander have had a face-to-face meeting to assure smooth transition. This briefing should include:

- 4.2.1 Incident conditions, objectives, priorities, and hazards;
- 4.2.2 Incident action plan and current status;
- 4.2.3 Safety consequences and concerns;
- 4.2.4 Deployment and assignment of operating units and personnel;
- 4.2.5 Need for additional resources.

- 4.3 Upon transfer, the new Incident Commander shall announce via police radio, their radio number and the message they are assuming incident command. (140 is assuming Walnut Street incident command)

5. TERMINATING COMMAND

- 5.1 When an Incident Command event has de-escalated to a point where conventional resources can manage the scene AND no other agencies remain involved, the Incident Commander should terminate incident command via police radio; (140-Walnut Street Incident Command is terminated) At this time, normal patrol and radio procedures are restored.

6. COMMAND IDENTIFICATION

- 6.1 Incident command systems assume the unique name of identity of the street or complex which is the primary location of the event. This allows for simultaneous incident command events with minimal confusion.

7. WRITTEN REPORT REQUIREMENTS

- 7.1 Any officers involved in an Incident Command operation may be required to complete a written report detailing their observations and participation in the operation, at the direction of the Incident Commander.

8. INCIDENT AFTER ACTION AND CRITIQUES

- 8.1 The Incident Commander with the most knowledge of the incident, as determined by the Chief of Police, will be responsible for completion of an After Action Report, in memorandum format, following each Incident Command event.
- 8.2 The After Action Report will be forwarded up the chain of command for review.
- 8.3 A copy of the After Action Report will be routed to the Accreditation Manager.
- 8.4 Content of the After Action Report shall include:
 - 8.4.1 Complete incident description and history;
 - 8.4.2 Number of persons affected or involved;
 - 8.4.3 Description of evacuations, obstacles to evacuation, difficulties encountered;
 - 8.4.4 Description of damage to property;
 - 8.4.5 Persons injured or killed;
 - 8.4.6 Description of response involved to the incident;
 - 8.4.7 Description of traffic control operations;
 - 8.4.8 Mutual Aid response: Complete accounting of personnel and

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- agencies involved, difficulties in coordination and control;
- 8.4.9 Complete description of Incident Command System and names and assignments of officers assigned to various command functions;
- 8.4.10 Location, activation, and operation of EOC or Command Post and staging area(s) and security operations of each;
- 8.4.11 Description of the mobilization process, account of personnel status by on-duty, Emergency Call-In;
- 8.4.12 Assessment of the public information process and effect on media relations;
- 8.4.13 Law enforcement operational actions taken and result, locations of perimeters;
- 8.4.14 Number of persons arrested;
- 8.4.15 Description of mass arrest procedures, including detainee transportation, processing, and confinement, if any;
- 8.4.16 Management review of the Incident Command System process, including information an intelligence processes, communications, transportation and logistics, medical support, procurement of equipment and supplies, account of personnel resources and other expenses, documentation of injuries and other liabilities, post incident demobilization and de-escalation, how well it worked; and
- 8.4.17 Attached copy of the incident response plan incident log.

8.5 If the Incident Command System is terminated prior to being fully established, as determined by the Shift Commander, then no critical incident after action report is required. (i.e. Missing child who is found within a short amount of time with no exigent circumstances)

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9. TRAINING EXERCISE AND ANALYSIS

- 9.1 The Police Department will participate in documented practical application, tabletop, or multiple agency training for Incident Command System operations biennially utilizing scenarios addressed by the department's "All Hazard" Plan
- 9.2 Department Command Staff, Special Weapons and Tactics Team, and other affected agency personnel will participate in documented annual "All Hazard" training.

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Subject: Incident Command System	Number: 409.8

ROGERS POLICE DEPARTMENT

ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Crisis Negotiator Selection		
NUMBER	411.3	EFFECTIVE DATE	May 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to maintain a unit of professionally trained crisis negotiators to resolve, through negotiation, selected incidents that have significant violence potential and to establish guidelines for selecting qualified personnel for the position of Crisis Negotiator.

II. Procedure

1. ELIGIBILITY

- 1.1 Applicants for the position of Crisis Negotiator must have a minimum of two years full time experience with the Rogers Police Department. They may be the rank of Police Officer, Master Police Officer or Corporal. The unit Assistant Supervisor may be the rank of Sergeant or Corporal and the unit Supervisor shall be the rank of Lieutenant or Sergeant ~~or Corporal~~.
- 1.2 Applicants seeking this position must be a member of this department in good standing, not being on probation or suspension.
- 1.3 Applicants must have a satisfactory work record with respect to supervisory/command evaluations as well as satisfactory findings on Class I, Class II or Administrative Complaints for the preceding twelve months.

2. DESIRABLE PERSONALITY TRAITS

- 2.1 The successful applicant must:
 - 2.1.1 have exceptional interpersonal skills;
 - 2.1.2 possess emotional maturity;
 - 2.1.3 be a good listener;
 - 2.1.4 possess excellent interviewing skills;
 - 2.1.5 be able to effectively communicate with persons from a variety of socioeconomic backgrounds and a variety of psychological and emotional states;
 - 2.1.6 have a strong commitment to the negotiation approach to conflict resolution.

Page 1 of 2	Approval Date: June 23, 2015
Subject: Crisis Negotiator Selection	Number: 411.3

3. SELECTION PROCESS

- 3.1 When a vacancy exists, a memorandum will be posted stating qualifications and the deadline for submission of a letter of intent. The selection process will consist of the following:
 - 3.1.1 Oral interview – This exercise is designed to test the applicant's problem solving ability, and verbal and listening skills. Those attributes, plus a commitment to a negotiation approach will be rating dimensions. A series of questions, based on these dimensions, will be asked to each applicant and they will be rated according to their responses.
 - 3.1.2 The interview board will consist of three personnel, and may include both internal and external personnel. The board will be selected by the Chief of Police and/or the command officer in charge of the unit, but will include the unit supervisor, unless in extraordinary situations where the unit supervisor is not available. In that case an alternate will be chosen by the command officer.
 - 3.1.3 Background investigation – the applicants work record with this department will be examined, including past job performance. The successful applicant must have satisfactory employee evaluations and not have excessive sustained internal or external complaints for the preceding twelve months.

4. FINAL SELECTION

- 4.1 Successful applicants will be ranked in order of the outcome of the oral interview. Their names and oral interview scores will then be submitted to the command officer in charge of the unit for final selection. At that time their work record and sustained internal and/or external complaint history for the preceding twelve months will be considered.

5. REMOVAL PROCESS

- 5.1 Any current member of the team can be removed from their position. Team members can be dismissed if the Team Leader and /or Command Staff can show cause that they are not satisfactorily performing their duties with the Crisis Negotiation Team or the membership on the team creates a negative impact on their primary assignment. Members may also be dismissed if they receive any serious Departmental disciplinary action.

ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Mobile Field Force		
NUMBER	411.5	EFFECTIVE DATE	March 13, 2018
Scheduled Review Date	Annually beginning on January 1	REVISE DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Purpose and Scope

The purpose of this policy is to establish and define the Rogers Police Department's Mobile Field Force (MFF). The Department will respond to critical incidents, and potential or actual civil disturbances in order to maintain or restore a safe and secure environment for the community and its citizens. In order to manage a civil disturbance effectively and attempt to minimize its scope, intensity, and duration while safeguarding lives and property, the Department will utilize an organized Mobile Field Force.

II. Policy

The Rogers Police Department does not employ a full-time Mobile Field Force. Instead, the policy of the Rogers Police Department shall be to utilize a specialized unit consisting of specially-selected police officers who are trained, equipped, and deployed in those situations where the use of a MFF is appropriate.

In the event of a disturbance where it is deemed the Mobile Field Force would be inadequate in number, Mobile Field Force Officers will take leadership positions among those regular officers assigned to deal with the disturbance.

The Department will make reasonable efforts to employ non-arrest methods of civil disorder management, but will take all necessary measures to quickly contain and restore order to prevent an incident from escalating. The Department will deploy a Mobile Field Force to address acts of civil disorder that cannot be effectively addressed by the workforce on duty.

III. Procedure

- The Rogers Police Department will maintain a group of officers who receive regular training in Mobile Field Force tactics. This unit will be designated as the Mobile Field Force. The number of Mobile Field Force Officers assigned to the unit will be determined by need, training opportunities, and staffing levels.

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Subject: Mobile Field Force	Number: 411.5

2. The Mobile Field Force can be activated to deal with both small and large-scale incidents. In the event that a large-scale disturbance is declared, the MFF will operate under the guidelines established by the Disaster and Civil Disorder Response SOG 409.3 and Incident Command System SOG 409.8. Both policies shall serve as a tool to aid in the resolution of the incident. Should the activation of the MFF be in response to a small-scale event or otherwise non-violent situation, the MFF will operate under the unit's established chain of command.
3. In the event of a large-scale disturbance, any sworn officer of the Rogers Police Department may be called upon to respond to the incident. Mobile Field Force Officers will act as squad leaders of these responding officers so their efforts can be coordinated and executed under the direction of the Incident Commander and/or the Mobile Field Force Commander.
4. Upon its deployment, the efforts of the Mobile Field Force officers will be directed by the Mobile Field Force Commander Uniformed Operations Division Lieutenants. The MFF Commander reports to the Incident Commander and the Chief of Police as dictated by the situation.
5. The Mobile Field Force may be activated at the request of the ranking on-duty supervisor with approval of the Uniform Division Commander and the Chief of Police, and/or his designee. The decision to activate the MFF will be based upon the Uniformed Operations Division's ability to manage the incident.
6. Factors to be considered for activating the MFF should include, but not be limited to:
 - 6.1 Large-scale disturbance.
 - 6.2 Any event where the potential of mass arrests exists.
 - 6.3 Protests of any size where the ranking on-duty supervisor feels the expertise and specialized training of MFF personnel would be beneficial and/or the situation may potentially become beyond the control of on-duty personnel.
 - 6.4 Any civil unrest event, regardless of size, where the potential exists for a breach of the peace, escalation of violence, or the destruction of property.
 - 6.5 Other assignments as directed by the Chief of Police.
7. The Rogers Police Department shall provide the MFF with specialized equipment necessary for safe and effective operation. MFF Officers may, at their own expense, purchase and utilize additional equipment subject to approval by the MFF Commander and/or the Chief of Police. MFF Officers are responsible for the care, maintenance, and operational readiness of assigned personal equipment that includes, but is not limited to:
 - 7.1 Protective Riot Control Suit – Shoulder / Chest protection, Shin guards, helmets / faceshields, baton / and holder, shields.
 - 7.2 Protective Gloves
 - 7.3 Gas Mask

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- 7.4 Gas Mask Holder
 - 7.5 Riot Helmet
 - 7.6 Riot Baton
8. These items shall be stowed in the department's readiness trailer that will be deployed to a predetermined staging area, where MFF officers will report to upon activation. Upon returning to normal status, all equipment will be properly stowed on the trailer to ensure the readiness for future deployment.
 9. Officers assigned to the MFF who are responding to a call-out shall wear the departments duty uniform, boots, pants, ballistic vest, and long sleeves, which will aid in the prevention of skin being exposed to any potential chemical munitions that may be deployed for crowd control purposes.

IV. Mobile Field Force Activation Procedure

1. In the event of a situation which may require the use of the Department's Mobile Field Force, the ranking on-duty supervisor shall attempt to contact the Uniform Division Commander and the Chief of Police, and/or his designee. If none of these persons can be contacted, the on-duty supervisor may, at his discretion, issue a call-out order to the Communications Unit based upon the information he has gathered at the scene.
2. The requesting supervisor shall inform Communications Unit personnel of the specific information to be entered into the call-out message. A clear and concise message shall be delivered advising MFF officers where they should respond. The requesting supervisor will direct the preparation of the e-mail message. The Communications Unit will proceed with the call-out process by accessing AlertXpress within JusticeXchange and initiating the call-out.
3. Officers assigned to the MFF will provide the Department with current contact information. This information will be kept in the MFF Contact database which will be stored on the Department's servers as well as in dispatch in the MFF log book.
4. It is important that accurate and complete records be maintained when the MFF is activated.
 - 4.1 MFF officers will contact the Communications Unit within ten minutes of the initial call out. Communications Unit personnel shall record the time team members called in to acknowledge the message in the appropriate section of the Mobile Field Force Call-Out List located in the black MFF log book.
 - 4.2 If a MFF officer fails to contact the Communications Unit within the ten-minute period, Communications Unit personnel will then attempt to contact the team member by phoning all listed numbers noted in the Departments' Employee Address Master List. This time will also be documented on the MFF Call-Out List.
 - 4.3 Supervisor shall be notified and the time shall be noted on the MFF Call- Out list. The Communications Unit shall keep the MFF commanders notified of the total number of responding officers as they complete the notification process.

V. Mobile Field Force Training and Preparedness

1. Mobile Field Force Officers will train as a unit no less than ~~forty (40)~~eight (8) hours annually. All other sworn personnel will receive MFF instruction at least biennially.
2. Mobile Field Force Officers will be subject to call out at any time. If unavailable, they shall notify the MFF Supervisor or the MFF Commander.
3. Mobile Field Force Officers are responsible for the care, maintenance, and operational readiness of the equipment. Equipment issues will be immediately reported to the MFF Supervisor.

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Subject: Mobile Field Force	Number: 411.5

ROGERS POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Field Training Program		
NUMBER	412.3	EFFECTIVE DATE	August 12, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

It is the policy of the Rogers Police Department to utilize its Field Training Program to improve the quality of its police officers by providing systematic training to newly appointed police officers upon their graduation from any law enforcement training academy certified by the State of Arkansas. While the Field Training Program is but one phase of the Department's overall application and probationary officer screening process, it is intended to provide a measure of the performance level of new officers. The program also facilitates documentation that is to be considered by supervisors as they evaluate whether or not the officer should be retained by the Department during the officer's probationary period.

As a component of the Department's continual training process, the Field Training Program is designed to place a maximum emphasis on post-academy training in an "on-the-job" environment. The program provides a curriculum that is based on the most frequent tasks and duties of police officers. The program assists new officers by teaching them how to best make the transition from what they learned in the training academy to competently performing general law enforcement patrol duties in the field.

It is recognized that only those officers who possess the necessary capabilities and desire should be selected as field training officers. A clearly defined system of selection to this position will be followed.

II. Definitions

ALETA – Arkansas Law Enforcement and Training Academy

CLEST – Arkansas Commission on Law Enforcement Standards and Training

Field Training Officer (FTO) – A qualified police officer who is trained to effectively integrate the probationary officer into his new work environment.

Field Training Manager (FTM) – Qualified police supervisors who are responsible for reviewing Daily Observation Reports for each probationary officer and preparing the weekly Managers Reports. **Field Training Coordinator** – Designated by the UOD Commander and supervises the FTO Program.

Probationary Police Officer (PPO) – A police officer who has not yet completed his one (1) year probationary period.

III. Procedure

1. FIELD TRAINING PROGRAM

- 1.1 The Rogers Police Department's Field Training Program is an approach to the field training of recruit officers based on a system of formal, standardized, and structured teaching and evaluation techniques. The objective of the program is to train the officer to a level that he can function in a safe, skillful, and professional manner at the conclusion of this twelve week period of training.
- 1.2 From the first day of the FTO's observation, through final evaluation at the conclusion of the program, documentation checklists guide the recruit officers' path of instruction. The learning process, which begins with the academy training, will continue to be integrated with practical field instruction. The recruit officer must learn to relate his acquired knowledge to field assignments.
- 1.3 The UOD Commander shall have the overall responsibility for supervising the FTO Program. The immediate supervisor for each FTO will observe the FTO and any assigned recruits in field situations. The supervisor will ensure that all instructional material has been covered with the recruit officer by the FTO, and that observation and evaluation reports are completed in a timely manner.

2. FTO WAIVER

- 2.1 The recruit officer, who is the primary focus of the entire Field Training Program, shall undergo intensive field training immediately upon return from a state approved law enforcement training academy
 - 2.1.1 If the recruit officer is a former Rogers Police Department officer who has been out of the employment of the Rogers Police Department for up to 18 months, he/she shall participate in four (4) weeks of documented field training. The recruit will also work an eight (8) hour shift in RCD prior to being released to solo street duty; and eight (8) hours in the Property/Evidence room.
 - 2.1.2 If the recruit officer is a former Rogers Police Department officer and he/she has been out of the employment of the Rogers Police Department for 19 to 30 months, he/she shall participate in eight (8) weeks of documented field training. The recruit will also work an eight (8) hour shift in RCD prior to being released to solo street duty; and eight (8) hours in the Property/Evidence room.
 - 2.1.3 If the recruit officer is a former Rogers Police Department officer and he/she has been out of the employment of the Rogers Police Department for more than 30 months, he/she would repeat the field training process.
 - 2.1.4 If the recruit officer has been employed with another law enforcement agency, he/she would complete at least 4 weeks of the field training process.

3. FIELD TRAINING ROTATION

- 3.1 It is important for the new officer to be exposed to as many different types of situations as possible. Similarly, it is beneficial for the officer to be exposed to the styles of different field training officers. Therefore, field training for new officers, other than the exceptions mentioned above in section 2.1, will be conducted by at least two different FTO's and will be divided into the following four phases:
- 3.1.1 The first phase will be 120 hours in duration.
 - 3.1.2 The second phase will be 120 hours in duration.
 - 3.1.3 The third phase of the training will be 120 hours in duration.
 - 3.1.4 The fourth phase of training will be 120 hours in duration, is a 40-hour Shadow Phase. The recruit officer will be operating at a 100% level, with the FTO's responsibility is to override the recruit officer only in the event of an emergency.
 - 3.1.5 The Shadow Phase will be 40 hours in duration. The recruit officer will be operating at a 100% level, and the FTO's responsibility is to override the recruit officer only in the event of an emergency.

4. REMEDIAL TRAINING

- 4.1 If at any point during the Field Training Program it is determined the recruit officer may have a *correctable* problem or weakness that the assigned FTO is unable to correct, the officer may be reassigned to another FTO for "remedial" training in the problem area/s.
- 4.2 The potential for remedial training also applies during the remainder of the officer's probationary status, even if the officer has been assigned to work alone. If a training deficiency is identified, the officer may be returned to an FTO for remedial training.
- 4.3 Only when a recruit officer has demonstrated the ability to satisfactorily meet the standards as prescribed by the training program does the officer "graduate" from field training to full duty. In the event that the recruit officer proves unable to meet the necessary standards, he/she is then subject to termination by the Chief of Police. All documentation that has been completed by the FTO, the FTO Coordinator, the FTO Manager and the Department's Administration during the field training should reflect not only the deficiencies of the recruit officer, but also a thorough description of the remedial steps taken to assist the recruit officer in overcoming these deficiencies.

5. SELECTION OF FIELD TRAINING OFFICERS

- 5.1 The selection process for FTO's is crucial to the success of the Field Training Program since many of the values, tactics, and attitudes of FTO's are transmitted to inexperienced officers. FTO's must be leaders and role models, not only for the recruit officers, but among their peers as well.
- 5.1.1 On an as-needed basis, the Field Training Coordinator will post an announcement soliciting candidates who wish to be *considered for inclusion* to the Field Training Officer's selection list. The announcement will include the minimum requirements for the position and the deadline for application. The announcement will be sent to all sworn personnel through the use of departmental e-mail.

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Additionally, all Shift Commanders will make reasonable efforts to notify the personnel under their command that are on leave of the announcement.

- 5.1.2 The work of an FTO will be demanding and challenging. To ensure that only the most qualified officers are selected for assignment as an FTO, minimum requirements have been established as guidelines for those interested in becoming an FTO. The following requirements must be met on or before the application deadline:
 - 5.1.2(a) The applicant for an FTO position must have a minimum of three years law enforcement experience and have completed a minimum of one (one) year of satisfactory service with the Rogers Police Department.
 - 5.1.2(b) The applicant must be well acquainted with the workings of the Uniform Operations Division function.
 - 5.1.2(c) Applicants must possess favorable personnel, disciplinary, and absentee records.
 - 5.1.2(d) The applicant must possess their General Certificate as awarded by the Arkansas Commission on Law Enforcement Standards and Training (CLEST)
 - 5.1.2(e) The applicant must have the desire to train.
 - 5.1.2(f) Applicants must have good written and verbal communication skills.
- 5.1.3 Any officer who meets the previously described qualifications and is interested in applying for an FTO position shall submit an IDC to their immediate supervisor, who shall forward the memo through the chain of command to the Uniform Operations Division Commander. The officer should include a description of any training they have received that they feel would be pertinent to the position as well as any qualities they possess that may be an attribute to the program. All those expressing interest in the program shall ensure their immediate supervisor, prior to the deadline, receives their memorandum.
- 5.1.4 The Uniform Operations Division Commander shall make a selection from the applicant pool.
- 5.1.5 In the event that no voluntary candidates are deemed suitable as Field Training Officers, the UOD Commander may select Officers who meet the criteria listed above, and shall appoint them as temporary Field Training Officers, provided they receive and pass a CLEST approved FTO class.

6. TRAINING ALIGNMENT

- 6.1 The Training Coordinator shall augment the department's Field Training Program with basic police training provided by state approved academies. This interaction will help to align the Department's field training program with the ALETA curriculum so that the FTO's are aware of the skills and subjects that have been taught in the academy and the role the FTO is to assume in the continuance of this training.

7. FTO CERTIFICATION

- 7.1 Officers selected to serve as FTO's must successfully complete the "Field Training Officer Course", conducted by the ALETA staff or another agency in accordance with Arkansas Commission on Law Enforcement Standards and Training (CLEST) regulations, prior to assuming the role of an FTO. As

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soon as is practicable following appointment as an FTO, the FTO will attend an “Instructor Development Course” certified by CLEST. The FTO Coordinator shall also make available supplemental training to ensure that FTO’s are aware of the skills and subjects that have been addressed in the academy curriculum and what roles FTO’s are to assume. FTO’s shall attend yearly in-service training.

8. EVALUATIONS

- 8.1 For the period of time the officer is assigned to an FTO, he is observed and evaluated to measure his potential success as a police officer. This evaluation process is based on a standardized performance evaluation procedure utilizing evaluation techniques designed to measure competency in required skills, knowledge, and abilities. The following evaluations are to be completed by the FTO:
 - 8.1.1 *Daily Observation Report* – The FTO will evaluate the officer daily using the appropriate form. Specific comments will be required for each item that is rated a 1, 5 or “NRT” (Not Responding to Training). The FTO will also record the amount of “AT” (Additional Training time), if applicable.
 - 8.1.2 *Weekly Managers Report* – A Field Training Manager will evaluate the recruit officer at the end of each 40-hour work week using the Weekly Managers Report. The strongest and weakest areas of performance will be documented, as well as a recommended performance improvement plan for unacceptable performance.
 - 8.1.3 *Phase Summary Report* – A Field Training Manager will record the recruit officer’s progress and either recommend the recruit officer advance receive additional time in the phase, or advance in his/her field training.
 - 8.1.4 *Field Training Officer Manual* – Outlines goals, objectives, duties and expectations of the field training program. This manual also lists the standardized evaluation guidelines for each performance category.
 - 8.1.5 *Probationary Officer Training Manual* – Outlines expectations and duties of the recruit officer.
 - 8.1.6 *Task Frequency List* – Tasks the recruit officer will be required to demonstrate proficiency in during the field training program.
 - 8.1.7 *Training briefs* – Documents which will be covered by the FTO and recruit officer concerning law, Rogers Police Department policy and procedure.
- 8.2 At the conclusion of the Field Training Program, the officer is eligible to be placed into duty alone, provided the officer has successfully accomplished the assigned field training curriculum. The officer remains in a probationary status until he reaches his first year anniversary date. During this time, the officer’s immediate supervisor shall perform monthly performance evaluations. This evaluation shall include ratings in all job dimensions found on the Officer/Master Officer Performance Evaluation form (09-AD-0116).
- 8.3 A memorandum will suffice for supervisory documentation purposes, and, and shall be titled *Supervisors’ Monthly Evaluation Report*. This report shall be added to the recruit’s evaluation manual and retained as a part of his training records.

ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

SUBJECT	Collection and Preservation of Evidence		
NUMBER	413.1	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes Minor Jonathan Best	CALEA STANDARDS	

I. Policy

The Rogers Police Department is committed to proper collection and preservation of physical evidence. These guidelines are written to ensure that physical evidence is identified, collected, preserved properly, and transmitted to a laboratory promptly to enhance its effectiveness in criminal cases.

II. Procedure

1. The Rogers Police Department Evidence Technicians will provide analytical service in the following areas:
 - 1.1 ~~Assist in P~~rocessing articles for the development of latent fingerprints.
 - ~~1.2 — Produce photographs from digital media.~~
2. The Arkansas State Crime Laboratory may provide crime laboratory services to the Rogers Police Department in the following areas:
 - 2.1 Gunshot Residue
 - 2.2 Basic Serology
 - 2.3 Firearms/Ballistics
 - 2.4 Hair and Fiber
 - 2.5 Drug Cases
 - 2.6 DNA
 - 2.6.1 DNA evidence will be submitted only to a laboratory accredited by the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB) or the National Forensic Science Technology Center (NFSTC).
 - 2.7 Toolmarks

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- 2.8 Comparison of Physical Substances (ARSON – Ignitable Liquids testing is offered)
- 2.9 Toxicology
- 2.10 Computer Forensics
- 2.11 Analysis and comparison of latent fingerprints against finger and palm prints of suspects.
- 2.12 Entering latent fingerprints into a computerized database (A.F.I.S.) to identify suspects for comparison purposes.
- 3. Investigating officers will collect materials and substances from known sources, whenever available. These *known standards* will be packaged separately from collected unknown evidence. Both should be submitted for analysis as directed by the follow-up investigator. Some examples might include hair, fibers, vegetation, toolmarks, fingerprints or palm impressions, questioned documents, firearms and tools.
- 4. PROGRESSION OF CRIME SCENE PROCESSING
 - 4.1 Crime scene processing should be carried out in a systematic order. This progression will preserve the condition of evidence during the collection by preventing the introduction of foreign material.
 - 4.1.1 Assess the scene and determine the scope of the investigation.
 - 4.1.2 Secure the scene with crime scene barrier tape.
 - 4.1.3 Keep a log of any persons entering or leaving the secured crime scene.
 - 4.1.4 Search the crime scene to locate evidence.
 - 4.1.5 Video Record the crime scene (optional).
 - 4.1.6 Photograph the crime scene and evidence.
 - 4.1.7 Measure the crime scene/evidence and create a diagram.
 - 4.1.8 Collect and remove trace evidence or body fluids.
 - 4.1.9 Collect larger evidence items.
 - 4.1.10 Process for latent fingerprints.
 - 4.1.11 Luminescent chemical processing/Alternative light source
 - 4.1.12 Search crime scene a second time (repeat above steps).
 - 4.1.13 Release crime scene.
 - 4.2 The processing of major crime scenes, except homicides, is the responsibility of Police Corporals or those trained as Crime Scene Technicians. They will be equipped to handle the majority of fingerprinting, evidence collection, sketches and photographic tasks. Personnel are available for immediate dispatch 24 hours a day, seven days a week.
 - 4.2.1 Crime scene processing for critical major crimes such as homicides or unusually large crime scenes will be consistent with S.O.G. 402.1 Criminal Investigations Administration.
 - 4.3 The methods used for collecting, marking, packaging and storing evidence should be those best suited to preserve the condition of the evidence during the collection process, prevent the introduction of foreign materials, and ensure as complete a sample as is practical.

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- 4.4 Investigators collecting evidence shall mark and initial the evidence in an appropriate manner with the date and time the item(s) were collected. Items that cannot be marked should be placed in an appropriate container, sealed, and the outside of the container should be marked. Markings shall be done in a manner that will allow the investigating officer to properly document the date, time, and location where the evidence was discovered and serve to assist them in report writing and future court proceedings. Property submission forms will serve as an inventory list and ~~insure~~ensure the chain of custody is preserved. If evidence is transferred from one employee to another in the field, the transfer shall be documented in the written reports of both the individual receiving the evidence and the individual transferring the evidence.
- 4.5 Fatality vehicle accidents are investigated by police officers trained as Major Accident Investigators. Their vehicles are equipped for photography, measurements, sketches, and collection of evidence at accident scenes.

5. PHOTOGRAPHS AND VIDEO RECORDING

- 5.1 Photographs and video recordings of a crime scene provide a permanent graphic representation of the appearance and position of objects and their relationship to each other. They will be handled as evidence.
- 5.1.1 Trained Police Department personnel may take photographs or video recordings at crime scenes.
- 5.1.2 A complete record of each photograph should be maintained by the investigator taking the photographs so that the following information is available if requested in court: the date and time the photograph was taken, the name of the investigator and/or photographer (if different), the location of occurrence, and a brief description of the photograph.
- 5.1.3 Exposed film and video recordings of crime scenes will be handled as evidence. A computer entry listing each article of property shall be completed. Film and video recordings will be placed into the Rogers Police Department's evidence room following the Property Room/Evidence Procedures S.O.G.
- 5.1.4 It will be the responsibility of the Investigating Officer to ~~copy digital photographs onto a compact disc, in a manner consistent with S.O.G. 305.1 Property Room/Evidence Procedures. Digital photographs of routine patrol criminal investigations can be copied onto the server by an Evidence Technician.~~upload digital photographs, video, and/or audio files into the digital evidence management system. If the digital evidence management system is unavailable, submitting digital evidence on a digital media device (CD, DVD, thumb drive, or external hard drive) is an acceptable alternative.
- 5.1.4(a) The use of personal still cameras, video cameras, or any other image capturing device, using any form of recording medium, are strictly forbidden at any crime scene.
- 5.1.4(b) Digital images shall not be rotated, adjusted, or modified in any way prior to downloading to the server. The downloaded images on the server shall become the master, and the images contained thereon shall never be rotated, adjusted, or modified in any way. The original

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capture device shall be erased and returned to either the camera or the bin located in the Uniform Operations equipment room.

- 5.1.4(c) Images from the master server may be copied onto working media (CD/DVD) by authorized Evidence personnel only.
- 5.1.4(d) Digital images shall not be deleted, copied, or printed except by authorized personnel. Only select personnel will have the authority to view the images. This will be view-only via the server.
- 5.1.4(e) The maintenance and routine back-up of the server will be provided by the Information Technology Department.

6. FINGERPRINT EVIDENCE

6.1 In order for a latent print to be of evidentiary value, the print must be converted into a visible image. Rogers Police Department investigators have access to the following methods of developing latent fingerprints:

- 6.1.1 Powder – Recommended for the development of latent fingerprints on hard, dry, and smooth surfaces.
- 6.1.2 Chemical Development – The following methods of chemical development may be utilized on absorbent surfaces such as paper, cardboard, and wood:
 - 6.1.2(a) Fuming – Developing fingerprints on an item by exposing it to a chemical vapor.
 - 6.1.2(b) Immersion – Developing fingerprints by spraying or coating an item of evidence with a chemical that darkens the fingerprint.
 - 6.1.2(c) Alternative Light Source – To aid in the location of trace evidence by illuminating trace evidence (hairs, fibers, etc.), finger and palm prints, body fluids, and teeth and bone fragments.
 - 6.1.2(d) Photography – Occasionally, a fingerprint cannot be lifted from the surface on which it has been developed and a photograph must be taken. The investigator may also elect to take a photograph of the impression prior to lifting the fingerprint. If taken properly, the photograph will produce an image of the print impression for development at a later time that may be utilized to enhance the impression.

6.2 After the print impression has been developed, the investigator must physically remove the latent fingerprint from its original surface. If a decision is made to lift a latent fingerprint, the investigator will use a transparent tape to lift the impression. Once lifted, the adhesive side of the tape should be protected by applying it to a print card. If the impression cannot be lifted, a photograph of the impression shall be taken.

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- 6.3 It shall be the responsibility of the investigator who lifted the fingerprint impressions to identify ~~himself by name, time and date on the card in a manner that does not interfere with the print itself~~ source, location, orientation, case number, officer's name, ID number, and date on the back of the lift card. The investigator will then place the fingerprints into a paper envelope and enter the envelopes into evidence in a manner consistent with S.O.G. 305.1 Property Room/Evidence Procedures.
- ~~6.3.1 When practical, the fingerprints should be grouped in envelopes according to the location from which they were lifted (from the driver's side door, from the stereo, etc.).~~
7. COLLECTION OF LIQUID BLOOD SAMPLES AND/OR BODY FLUIDS
- 7.1 The human collection of a blood or body fluid sample shall be conducted by a qualified person.
- 7.1.1 They shall be packaged consistent with S.O.G. 305.1 Property Room/Evidence Procedures.
- 7.1.2 They shall be refrigerated or dried as soon as is practical.
8. COLLECTION OF WET OR BLOOD-SOAKED CLOTHING OR FABRIC
- 8.1 Shall be placed in a paper sack at the scene to avoid decomposition.
- 8.2 Wet or blood-soaked clothing will be dried and packaged in a manner consistent with S.O.G. 305.1 Property Room/Evidence Procedures.
9. COLLECTION OF DRIED BLOOD OR BODY FLUIDS
- 9.1 Dried blood or body fluids may be collected by the use of a scalpel or lifting the evidence with a clean cotton cloth/swab soaked with distilled water. The collected evidence shall be handled in a manner consistent with S.O.G. 305.1 Property Room/Evidence Procedures.
10. COLLECTION OF TRACE EVIDENCE
- 10.1 Trace evidence shall be collected by the Investigator using a specially filtered vacuum, tape, or other appropriate device.
- 10.2 Vacuumed or otherwise "mass collected" trace evidence will be packaged in a manner suitable for gaining the maximum evidentiary value.
11. COLLECTION OF FIREARMS
- 11.1 Firearms collected as evidence must be carefully handled to ~~ass~~ensure the safety of all personnel while also considering its evidentiary value.
- 11.2 Unless public or officer safety dictates otherwise, firearms will be photographed and their location documented before being handled, even if the weapon is loaded and/or ready to fire. Picking up a firearm by placing a pencil or other object into the end of the barrel should be avoided. Avoid cleaning the bore, chamber, or cylinder before submitting the firearm.

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- 11.3 Firearms will be unloaded and submitted to evidence in a manner consistent with S.O.G. 305.1 Property Room/Evidence Procedures. Firearms should only be unloaded after noting the position of the safety, bolt, breechlock, hammer, cylinder (as well as location of rounds within the cylinder if necessary), magazine, etc.
12. COLLECTION OF DOCUMENTS
 - 12.1 Care should be taken to ~~insure~~ensure that documents (checks, notes, bank drafts, etc.) remain in the same condition as when they were received.
 - 12.2 Documents that may have to be scientifically examined should not be folded, crumpled, or bent, unless they were received that way.
 - 12.3 Documents should be handled in a way so as to preserve any latent fingerprints that may be present.
 - 12.4 Documents shall be submitted to the Evidence Room pursuant to S.O.G. 305.1 Property Room/Evidence Procedures.
13. OTHER EVIDENCE
The collection and preservation of all other types of evidence not discussed within this S.O.G. shall be conducted in a manner that preserves the integrity and evidentiary value of the item.
14. EVIDENCE TO BE SUBMITTED TO A LABORATORY
Evidence that is to be submitted to a laboratory for examination shall be handled in the following manner:
 - 14.1 The submitting investigator shall complete the evidence submission form specific to the laboratory that will be conducting the examination.
 - 14.2 The ~~Evidence Technician~~Police Services Representatives assigned to the Evidence Unit will ~~insure~~ensure the submitting investigator has completed the proper laboratory submission form and will ~~insure~~ensure a copy of this form is transferred to the laboratory with the evidence.
 - 14.3 All written results of laboratory examinations will be received by the Records Section. A member of the Records section shall make a copy of the record for the Investigator, and will file the original record in the case file.
15. DNA COLLECTION AND PRESERVATION
 - 15.1 Biological material may contain hazardous pathogens such as the human immunodeficiency virus (HIV) and the hepatitis B virus that can cause potentially lethal diseases. Because of this, and to prevent contamination of the evidence, the investigator will wear protective gloves, and should consider changing them often.
 - 15.1.1 If the scene contains a large area of biological matter, the investigator should also consider wearing sterile protective clothing and mask.
 - 15.2 Because extremely small samples of DNA can be used as evidence, greater attention to contamination issues is necessary when identifying, collecting,

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and preserving DNA evidence. The investigator should:

- 15.2.1 Use disposable instruments or clean them thoroughly before and after handling each sample.
- 15.2.2 Avoid touching the area where he/she believes DNA may exist.
- 15.2.3 Avoid talking, sneezing, and coughing over evidence.
- 15.2.4 Avoid touching your face, nose, and mouth when collecting and packaging evidence.
- 15.2.5 Avoid putting evidence into plastic bags, and do not use staples.

- 15.3 The collection and preservation of evidence which will be subjected to DNA analysis is best accomplished by the seizure and submission of the original item (i.e. a whole shirt as opposed to a cutting).

- 15.3.1 When seizure of the original item is not practical, DNA evidence can be collected by swabbing.

- 15.3.1(a) Slightly moisten a cotton tip swab with clean distilled water.

- 15.3.1(b) Swab the location of suspected DNA.

- 15.3.1(c) Place the swab in a sterile container, such as a Swab Container. Do not place in a plastic container.

- 15.3.1(d) Each swab should be stored in a separate container.

- 15.3.1(e) Submit to evidence in accordance with S.O.G. 305.1 Property Room/Evidence Procedures.

- 15.3.2 Dried blood samples can be lifted from non-porous surfaces with conventional fingerprint tape.

- 15.3.2(a) Place the lift sticky side down on a piece of plain white typing paper. (The paper will allow the specimen to “breathe”).

- 15.3.2(b) Each specimen should be stored in a separate container.

- 15.3.2(c) Submit to evidence in accordance with S.O.G. 305.1 Property Room/Evidence Procedures.

- 15.3.3 Cheek swabs can be collected from an individual and may result in the discovery of some of the most highly concentrated DNA cells.

- 15.3.3(a) In the absence of a court order, written consent must be obtained from the individual. Refer to Rogers Police Department Consent for DNA Sample (Form 09-IN-0101).

- 15.3.3(b) It is preferred the individual have nothing to eat or drink for twenty minutes prior to the collection.

- 15.3.3(c) Scrub the inside of the cheek with a sterile cotton swab.

- 15.3.3(d) Place in a sterile container in conformance with S.O.G. 305.1 Property Room/Evidence Procedures.

- 15.4 DNA evidence shall be stored at room temperature or cooler. It shall never be left in direct sunlight or places that may get hot, such as in a police car without air conditioning.

16. CRIME AND ACCIDENT SCENE REPORTS

- 16.1 Investigators of crime or accident scenes will prepare written reports of their actions. Reports should include record of all evidence/property processed, seized or of note during their investigation and the disposition of those items.

- 16.2 Major Crime Investigators and Major Accident Investigators must also include this information in their reports:

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- 16.2.1 Date and time requested.
- 16.2.2 Name of the initial investigating officer.
- 16.2.3 Disposition of physical evidence and printed photographs.
- 16.2.4 Crime/accident scene measurements (if taken).

17. EVIDENCE TRANSFER

Property Room personnel will record all transfers of evidence in the computerized records system. The documentation shall include date and time of transfer, receiving person's name, location of transfer outside (i.e. crime lab, court, or other), reason for transfer, and any examinations desired.

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POLICIES AND PROCEDURES

SUBJECT	Audio/Video Recorded Evidence		
NUMBER	413.2	EFFECTIVE DATE	July 1, 2009
Scheduled Review Date	Annually beginning on January 1	REVISED DATE	
Replaces G.O.		APPROVAL DATE	
APPROVED BY	Chief Hayes <u>Minor Jonathan Best</u>	CALEA STANDARDS	

I. Policy

Audio and video recording equipment may be used to record suspect interviews, confessions, victim, and witness statements. They may also be used to document covert, investigative, tactical, and other operations.

II. Procedure

1. SELECTIVE VERSUS NON-SELECTIVE RECORDING

- 1.1 All statements made at the Rogers Police Department by suspects of a felony offense shall be audio and/or video recorded.
- 1.2 Whenever possible, all statements by suspects of a felony offense conducted at a location other than the Rogers Police Department shall be recorded with the In-Car Mobile Video Recorder or other department owned audio and/or video recording device.

2. OPERATING INSTRUCTIONS

- 2.1 Audio and video equipment should be tested prior to use to determine if it is working properly.
- 2.2 If the recording equipment is intentionally deactivated during use, the reason for the interruption should be properly documented.
- 2.3 Officers shall not erase or in any other manner alter recordings that have evidentiary value.
- 2.4 When possible, a date/time stamp should be used as the recording is made.
- 2.5 All completed recordings shall be properly labeled and identified prior to submission as evidence.
- 2.6 All completed recordings should be reviewed to insure content prior to submission as evidence.

- 2.7 Each interview or incident shall constitute an independent recording. No two interviews should be submitted as evidence on one recording.

3. RECORDING CONTROL AND MANAGEMENT

- 3.1 Recordings containing evidentiary information, whether inculpatory or exculpatory, shall be safeguarded as all other forms of evidence.
- 3.2 The chain of evidence shall be maintained as per SOG 305.1 Property Room/Evidence Procedures.
- 3.3 Duplicate recordings may be made for the prosecuting attorney, defense attorney, and investigative agencies.
- 3.4 Duplicate recordings may be released to the media with the approval of the Chief of Police.

4. REPORTING

- 4.1 Officers shall indicate in applicable reports when audio/video recordings were made. Those reports should indicate the type of recording device used to make the recording.

5. EVIDENCE STORAGE

- 5.1 All audio/video recordings shall be stored per Rogers Police Department policy concerning evidence storage.
- 5.2 Audio/video recordings made using the Rogers Police Department DVR system will continue to be stored on a server. All other recordings will be stored in a manner consistent with S.O.G. 413.3 Mobile Video Recorder and 413.4 Body Worn Cameras.
- ~~5.3 Property room technicians / supervisor is responsible to insure that the DVR system is producing backups according to manufacturer's setup.~~
- 5.34 Audio/video recordings produced on devices independently from the Rogers Police Department DVR system or Unified Digital Evidence System shall be ~~transferred to a CD, or other form of acceptable digital media, and placed into evidence according to Rogers Police Department policy; or downloaded to the Rogers Police Department Mobile Vision DVR server for storage~~ uploaded into the digital evidence management system. If the digital evidence management system is unavailable, submitting digital evidence on a digital media device (CD, DVD, thumb drive, or external hard drive) is an acceptable alternative.

6. AUDIO/VIDEO RECORDING OF TEMPORARY DETENTION AREAS, INTERVIEW/INTERROGATIONS ROOMS AND POLICE BUILDINGS

- 6.1 Audio and/or video recording systems are in use to document citizen interaction with department personnel and to maintain security for the buildings.
- 6.2 The audio and video system shall not be used for indiscriminate review of

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recordings by staff.

- 6.3 The Support Services Commander shall have overall responsibility to insure the audio and video recording system is functioning properly.
 - 6.3.1 The Digital Video Recorders are designed to store recordings on a hard drive based on a first in, first out methodology and have sufficient hard drive space to store 90+ days of recordings.
 - 6.3.2 Permission to review these recordings shall be given by a command officer with proper documentation of the reason for the review.
 - 6.3.3 A log of these reviews shall be maintained to include the name of the person obtaining the recording for review.
 - 6.3.4 In the event of a noteworthy or significant event occurring in the coverage area, a commander or supervisor shall review the recording, copy the recording to an optical disk and document the circumstances in writing.
 - 6.3.5 The optical disk shall be secured following the same guidelines for handling recordings of evidentiary value.

RESOLUTION NO. R24-_____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH SUPERIOR AUTOMOTIVE GROUP OF SILOAM SPRINGS, ARKANSAS FOR THE PURCHASE OF A 2024 DODGE DURANGO VEHICLE FOR USE BY THE ROGERS POLICE DEPARTMENT; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES.

WHEREAS, the Rogers Police Department desires to purchase a 2024 Dodge Durango vehicle from Superior Automotive Group of Siloam Springs, Arkansas for use by that department;

WHEREAS, the Rogers Police Department is requesting that City Council waive the requirements for competitive bidding for this purchase due to Superior Automotive Group's ability to provide necessary upfitting equipment for fleet vehicles and inclusive warranties for said equipment; and

WHEREAS, this purchase is included in the City's 2024 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are hereby authorized to enter into an agreement with Superior Automotive Group of Siloam Springs, Arkansas for an amount not to exceed forty-eight thousand dollars (\$48,000.00);

Section 2: There exists an exceptional circumstance whereby the requirements of competitive bidding are neither practical nor feasible and the City Council, therefore, waives the requirements of competitive bidding for the purchase of a Dodge Durango Vehicle for use by the Rogers Police Department;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All resolutions of the City Council, or part of resolutions of the City Council in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested by: Johnathan Best, Chief, Rogers Police Department

Prepared by: John M. Pesek, Senior Staff Attorney

For Consideration By: Public Safety Committee

RESOLUTION NO. R24-_____

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK
TO ACCEPT A 2024 COMMUNITY DEVELOPMENT BLOCK GRANT
IN THE AMOUNT OF FOUR HUNDRED NINETY-SEVEN THOUSAND FOUR
HUNDRED THIRTY-FIVE DOLLARS (\$497,435.00); AMENDING THE 2024 BUDGET
TO RECOGNIZE REVENUE IN THAT AMOUNT INTO ACCOUNT #342-42-45110
FEDERAL REVENUE; APPROPRIATING THE GRANT REVENUE TO VARIOUS
EXPENDITURE ACCOUNTS; AND FOR OTHER PURPOSES.**

WHEREAS, the City has received four hundred ninety-seven thousand four hundred thirty-five dollars (\$497,435.00) in federal funding from the U.S. Department of Housing and Urban Development in the form of a Community Development Block Grant and needs to appropriate that money to the appropriate accounts.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF ROGERS, ARKANSAS THAT:**

Section 1: That the Mayor and City Clerk are hereby authorized to accept a 2024 Community Development Block Grant from the U.S. Department of Housing and Urban Development in the sum amount of four hundred ninety-seven thousand four hundred thirty-five dollars (\$497,435.00);

Section 2: The 2024 Budget is hereby amended to recognize grant funds in the sum of four hundred ninety-seven thousand four hundred thirty-five dollars (\$497,435.00); into Account #342-42-45110 Federal Revenue;

Section 3: The 2024 Budget is amended to appropriate ninety-nine thousand four hundred and eighty-seven dollars (\$99,487.00) from Account #342-42-45110 Federal Revenue into Account #342-42-70969 Administration;

Section 4: The 2024 Budget is amended to appropriate three hundred thousand dollars (\$300,000.00) from Account #342-42-45110 Federal Revenue into Account #342-42-70970 Housing Rehabilitation;

Section 5: The 2024 Budget is amended to appropriate fifty-nine thousand dollars (\$59,000.00) from Account #342-42-45110 Federal Revenue into Account #342-42-70296 Public Services;

Section 6: The 2024 Budget is amended to appropriate thirty-eight thousand nine hundred forty-eight dollars (\$38,948.00) from Account #342-42-45110 Federal Revenue into Account #342-42-70971 Housing Administration;

Section 7: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 8: Repeal of Conflicting Resolutions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

C. GREG HINES, Mayor

ATTEST:

JESSICA RUSH, City Clerk

Requested by: Donna Johnston, CDBG Administrator

Prepared by: John M. Pesek, Senior Staff Attorney

For Consideration By: Finance Committee

RESOLUTION NO. R24-_____

A RESOLUTION AMENDING THE 2024 BUDGET TO APPROPRIATE SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00) FROM ACCOUNT #342-42-45110 2022 PUBLIC FACILITY PROJECTS INTO ACCOUNT #342-42-70970 HOUSING REHABILITATION; AND FOR OTHER PURPOSES.

WHEREAS, seventy-five thousand dollars (\$75,000.00) of Community Development Block Grant funds were originally earmarked for a non-profit project that is no longer moving forward; and

WHEREAS, the City believes those funds will be better used for Community Development Block Grant housing rehabilitation purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The 2024 Budget is amended to appropriate seventy-five thousand dollars (\$75,000.00) from Account #342-42-45110 2022 Public Facilities Projects into Account #342-42-70970 Housing Rehabilitation;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

C. GREG HINES, Mayor

ATTEST:

JESSICA RUSH, City Clerk

Requested by: Donna Johnston, CDBG Administrator
Prepared by: John M. Pesek, Senior Staff Attorney
For Consideration By: Finance Committee

RESOLUTION NO. R24-_____

A RESOLUTION AMENDING THE 2024 BUDGET TO APPROPRIATE FIFTY THOUSAND DOLLARS (\$50,000.00) FROM GENERAL FUND RESERVES INTO ACCOUNT #100-05-84002.005 FLEET FOR THE FUTURE PURCHASE OF A VEHICLE; AND FOR OTHER PURPOSES.

WHEREAS, the City finds it necessary to replace the 2004 Chevrolet Silverado currently in use by the Facilities Department; and

WHEREAS, the City estimates that fifty thousand dollars (\$50,000.00) is needed to purchase a truck as a replacement, but a specific vehicle has not been selected.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The City of Rogers' 2024 Budget is hereby amended to appropriate fifty thousand dollars (\$50,000.00) from General Fund Reserves into Account #100-05-84002.005 Fleet for the truck needed by the facilities Department;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council or parts of resolutions or orders of the City Council that are in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By: David Hook, Director, Facilities Development Manager
Prepared By: John M. Pesek, Senior Staff Attorney
For Consideration By: Finance Committee

RESOLUTION NO. R24-_____

A RESOLUTION AMENDING THE 2024 BUDGET TO APPROPRIATE FUNDS IN THE AMOUNT OF TWELVE MILLION DOLLARS (\$12,000,000.00) FROM GENERAL FUND RESERVES INTO ACCOUNT #349-49-74788.300 DEBRIS REMOVAL; AND FOR OTHER PURPOSES.

WHEREAS, the City of Rogers was hit by severe storms and tornados in the early morning hours on May 26, 2024 that caused extensive damage throughout the City;

WHEREAS, to protect the health, welfare, and safety of citizens and property, the City believes it necessary to continue efforts of debris removal and emergency protective measures and needs additional funding for these efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The 2024 Budget is amended to appropriate twelve million dollars (\$12,000,000.00) from general fund reserves into Account #349-49-74788.300 Debris Removal;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk/Treasurer

Requested By: Casey Wilhelm, Director of Finance
Drafted By: John M. Pesek, Senior Staff Attorney
For Consideration By: Finance Committee

ORDINANCE NO. 24 - _____

**AN ORDINANCE ACCEPTING THE FINAL PLAT OF HAWTHORNE GROVE
SUBDIVISION, ROGERS, BENTON COUNTY, ARKANSAS; THE DEDICATION OF
UTILITY EASEMENTS AND OTHER PUBLIC WAYS THEREIN; PROVIDING FOR
THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.**

WHEREAS, the Final Plat has been submitted for the subdivision of Hawthorne Grove Subdivision, Rogers, Benton County Arkansas which is more particularly described as follows, to-wit:

PART OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP NINETEEN (19) NORTH, RANGE THIRTY (30) WEST OF THE FIFTH PRINCIPAL MERIDIAN, ROGERS, BENTON COUNTY, ARKANSAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NW 1/4 OF THE NW 1/4 OF SAID SECTION 34, SAID POINT BEING A FOUND 5/8 INCH REBAR; THENCE ALONG THE EAST LINE OF SAID NW 1/4 OF THE NW 1/4, S02°37'25"W A DISTANCE OF 481.06 FEET TO A FOUND 2 INCH MONUMENT IN CONCRETE; THENCE LEAVING SAID EAST LINE, N87°21'15"W A DISTANCE OF 295.00 FEET TO A FOUND IRON PIN WITH CAP "PLS 1156"; THENCE S02°37'25"W A DISTANCE OF 200.00 FEET TO A FOUND 5/8 INCH REBAR; THENCE N87°21'15"W A DISTANCE OF 637.35 FEET TO A FOUND 5/8 INCH REBAR; THENCE S02°41'25"W A DISTANCE OF 79.99 FEET TO A FOUND IRON PIN WITH CAP "PLS 1156"; THENCE N87°18'17"W A DISTANCE OF 25.44 FEET TO A FOUND IRON PIN WITH CAP "PLS 1156"; THENCE N87°27'50"W A DISTANCE OF 362.74 FEET TO THE WEST LINE OF SAID NW 1/4 OF THE NW 1/4, SAID POINT BEING IN SOUTH BELLVIEW ROAD; THENCE ALONG SAID WEST LINE AND SAID SOUTH BELLVIEW ROAD, N02°40'33"E A DISTANCE OF 299.98 FEET; THENCE LEAVING SAID WEST LINE AND SAID SOUTH BELLVIEW ROAD, S87°29'03"E A DISTANCE OF 362.81 FEET TO A FOUND IRON PIN WITH CAP "PLS 1156"; THENCE S87°19'35"E A DISTANCE OF 46.33 FEET TO A FOUND 5/8 INCH REBAR; THENCE S87°21'15"E A DISTANCE OF 3.62 FEET TO A FOUND IRON PIN WITH CAP "PLS 1156"; THENCE N02°40'39"E A DISTANCE OF 459.57 FEET TO A POINT ON THE NORTH LINE OF SAID NW 1/4 OF THE NW 1/4; THENCE ALONG SAID NORTH LINE, S87°26'26"E A DISTANCE OF 907.16 FEET TO THE **POINT OF BEGINNING**, CONTAINING 15.62 ACRES, MORE OR LESS, AND SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS AND RESTRICTIVE COVENANTS OF RECORD AND FACT.

WHEREAS, the City Council finds that said Final Plat is in conformance with the City of Rogers Code of Ordinances; and

WHEREAS, the City Council finds that it is in the best interest of the citizens of Rogers, Arkansas that said Final Plat be approved and the dedication of the utility easements and other public ways be accepted and confirmed.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS:

Section 1: The Final Plat of Hawthorne Grove Subdivision, Rogers, Benton County, Arkansas, as described in the Plat thereof, is hereby accepted, approved, and confirmed;

Section 2: All dedication of utility easements and other public ways as set forth in the Plat are hereby accepted by the City. The Mayor and City Clerk are authorized and directed to certify the aforesaid approval and acceptance upon the face of the Plat;

Section 3: Emergency Clause: As the facilities to be constructed within this subdivision will promote the economy of the City and will promote the public health and welfare, an emergency is declared to exist and this Ordinance shall be in full force and effect from the date of passage and approval;

Section 4: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 5: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested By: John McCurdy, Director Community Development

Prepared by: John M. Pesek, Senior Staff Attorney

For Consideration By: Community Environment & Welfare Committee

RESOLUTION NO. R24-_____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH DEBRISTECH, LLC, OF PICAYUNE, MISSISSIPPI, FOR DEBRIS MONITORING SERVICES; ACCEPTING THEIR PROPOSAL; AND FOR OTHER PURPOSES.

WHEREAS, the City of Rogers published a Request for Proposals for disaster debris monitoring services;

WHEREAS, DebrisTech, LLC, of Picayune, Mississippi was selected as the most qualified provider; and

WHEREAS, the City of Rogers desires to enter into an agreement with DebrisTech, LLC, of Picayune, Mississippi to perform disaster debris monitoring services for damage incurred by the City and its residents from the 2024 Memorial Day storm.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into an agreement with DebrisTech, LLC., of Picayune, Mississippi for disaster debris monitoring services;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested by: C. Greg Hines, Mayor

Prepared by: John M. Pesek, Senior Staff Attorney

RESOLUTION NO. R24-_____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH ER ASSIST, INC., OF ROGERS, ARKANSAS, FOR DISASTER RECOVERY ADMINISTRATIVE SERVICES; ACCEPTING THEIR PROPOSAL; AND FOR OTHER PURPOSES.

WHEREAS, the City of Rogers published a Request for Proposals for disaster recovery administrative services;

WHEREAS, ER Assist, Inc., of Rogers, Arkansas was selected as the most qualified provider; and

WHEREAS, the City of Rogers desires to enter into an agreement with ER Assist, Inc., of Rogers, Arkansas to perform disaster recovery administrative services needed by the City and its residents after destruction caused by the 2024 Memorial Day tornado.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into an agreement with ER Assist, Inc., of Rogers, Arkansas for disaster recovery administrative services;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested by: C. Greg Hines, Mayor

Prepared by: John M. Pesek, Senior Staff Attorney

RESOLUTION NO. R24-_____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH LOOKS GREAT SERVICES OF MS, INC., OF COLUMBIA, MISSISSIPPI FOR DISASTER DEBRIS REMOVAL SERVICES; ACCEPTING THEIR PROPOSAL; AND FOR OTHER PURPOSES.

WHEREAS, the City of Rogers published a Request for Proposals for disaster debris removal services;

WHEREAS, Looks Great Services of MS, Inc., of Columbia, Mississippi was selected as the most qualified provider; and

WHEREAS, the City of Rogers desires to enter into an agreement with Looks Great Services of MS, Inc., to perform disaster debris removal services needed by the City and its residents after destruction caused by the 2024 Memorial Day tornado.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into an agreement with Looks Great Services of MS, Inc., for disaster debris removal services;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

RESOLVED this _____ day of _____, 2024.

APPROVED:

C. GREG HINES, Mayor

Attest:

JESSICA RUSH, City Clerk

Requested by: C. Greg Hines, Mayor

Prepared by: John M. Pesek, Senior Staff Attorney