

# DALTON POLICE DEPARTMENT

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## I. Policy

It is the policy of the Dalton Police Department to plan, develop, and implement training programs to prepare its employees to act decisively and professionally in a broad spectrum of situations.

## II. Organization and Administration of Training

- A. The **Dalton Police** Department's training goals include, but are not limited to, the following:
  1. Provide job-related training for all **Department** members
  2. Foster and improve unity of purpose and cooperation among all **Department** members through an ongoing training process
  3. Train employees to be better prepared to act decisively and correctly in a wide spectrum of circumstances
  4. Provide training for specialization, promotional opportunity, and general safety for Department circumstances
  5. Provide training to meet the requirements mandated by state, federal, and municipal laws for full-time Officers
  6. Provide training necessary to meet the Department's mission
  7. Evaluate training programs in order to provide a basis to develop and select those programs that best serve the Department and the community
- B. The Support Services Division Commander shall be responsible for the administration of the Department's training function. The Department shall have a full-time position titled "Training Coordinator". The Training Coordinator shall be responsible for the development and coordination of the Department's training programs for both sworn and non-sworn employees. Special group and individual

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training requirements shall be identified by Supervisors and Command Staff and be forwarded to the Training Coordinator for appropriate assignment.

- C. The specific duties of the Training Coordinator shall be:
  - 1. Planning and developing training programs
  - 2. Identifying and notifying personnel of both required and available training
  - 3. Maintaining training records
  - 4. Ensuring that required training programs are attended
  - 5. Implementing training programs
  - 6. Coordinating instructors to teach training classes
  - 7. Evaluating training programs
  - 8. Coordinating training programs
- D. The Training Coordinator shall integrate various sources of information to provide an accurate measure of training needs.
- E. The attendance of **Department** personnel at Department-authorized or sponsored training shall be mandatory and consistent with the following guidelines:
  - 1. Attendance **will shall** be documented by instructors of all **Agency-Department**-sponsored training and training provided by outside vendors.
  - 2. Participants shall be excused to attend court. In those instances where a court appearance extends to such a period of time that pertinent information in class cannot be made up, the student **will shall** return to duty and report the incompletion to the Training Coordinator **and to his / her Supervisor**. The Training Coordinator **will shall** schedule a make-up class as soon as practical.
  - 3. Unexcused absences from training programs shall be treated in the same manner as if the employee had an unexcused absence from work.
  - 4. Employees **will shall** receive originals of completion certificates, unless those certificates or licenses are needed by the Training Coordinator for subpoena or inspection purposes. In cases where originals cannot be provided, photocopies shall be tendered to the employee.
  - 5. Exceptions for attendance at authorized training courses may be granted by a Command Staff member or the Training Coordinator for good cause.
  - 6. Absences, whether excused or unexcused, shall be reviewed by the Training Coordinator to ensure that the employee's work schedule is

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recorded accurately and his / her training attendance requirements are fully met.

F. Reimbursement ~~will shall~~ be made to each employee for approved expenses incurred while attending a Departmentally-required training program. Reimbursement ~~will shall~~ be given in the following manner:

1. If the Department requires the employee to drive his / her personal vehicle, he / she will be paid mileage at the rate consistent with that recognized by the Internal Revenue Service. If two (2) employees attend the same training, mileage will only be paid for one (1) vehicle. If three (3) or more employees attend the same training, mileage may be paid for more than one vehicle, subject to the approval of a Division Commander or his / her designee.
2. Employees ~~will shall~~ be given the U.S General Services Administration (GSA) rate, or a rate established by the Chief of Police, for meals, if out-of-town training is eight (8) hours or more in length.
3. The Department ~~will shall~~ provide reimbursement or advance payment for lodging expenses if the training is over eight (8) hours in length **and travel to the training requires overnight accommodation.**
4. If there is a cost for books and / or materials, the employee ~~will shall~~ receive reimbursement or advance payment.

G. Reimbursement for the above ~~will shall only~~ be provided under the following guidelines:

1. The training course is required by the Department or the employee attending the training received prior approval before attending the training.
2. The employee must provide a certificate showing completion of training and complete a City of Dalton travel expense form.
3. For training classes held in Georgia or out of state, the per-diem rate will be paid at the rate suggested by the GSA for the training location, less the incidental expense of \$5. The first and last day of travel will be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, include a printout of the GSA rate and M&IE breakdown for the location.
4. When considering reimbursement for classes outside GA that include some meals as part of the registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>). Receipts ~~will are not be~~ required for requesting reimbursement. Reimbursement for **DPD** Recruits attending the Basic Law Enforcement Training Course ~~will shall continue to~~ be reimbursed at \$30 per day.

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H. Training programs ~~will~~ shall have specific training objectives. The performance objectives should encompass the following criteria:

1. Focus on the elements of the job task analysis for which formal training is needed
2. Provide clear statements of what is to be learned
3. Provide a basis for evaluating the classroom participants and the training program
4. Provide a basis for evaluating the classroom effectiveness and the training program

I. Lesson Plans

1. All training courses require lesson plans. Instructors shall ensure that courses are adequately taught from lesson plan outlines. Lesson plan outlines ~~should~~ shall include the following:
  - a. Name or title of the course
  - b. Statements of performance and job-related objectives, such as skills that should be demonstrated and knowledge to be acquired
  - c. Content of the training and specification of the appropriate instructional techniques, including discussions, lectures, audio / visual, field experience, case study, role playing, problem investigation / inquiry, etc.
  - d. ~~Guidelines and format of lesson plan development, including type of presentation, such as lecture, discussion, panel, or seminar format~~ List of resources used in the development of the curriculum, such as legal findings, academic journals, literary works, or other similar documents
  - e. List of resources required in the delivery of the program
  - f. Identification of and plans for the testing and / or evaluation of the course participants
  - g.e. Conclusion and summary
2. All lesson plans shall be forwarded to the Training Coordinator. He / she shall be responsible for the review and approval of lesson plans. The Training Coordinator shall ensure that lesson plan guidelines are followed and consistent with staff requirements and Department policies.

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3. If the Training Coordinator compiles a lesson plan, it shall be forwarded to the Support Services Division Commander or his / her designee for review and approval.
4. The Training Coordinator shall review all lesson plans and related records annually to determine the accuracy and relevance of the material to be covered. The Training Coordinator shall maintain a documented retention schedule for all lesson plans and related records.

J. Testing

1. Competency-based testing, designed to measure a participant's knowledge or abilities to apply job-related skills, shall be used in training programs.
2. Unless otherwise approved, the minimum passing grade on any training program test shall be seventy (70) percent.
3. Test questions may be written as true / false, multiple choice, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.
4. Pass / fail grading may be used for certain performance tests in less-structured, informal training situations.
5. If an employee fails any training, the employee ~~will~~ shall notify the Training Coordinator in writing, as soon as possible. The Training Coordinator ~~will~~ shall forward the notification to the employee's Division Commander. ~~Any training that an employee fails may result in disciplinary action. The failure of any training may result in disciplinary action for the employee.~~

K. Remedial Training

1. Remedial training shall be defined as personalized training to correct a specific deficiency, which is identified by testing or other evaluation process during training or routine job performance.
2. Upon the recommendation of a member's immediate Supervisor, supplemental or remedial training may be scheduled for members who:
  - a. Consistently demonstrate lack of skills, knowledge, or abilities in job performance based on evaluation reports and / or first-hand observation by Supervisors
  - b. Have received disciplinary action(s) that may be corrected through supplemental or remedial training
3. ~~The type of remedial training and the timeframes under which it is provided shall be documented in Guardian Tracking.~~

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4.3. The consequences of participation or nonparticipation in remedial training by employees that have been identified as needing remedial training ~~will shall~~ be discussed with the employee and documented in Guardian Tracking.

5.4. If failure to meet standards still persists, then a determination ~~will shall~~ be made in conjunction with the instructor(s), remedial instructor(s), immediate Supervisor, Division Commander, and Training Coordinator as to the issue of incompetence, and recommendations ~~will shall~~ be made to the Chief of Police.

L. Training Records

1. Training records of all sworn personnel and non-sworn personnel ~~will shall~~ be maintained by the Training Section and ~~will shall~~ be updated following ~~their~~ participation in any training programs. The information to be maintained shall include, but is not limited to:
  - a. Date(s) of training
  - b. Type of training
  - c. Certificates received
2. No training record ~~will shall~~ be released to anyone, other than to the employee himself / herself or his / her Supervisor, without written consent or approval of the employee or the Chief of Police.
3. The person requesting training records ~~must shall~~ sign the request and also state the person, company, or agency requesting the records. A copy of the request ~~will shall~~ be kept on file by the ~~Dalton Police~~ Department.
4. The Training Coordinator shall be responsible for maintaining records of each training class conducted by the Department, to include the following:
  - a. Course content – The Training Coordinator ~~will shall~~ keep on file a ~~copy of each~~ lesson plan ~~for each training class~~ conducted by the Department.
  - b. Record of attendees – The Training Coordinator ~~will shall~~ maintain a record of all people that attend a training class.
  - c. Performance – The Training Coordinator ~~will shall~~ maintain a record of performance of individual attendees, as measured by test(s), if administered. If a test is administered by an authorized training facility, the Department has the right to obtain a copy of the employee's training performance at the request of the Department.

M. Training Weapons

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The Department's Property and Evidence Technician(s) (PET) is responsible for the security and accountability for all equipment used in the training function.

1. All weapons utilized for training purposes shall be stored in the Property and Evidence Section when not in use.
2. Any instructor, ~~or training Officer~~ **Field Training Officer**, or other personnel that will be using training weapons shall be responsible for signing the weapons out of the Property and Evidence Section and ensuring they are returned when no longer needed.
3. The PET shall ensure all weapons are returned and shall maintain an inventory of weapons stored in the Property and Evidence Section.

### **III. Sworn Employee Orientation / Training**

- A. Orientation training **is conducted upon the start of a new sworn employee and This phase of the training program** is designed to provide a comprehensive introduction to the Department. Orientation ~~will~~ shall consist of, but not be limited to, a review of the uniform and equipment, firearms instruction and qualification, and **an explanation of the use of force in response to resistance**.
- B. Recruit Officers ~~will~~ shall receive information regarding:
  1. The **Agency's Department's** role, purpose, goals, policies, and procedures
  2. Working conditions, rules, and regulations
  3. Responsibilities and rights of employees
  4. City of Dalton Employee Handbook
  5. Department policy manual
  6. Appropriate equipment, i.e., uniform, badge, identification card, firearm, less lethal weapons
- C. Basic Law Enforcement Training Course (BLETC)
  1. Unless already a Certified Peace Officer in the State of Georgia, the Recruit ~~shall~~ **will** be assigned to attend a BLETC at an academy certified by the Georgia Peace Officer Standards and Training Council (P.O.S.T.). The Recruit shall complete the basic training course prior to assignment in any capacity in which he / she is allowed to carry a weapon or is in a position to make an arrest.
  2. The legal basis for participation in the academy is found in O.C.G.A. 35-8-9, which requires completion of the BLETC prior to service as a Peace Officer. The P.O.S.T. Council is vested with the power to establish and modify the curriculum for the BLETC.

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3. The relationship between the **Agency** Department and the academy is the responsibility of the Support Services Division Commander or his / her designee. This liaison provides a means of determining participant progress. While attending basic training, Recruit Officers **will shall** follow the rules and regulations established by the **Dalton Police** Department, the Georgia P.O.S.T. Council, and the academy. Should a problem arise with a Recruit Officer, an academy staff member shall notify the **Department's** Training Coordinator.
4. The Department may provide resources, such as instructors and facilities, upon request from the academy. The decision to provide resources may be governed by manpower needs of the Department, as well as cost effectiveness.
5. There are no financial obligations between the Department and any P.O.S.T. certified training academy providing BLETC training.

D. Mini-Academy Training

1. After successfully completing basic law enforcement training, the Recruit **will begin** becomes a Trainee in the Department's Field Training Officer Program. A Recruit that is already a Georgia certified peace officer enters Mini-Academy after orientation has been completed.
2. The Mini-Academy **is** designed to give **him / her** the Trainee a working knowledge of certain basic elements of patrol work prior to being assigned to an FTO for field training. **the Patrol Division's Police Training Officer Program.**
3. Mini-Academy training **will shall** consist of, but not be limited to, forms and reports, policies and procedures, rules and regulations, de-escalation techniques, building searches, domestic disputes, vehicle pullovers, high-speed pursuits, non-lethal weapons, and use of force.

E. **Police** Field Training Officer (PTO FTO) Program

After successfully completing the Mini-Academy, the **recruit will** Trainee shall begin **field training. the Department's PTO Program.** During the **FTO** Program, Officers **will shall** receive additional training on policies, procedures, rules and regulations, and other components, as outlined in policy GO05-2.26, **Police** Field Training Officer **and Mentoring** Programs.

**IV. Sworn Employee In-Service, Roll Call, and Advanced Training**

A. Sworn employees **will shall** be required to **attend complete** in-service training sessions on an annual basis. The purpose of these training sessions is to provide Officers with supplemental training on advances, changes, and improvements in the law enforcement profession. These training sessions are to be structured in

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such a way as to motivate Officers and further the professional development of the Department. In-service training session **topics** shall include, but not be limited to:

1. Vehicle pursuits
2. Criminal law / Criminal procedure updates
3. Ethics
4. Drug-free workplace / Employee Assistance Program
5. Elder abuse
6. Juvenile justice
7. **Biased policing Based Profiling** / Cultural diversity
8. Law enforcement liability

B. All sworn **Officers** **employees** shall receive training annually on the critical tasks that produce an increased amount of liability for **the** Officers and the Department. These tasks include:

1. Property / Evidence
2. Search and seizure / Arrest
3. Care, custody, control / Restraint of prisoners
4. Domestic violence
5. Off-duty action / Conduct
6. Sexual harassment / Sexual discrimination
7. Selection / Hiring
8. Citizen complaints / Internal affairs
9. Special operations
10. **Dealing with the Mentally Ill or Persons with Diminished Capacity**  
**Responding to developmental disabilities and mental health disorders**
11. Homeland security / Criminal intelligence

C. In addition to the annual in-service training sessions, all sworn members shall meet the annual weapons qualification requirements, including the qualifications for primary weapons and secondary weapons.

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- D. At least annually, all sworn Officers members shall will receive training on the constitutional and legal limitations on the use of deadly force, the Agency's Department's policies regarding the use of deadly force, and the Agency's Department's policies regarding the use of force in response to resistance.
- E. Any sworn personnel who fail to maintain the annual training requirements required by Georgia law and / or the Department shall be removed from law enforcement duties.
- F. On a biennial basis, sworn employees shall complete GCIC / Security and Awareness Training and maintain their GCIC CJIS Network Operator certification.
- G. Roll Call Training
  - 1. Shift Supervisors are responsible for seeing that Roll Call is used for training purposes, as needed.
  - 2. The goal of Roll Call training is to provide an effective means of updating skills, knowledge, and abilities between formal training sessions.
  - 3. Roll Call training may include, but is not limited to, the following topics: Department policies and procedures, critique of major events, and new legislation.
  - 4. Roll Call training is especially adaptable for short, informative programs of a general nature. Brief lecture-discussion sessions, online videos, DVDs, and other forms of media are effective in the Roll Call setting.
- H. Advanced Training
  - 1. Advanced training is that training designed to improve the professional competence of Officers who have been promoted or who have demonstrated leadership capabilities.
  - 2. Advanced training specifically refers to the training provided in the following schools and courses:
    - a. Northwestern University's School of Police Staff and Command
    - b. Senior Management Institute for Police
    - c. Southern Police Institute's Administrative Officers Course
    - d. FBI National Academy
    - e. Columbus State University's Command College or other similar accredited college programs
    - f. Any equivalent training

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3. The Chief of Police shall have final determination as to who is to attend advanced training courses. The selection ~~will~~ shall be based on considerations such as Department needs, career development, succession planning, and sound management practices.
4. Members who have attended advanced training courses shall be assigned to Departmental positions whereby their newly developed skills may be effectively used.
5. Due to the significant investment of resources for some advanced training courses, the Department may require employees to sign a training agreement prior to application or attendance at such training. The agreement ~~will~~ shall include terms requiring continued employment for a specified period after training completion, pro-rata reimbursement of costs to the Department, and other details specific to the training.

V. **Specialized Training**

- A. Certain specialty job assignments require certification training by law. Other specialty job assignments require additional training, according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.
- B. Specialized training provided to personnel includes the following:
  1. Development and / or enhancement of the skills, knowledge, and abilities particular to the assignment or specialization
  2. Management, administration, supervision, personnel policies, and support services of the function or component
  3. Performance standards of the function or component
  4. ~~Agency~~ Department policies, procedures, rules, and regulations specifically related to the function or component
  5. Supervised on-the-job training, if applicable to the position
- C. The Chief of Police or his / her designee can substitute training requirements for each position as needed to meet operational needs. Currently, the following assignments warrant specialty training:
  1. Traffic Enforcement Officer: As soon as possible, following appointment to the position, the Officer ~~will~~ shall receive training on traffic accident investigations, traffic accident reconstruction, DUI enforcement, standardized field sobriety, and ~~radar and~~ laser certification.
  2. School Resource Officer: As soon as possible, following appointment to the position, the Officer ~~will~~ shall receive School Resource Officer training.

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3. Investigator: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Homicide Investigations and Interviews and Interrogations training.
4. Drug Enforcement Unit: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Basic Narcotics Investigation training.
5. Safe Streets Task Force: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Gang Investigations training.
6. Polygrapher: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive training from a school accredited by the American Polygraph Association.
7. Crime Scene Investigator: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ attend the ten (10) week training program provided by the National Forensic Academy or equivalent training.
8. Forensic Computer Examiner: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall attend the Digital Evidence Acquisition Specialist Training Program and Seized Computer Evidence Recovery Specialist course offered at the Federal Law Enforcement Training Center or equivalent training.
9. Accreditation Manager: As soon as possible, but within one (1) year of appointment to the position, the employee ~~will~~ shall receive specialized accreditation manager training from the Commission on Accreditation for Law Enforcement Agencies and The Georgia Association of Chiefs of Police.
10. Training ~~Officer~~ Coordinator: As soon as possible, ~~Prior to~~ following appointment to the position, the Officer ~~must~~ shall obtain their P.O.S.T. General Instructor Certification. Additional blocks of instruction may include, but are not limited to, Defensive Tactics Instructor, Taser Instructor, Emergency Medical Instructor, Firearms Instructor, and the Department Training ~~Officer~~ Coordinator course. As ~~needed~~ required, the Officer shall attend any ~~Taser~~ Instructor recertification classes ~~needed~~ to maintain his / her ~~Taser~~ instructor certifications.
11. Property and Evidence Technician (PET): As soon as possible, following appointment to the position, the ~~technician~~ PET shall ~~will~~ receive property room management and training from the International Association of Property and Evidence.
12. Terminal Agency Coordinator (TAC): As soon as possible, following appointment to the position, the employee ~~will~~ shall attend the Terminal Operator course and the ~~Terminal Agency Coordinator~~ TAC course. As

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~~needed required~~, the employee shall attend ~~Terminal Agency Coordinator~~ ~~TAC~~ recertification classes to maintain his / her certification.

13. ~~Police~~ **Field** Training Officer: As soon as possible, following appointment to the position, the Officer ~~will shall~~ attend a ~~certified Police Training Officer~~ ~~FTO~~ course. As ~~needed required by policy~~, the Officer shall attend ~~Police Training Officer~~ ~~FTO~~ in-service training.
14. Intelligence Analyst: As soon as possible, following appointment to the position, the ~~Officer~~ ~~Investigator shall~~ ~~will~~ attend an analyst training course provided by the State of Georgia. As ~~needed required~~, the ~~Officer~~ ~~Investigator~~ shall attend analysis training and / or recertification training.

## VI. **Civilian Non-Sworn Employee Orientation / Training**

- A. The Support Services Division Commander or his / her designee shall oversee initial orientation training for all newly appointed ~~civilian~~ ~~non-sworn~~ personnel. ~~Civilian~~ ~~Non-sworn~~ personnel ~~will shall~~ receive information regarding:
  1. The ~~Agency's~~ ~~Department's~~ role, purpose, goals, policies, and procedures
  2. Working conditions and regulations
  3. Responsibilities and rights of employees
- B. Training provided to ~~civilian~~ ~~non-sworn~~ personnel shall include on-the-job training and equipment familiarization given by qualified personnel.
- C. ~~Civilian~~ ~~Non-sworn~~ personnel ~~will shall~~ be assigned to complete biennial training on GCIC / Security and Awareness.
- D. ~~Civilian~~ ~~Non-sworn~~ employees ~~will shall~~ be required to ~~attend~~ ~~complete~~ annual in-service training sessions, covering the following areas:
  1. Drug-free workplace / Employee Assistance Program
  2. Ethics
  3. Domestic violence
  4. Off-duty conduct
  5. Sexual harassment / Sexual discrimination
  6. Citizen complaints / Internal affairs
  7. ~~Dealing with the Mentally Ill or Persons with Diminished Capacity~~ ~~Responding to developmental disabilities and mental health disorders~~
  8. Homeland security / Criminal intelligence

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E. **Civilian Non-sworn** employees may receive additional training designed to update their skills or to coincide with their current job assignment.

**VII. Accreditation Training**

- A. It is important that all employees are familiar with the accreditation process and what it entails. Familiarizing employees with the accreditation process will provide a historical prospective and emphasis on the importance of accreditation to the Department. This familiarization training may be achieved by such means as classroom instruction, newsletter, memo, video, etc.
- B. Accreditation training **will shall** be conducted during orientation for **all** new employees.
- C. All **Department** employees shall receive accreditation training during the self-assessment phase of **accreditation**. ~~and again just prior to the on-site assessment~~.

**VIII. Training Committee**

- A. The Training Committee is designed to assist in developing and evaluating training needs. The committee shall be composed of the Training Coordinator, the Support Services Division Operations Supervisor, and other members appointed by the Chief of Police.
- B. The Training Committee shall meet annually to develop beneficial training ideas for the Department and shall report to the Training Coordinator.
- C. The responsibilities of the Training Committee to the training function are as follows:
  1. Identify issues or problems related to training and recommend solutions.
  2. Make recommendations on programs that will enhance education and training opportunities.
  3. Promote participation in training and career development.
- D. Training Committee members **will shall** serve a one year term, excluding the Training Coordinator and Support Services Division Operations Supervisor who **will** serve as permanent members. If at any time during the year a Training Committee member must be replaced, the new member **will shall** be selected by the Chief of Police.
- E. The Training Committee **will shall** submit all reports and training recommendations to the Chief of Police for review and approval.

*This policy supersedes any previous policies issued.*

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**BY ORDER OF**

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**CHIEF OF POLICE**

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