



**Police Department**  
P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile (770) 954-1223

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## Item Coversheet

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**Item:** Amendment to Police SOP Section A-086 Body Worn Camera

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:**

**Workshop Date:** October 18, 2021

**Regular Meeting Date:** November 1, 2021

### Discussion:

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Attached is a revision to Section A-086 Body Worn Camera. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the current version of Section A-086 to the updated version.

### Recommendation:

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**APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION A-086 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

ORDINANCE NO. \_\_\_\_\_

**TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND A-086 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of the Police Standard Operating Procedures.** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section A-086 Body Worn Cameras and replacing same with the new Section A-086 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 2. Codification.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 4. Severability.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk  
(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT "A"**

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE  
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
November 1, 2021**

\_\_\_\_\_ (amended)

**LOCUST GROVE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: A-086 BODY-WORN CAMERAS**

**EFFECTIVE DATE: January 20, 2015**

**NUMBER OF PAGES: 4**

**REVISED DATE: November 1, 2021**

**DISTRIBUTION AUTHORIZATION:**

**Chief Derrick B. Austin**

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**I. Policy**

It is the policy of the City of Locust Grove Police Department that officers shall activate the Body-Worn Camera (BWC) when such use is appropriate in the proper performance of his or her official duties and where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

**II. Procedures**

**A. Administration**

This agency has adopted the use of BWCs to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for the accurate documentation of police-public contacts, collection and documentation of evidence to enhance prosecution, arrests and critical incidents. They also increase the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, gather evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The BWC should be used to document crime and accident scenes, record witness or suspect statement or other events that include the confiscation and documentation of evidence or contraband.
4. The BWCs do not replace in-car video systems and shall be used in conjunction with the in-car video systems.

**B. When and How to Use the BWC**

1. Officers shall activate the BWC to record all contacts with citizens in performance of their official duties. This will include, but is not limited to, citizen contacts, Terry Stops, arrests and other calls for service performed while on-duty.
2. If an officer fails to activate the BWC, fails to record the entire contact or interrupts the recording, the officer shall document why a recording was not made, was interrupted or was terminated.
3. Civilians shall be allowed to review recordings at the police department with supervisory approval.

**C. Procedures for BWC Use**

1. BWC equipment is issued primarily to uniformed personnel. However, BWC equipment will be issued to non-uniform personnel (investigators) if such equipment is available. Officers issued BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Police personnel shall use only BWCs issued by the department unless approved by the Chief of Police. The BWC equipment and all data, images, video and metadata captured, recorded or otherwise produced by the equipment is the sole property of this agency.
3. Personnel desiring to view any body worn recording, not their own, shall submit a request in writing to the Shift Supervisor.
4. Police personnel who are issued BWCs will be provided field training on the proper use and operations of the equipment. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment.
5. BWC equipment is the responsibility of the individual officer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible, so that a replacement unit may be procured. The malfunction shall also be documented on this agency's CAD / RMS system.
6. Officers shall inspect and activate the BWC prior to each shift to verify proper functioning and shall notify their supervisor of any problems.
7. Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner BWC recordings without prior authorization from the Chief of Police.
8. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

9. If an officer is suspected of wrongdoing, involved in an officer involved shooting or other significant use of force, the department reserves the right to limit or restrict an officer from viewing the video.
10. Requests for deletion of any portion of a recording (e.g., in the event of a personal recording or unintentional activation) must be submitted in writing and approved by the Chief of Police. A memorandum detailing the circumstances of the unintentional recording will be forwarded via the chain of command to the Chief of Police. If approved, the actual deletion will require the written approval of the Chief of Police as well as that of the requestor's Shift Supervisor.
11. Officers shall note in any incident, accident, arrest and related reports when recordings are made. However, BWC recordings are not a replacement for written reports.

**D. Restrictions on Using the BWC**

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record the following:

1. Communication, outside calls for service, with other police personnel without the permission of the Chief of Police.
2. Encounters with undercover officers or confidential sources.
3. When on break or otherwise engaged in personal activities.
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom.
5. Recordings may not be used or shown for the purpose of ridicule or embarrassing any employee or other person.

**E. Storage**

1. All files shall be securely downloaded. Each file shall contain information related to the date, BWC identifier and assigned officer.
2. All images and sounds recorded by the BWC are the exclusive property of this agency. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
3. All access to the BWC files must be specifically authorized by the Chief of Police or his or her designee and all access is to be audited to ensure only authorized users are accessing the data for legitimate and authorized purposes.

4. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training, for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under the control of any criminal justice agency.

**F. Supervisory Responsibilities**

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. At least monthly, supervisors will randomly view (3) three BWC recordings, of those officers under their direct supervision, to ensure that the equipment is operating properly, that officers are using the devices appropriately and use is within policy guidelines.
3. Supervisors shall identify any areas in which additional training or guidance is required.

**G. Recordings Subject to Applicable State and Federal Law**

1. The use of BWC devices may be limited by applicable state and federal law.
2. Current state law requires consent to record in areas where anyone being recorded has a reasonable expectation of privacy.
3. Unless and until state law is changed, officers, upon entering such areas will announce themselves and advise they are audio and video taping.





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## Item Coversheet

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**Item:** Amendment to Police SOP Section A-110 Uniform Regulations

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:**

**Workshop Date:** October 18, 2021

**Regular Meeting Date:** November 1, 2021

### Discussion:

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Attached is a revision to Section Uniform Regulations. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the current version of Section A-110 to the updated version to be in best practices.

### Recommendation:

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**APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION A-110 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

ORDINANCE NO. \_\_\_\_\_

**TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND A-110 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of the Police Standard Operating Procedures.** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section A-110 Uniform Regulations and replacing same with the new Section A-110 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 2. Codification.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 4. Severability.**

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C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk  
(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT “A”**

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE  
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
November 1, 2021**

\_\_\_\_\_ (amended)

**LOCUST GROVE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: A-110 UNIFORM REGULATIONS**

**EFFECTIVE DATE: June 1, 2014**

**NUMBER OF PAGES: 16**

**REVISED DATE: November 1, 2021 DISTRIBUTION AUTHORIZATION:**

**Chief Derrick B. Austin**

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**I. POLICY**

This standard operating procedure will establish guidelines and policy for the Locust Grove Police Department uniform and related equipment. It also establishes proper civilian attire to be worn when officially representing the Locust Grove Police Department.

**II. AGENCY OWNED PROPERTY**

The department's property management function shall be the responsibility of the Chief of Police. The Detective Division shall be responsible for specialized equipment used by their unit.

Uniforms and equipment shall be ordered and issued by the Chief of Police, or his or her designee.

Stored property shall be inspected regularly by the Chief of Police, or his or /her designee, and maintained in a state of operational readiness at all times. When agency owned property is to be repaired, replaced or destroyed, refer to Section VII.

**III. MISCELLANEOUS POLICE PROPERTY**

- A. Daily care and proper use of all property, owned or controlled by the department, shall be the responsibility of the supervisor or employee to which such property is assigned for use.
- B. All Shift Supervisors will periodically inspect equipment assigned to assure that it is in serviceable condition and ready for immediate use.
- C. Whenever any department equipment or property is damaged, worn out or unserviceable, the officer to whom the equipment is assigned shall prepare a detailed report directed to the Chief of Police. An inspection

shall be made of such property by the Shift Supervisor before requesting replacement of such property to determine if there is any waste or carelessness involved.

- D. Members will exercise the utmost care regarding department property assigned to their use. Neglect or carelessness by employees in handling such property will not be tolerated; such neglect or carelessness may result in monetary charges placed by the Chief of Police.
- E. No police property shall be thrown away, sold, broken up or otherwise disposed of except with permission of and approval by the Chief of Police.
- F. The department will replace or repair any badge, duty weapon or other police property furnished a member that is lost, destroyed or damaged in the discharge of police duty through no neglect on the part of the member.
- G. The Chief of Police or his/her designee will be responsible for issuing, receiving, storing, inventory and control of all uniforms, materials, supplies and other department issued equipment and property.

#### **IV. UNIFORMS FOR SWORN EMPLOYEES**

Unless otherwise ordered or authorized, members of the department, while on duty, shall wear such uniforms and equipment as prescribed by the Chief of Police. At any time while on duty or working in any official capacity, officers of the Locust Grove Police Department will be required to be in full authorized and approved uniform, as stated in the remainder of this chapter. Officers will not be outside of the Locust Grove Police Department or in public view in partial uniform while in an on-duty status. Officers will also report to work in full uniform and be ready to work at the prescribed time.

The uniforms issued by the Locust Grove Police Department will be worn as directed by policy in accordance with the uniform type. The uniform types are Class A, Class B, and Special Event. Issued equipment and uniforms shall only be worn together if they are of the same class, i.e. Class A shirt with Class A pant. Intermingling of the uniforms and equipment is not permitted unless specifically authorized.

All officers will receive an original issue of the following items upon appointment to probationary status.

1. 4 Uniform Pants (1 Class A, 3 Class B)
2. 1 Long Sleeve Uniform Shirts (1 Class A)
3. 3 Short Sleeve Uniform Shirts (3 Class B)

4. 1 Pair of Uniform Boots
5. 1 Inner Belt
6. 1 Duty Belt
7. 1 Duty Holster
8. 1 Baton Holder
9. 1 Handcuff Cases
- 10.1 Radio Holders
- 11.1 Double Magazine Holders
- 12.1 Glock Model 17 or 19 9 mm caliber pistol w/ 3 magazines
- 13.1 Uniform Badges
- 14.1 Set of collar brass
- 15.1 Nameplate
- 16.1 Winter Jacket
- 17.1 Baseball Cap
- 18.1 Expandable baton
19. 2 Set of Handcuffs
- 20.1 Portable Radio with charger and 2 batteries
- 21.1 OC Spray (Oleoresin Capsicum) (If Applicable)
22. OC Spray holders (If Applicable)
- 23.1 Raincoat
24. Cell Phone (If Applicable)
- 25.1 TASER (If Applicable)
26. TASER Batteries and Charger (If Applicable)

27. TASER Cartridges (If Applicable)

28.1 TASER Holster (If Applicable)

29.1 Flashlight w/holder

30.1 Bullet Proof Vest

31. Traffic vest

32. I.D. card

Department uniforms shall be made only by manufacturers, tailors, vendors or distributors contracted by the department and shall not be altered or changed in any manner without approval of the Chief of Police. They must conform to fit, material and workmanship, and be made according to the specifications prescribed by the Chief of Police. Any competent tailor may make repairs to uniforms, but such repairs must conform to the specifications proscribed.

Uniforms shall be kept clean, well brushed and pressed, buttons and other metal accessories clean and bright. Caps (if provided) must be worn straight, visor centered directly over the nose. All sworn employees will place orders at a time specified by the Chief of Police to replenish worn or unserviceable uniform equipment.

## **V. INSIGNIA OF RANK**

- A. Chief of Police
- B. Captain
- C. Lieutenant
- D. Sergeant
- E. Officer

## **VI. PROPER WEARING/MAINTENANCE OF UNIFORMS AND EQUIPMENT**

- A. Shift Supervisor shall inspect the officers daily at roll call formation to ensure that uniforms and other equipment are clean and in good order, that each officer is properly equipped and attired and that the officer is physically fit for duty.



Shift Supervisor shall maintain constant vigilance of uniformed employees under their supervision and shall ensure that all officers are in conformity with department requirements.

## B. Uniforms, Shoes, and Caps

### 1. Jackets

The issued jacket is the approved jacket for work. This jacket will have on the left front a place for the jacket badge to be attached. The jacket may be worn with the Class A and Class B uniforms.

### 2. Shirts

The issued Class A and Class B uniform shirt is the dark blue uniform button-up shirt. Class B may also include the wearing of the approved polo-style shirt.

### 3. Ties

The issued tie shall be worn in accordance with the following policy:

- a. A tie may be worn with the Class A long sleeve shirt.
- b. No tie shall be worn with the Class B or Special Event uniform.
- c. No tie shall be worn with the short sleeve shirt.

### 6. Tee Shirts

Black crew-neck Tee shirts may be worn under the Class A or Class B uniform shirt. White or dark blue micro-fiber V-neck or crew-neck shirts may be worn under the any uniform as authorized by the Chief of Police.

### 7. Socks

Socks will be solid black or dark blue. May have white bottoms providing the white does not show above the top of the shoe.

### 8. Pants

The issued Class A and Class B pants will be dark blue in color.

## 9. Shoes

The Class A uniform shoe will be the black patent leather shoe.

## 10. Boots

The issued boots will be the black leather boots. The boots will be buffed to a high gloss for uniform wear. The boot will be the only footwear permitted for the Class B uniform.

## 10. Hats

Department issued ball cap style hat.

## 11. Raincoats

Only raincoats issued by the department are to be used.

## C. Badges, Emblems, Patches and Ribbons

For the ranks of Chief, Captain, Lieutenant, and Sergeant, the color gold shall be used for badges, nameplates, monogramming, brass, etc. The color Silver shall be used for the rank of Patrol Officer.

### 1. Badges

Uniformed members shall display their badges on their outermost garment over the left breast. While acting in an official capacity at the scene of a serious crime or other police emergency where their identity should be known, plainclothes employees shall affix their badge so that it is displayed in such a manner that it is visible. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.

### 2. Nameplates

This is to be worn on the right side of the uniform shirt or jacket, on the pocket flap even with the top seam of the right pocket and shall be centered.

### 3. Shoulder Patches

All shirt and jacket patches shall be centered on both sleeves with the top of the patch approximately one inch down from the shoulder seam.

#### 4. Emblems, Patches, etc

No emblem, patch insignia or commendation ribbon shall be worn or displayed on a Locust Grove Police Department uniform unless authorized by the Chief. Commendation ribbons presented by other police agencies to a member of this department may be worn when authorized by the Chief. Ribbons and other devices authorized to be worn shall be worn as designated.

#### 5. Chevrons

Full-size silver chevrons with black background shall be placed on Class A uniform shirts and jackets (except raincoats) using black thread. Chevrons shall be centered on the sleeve with the top point centered one inch below the bottom point of the shoulder patch.

#### 6. Hat Badges

Hat badges for the different ranks shall be furnished and be of the type proscribed by the Chief of Police if authorized.

#### 7. Departmental Ribbons/Awards

##### a. Procedures for Making Commendations:

A recommendation for a commendation can be made by an employee of The City of Locust Grove as well as by a citizen. All recommendations shall be in writing and should be contemporaneous to the event, act or occurrence deserving recognition. All recommendations for commendation should reflect a true advanced job performance or other meritorious acts far exceeding average job performance. Recommendations shall include, but are not limited to, reports, letters, phone calls and/or emails concerning specific acts or performance for which the commendation is based.

##### b. Procedures for Uniform Placement

All Locust Grove Police Department ribbons may be worn on the Class A uniform shirt 1/8 inch above the officer's nameplate. If more than one ribbon is worn, ribbons shall be on line as close as possible and there should be no more than two to a row. The maximum amount of ribbons allowed while on patrol duty will be

four. All ribbons will be allowed to be displayed during special occasions or when authorized by the Chief. If multiple rows are worn they will be spaced directly together or 1/8 inch apart. Ribbons will be parallel and in rows, they will also be worn in descending order, from the wearer's left (highest honors to the top and closest to the heart). Due to size, the only exception to the manner in which all ribbons are to be worn is the wearing of the F.B.I. National Academy ribbon. Departmental ribbons/awards will not be worn on the Class B or Special Event uniform.

Ribbons will be placed in the following Tier system:

- Tier One: Valor Award, FBI National Academy, Command College.
- Tier Two: Meritorious service Award (Red/Blue), Doctoral Degree, Masters Degree, Executive Certification.
- Tier Three: Bachelors' Degree, Chief's Award, Management Certificate, Life Saving, Officer of the Year, Supervisor of the Year.
- Tier Four: Associate Degree, Supervision Certification, Merit Award (blue/white).
- Tier Five: Advanced Certification, Post Instructor
- Tier Six: Intermediate Certification, Field Training Officer

8. LGPD collar pins will be placed on the shirt as follows: long sleeve class A shirts collar pins will be placed  $\frac{3}{4}$ " from top and 1" from leading edge at a 45-degree angle. Short sleeve shirts collar pins will be placed horizontal to the bottom stitch of the collar flap. Gold will be worn by those with rank of Lieutenant or greater and those below the rank of Lieutenant will wear silver.

#### D. Equipment

##### 1. Semi-Automatic Pistols

A Glock Model 17 or Glock Model 19 9mm caliber semi-automatic pistol will be furnished to all sworn members of the department and must be carried at all times while on duty unless otherwise authorized by their commanding officer.

Each member shall be held responsible for the condition of the weapons furnished and/or carried. Each officer must see that the weapons are always clean and ready for use; if repairs are needed, he or she must report such fact to his or her supervising officer at once. To determine if weapons are being properly cared for, the Shift Supervisor shall examine weapons once a month. Grip options, other than the standard grips, may be added at the officer's expense. Only black rubber grips or grip enhancers will be utilized and must be approved by the firearms instructor or Chief of Police at the time of firearms qualification.

## 2. Gun Belts and Leather

These items are furnished to the officer and remain the property of the department. The style of the equipment is approved by the Chief of Police and ordered at his discretion. The Class A/ B duty gear shall be basket weave design. Only approved belt, holster, handcuff case, O.C. case and ammunition pouches will be used by the department.

## 3. Cartridges

Duty ammo will be issued on an annual basis to replace the current issued ammo. Replacement ammo will also be issued to replace ammo likely to be defective or which has been used in the line of duty.

## 4. Expandable Batons and/or O.C. Spray

The approved items may be carried by all patrol officers on duty who are certified and authorized to carry such weapons.

## 5. Handcuffs

Each member of the Locust Grove Police Department will be furnished two set of handcuffs. Officers are authorized to wear two sets of handcuffs and will be carried in a handcuff pouch that is approved for wear by the Chief of Police.

## 6. Body Armor

Body armor will be issued to all sworn employees. Sworn personnel not assigned to uniform field duty are required to have access to their

body armor at all times. Sworn personnel assigned to uniform field duty are required to wear the issued body armor at all times.

Officers are required to wear body armor while engaged in pre-planned, high-risk situations such as planned warrant execution, drug raids or any other situation where the risk of violence is present.

#### E. Other

##### 1. Identification Cards

All department employees shall be issued an ID card that shall be carried at all times. The ID card will include the employee's name, rank, and current photograph of the employee. In the event that an ID card is lost or stolen, a report will be submitted to the shift supervisor stating the full particulars of the incident within 24 hours of such loss or theft.

##### 2. Cell phones

Cell phones may be worn with the uniform as long as the phone does not distract from the uniform. Cell phones will be placed on vibrate while attending any court proceedings and where appropriate.

#### F. Court Appearance

All officers who are to appear in court for a matter that originated from their employment as a City of Locust Grove Police Officer will be required to wear either of the following:

1. The full duty uniform with clean and polished shoes or boots or,
2. They shall wear items of clothing in accordance with accepted business standards. For men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and / or slacks and blouse, or a business suit as appropriate as a representative of the city. This promotes a professional appearance which brings credit to the Department.

### **VII. UNIFORM REPLACEMENT/REQUEST**

- A. It will be up to the individual officer to fill out the necessary forms requesting replacement of uniforms or other equipment to be replaced by

the department. It is our policy to establish the need before ordering or replacing uniforms.

- B. If replacement is needed for any uniform item beyond repair, officers should notify the Shift Supervisor.
- C. The officer is responsible for requesting what he /she needs and turning in items to be replaced to the Shift Supervisor. When the Shift Supervisor approves the request, it is forwarded to the Chief of Police, or his / her designee, for ordering or replacement.
- D. Uniforms will be ordered in accordance with city purchasing policy through and authorized vendor.
- E. The uniforms will be delivered to the police department. When employees pick up their uniform order, the employee shall check for proper fit. The employee will be responsible for any needed alterations after the employee accepts the uniforms from the vendor.
- F. Officers should be aware that damaged items that need replacement because of a job-related activity can be replaced as the need arises by filling out the request form and having it approved by the Shift Supervisor. This will then be handled as promptly as possible.
- G. Officers are responsible for cleaning and maintaining all items issued to them by the department.

## **VIII. PERSONAL GROOMING**

- A. The first impression a citizen perceives is based on personal appearance. As a representative of the Locust Grove Police Department, each person should strive for an image that he/she can be proud of and an image the public can respect. It will be each person's responsibility to maintain good personal hygiene habits, i.e. bathing, dental care, clean fingernails and hair care. It shall be the responsibility of all supervisors to ensure that employees under their command adhere to the following guidelines:
  - 1. Hair Care for Sworn and Non-Sworn Employees
    - a. All sworn male officers shall wear their hair at a length which will permit proper wearing of the uniform headgear, not extending over the ears, collar or covering the face. Hair must be clean, neat and combed. Hair shall be worn no longer than to the top of the shirt collar at the back of the neck but not to touch the collar when standing with the head in a normal position. Hair will not extend

beyond the top portion of the ear. The bulk of hair shall not interfere with the normal wearing of all standard headgear.

- b. Non-sworn male employees shall keep their hair clean, neat and combed. Hair shall not extend below the middle of the ear and shall be worn no longer than to the top of the shirt collar at the back of the neck but not to touch the collar when standing with the head in a normal position.
- c. Sideburns worn by all male employees shall be neatly trimmed and rectangular in shape and shall not extend below the earlobe, the width of which will be even and not flared.
- D. Facial hair will not be more than  $\frac{1}{4}$  inch in length and must be kept neat and clean. Short and neatly trimmed mustache/beard may be worn by male employees. Mustaches shall not exceed one-half inch below the corners of the mouth and will not extend horizontally farther than one-half inch from the corners of the mouth. **Handlebar mustaches are prohibited.** Other facial hair will be considered for approval for medical reasons, special assignments or demonstrated religions. Employees will bring the need for accommodation to the Chief of Police for consideration. Facial hair **will not** interfere with issued equipment.
- e. All employees shall keep their hair clean, neat and combed. Hair shall not be worn in any unnatural style or cut which would draw unusual attention to the employee.
- f. Female employees who wear department-issued uniforms must comply with department regulations concerning hair. If hair is cut short, it shall be worn no longer than to the bottom of the shirt collar when standing with the head in a normal position. If hair is long, it shall be pinned up or secured in a ponytail in a manner that does not draw unnecessary attention to the officer. Unusual hair fasteners that draw attention to the officer shall not be used to hold hair.
- g. Hair tinting shall be permitted. However, the color used should not draw unnecessary attention to the employee.
- h. Employees shall be permitted to wear wigs or hairpieces if they conform to the above standards for natural hair.



- i. Employees who are working on the Narcotics Task Force or on a special assignment shall be exempt and will appear as the job requires.
- j. If non-sworn employees wear a department issued uniform for any reason, the employee will comply with all procedures for sworn employees contained in this policy.

## 2. Jewelry, Piercing for Sworn and Non-sworn Employees

- a. All sworn employees are allowed to wear two rings on each hand (double ring wedding sets will be considered as one).
- b. Necklaces which are visible will not be worn by sworn employees except for the single chain type medical alert necklaces.
- c. Uniform female employees may wear post-type pierced earrings only and no more than two earrings may be worn in each ear in the earlobe. No part of the earring may dangle. Earrings will not be worn by sworn male employees while on duty or off duty while acting in a law enforcement capacity unless it is necessary due to the position the male employee occupies (i.e., Drug Task Force). No other visible body piercings are permitted.
- d. Non-sworn employees may wear jewelry so long as it is suitable with the appropriate business attire and does not attract undue attention to the employee. Non-sworn male employees may not wear earrings. No visible body piercings are allowed.

## 3. Personal Hygiene

- a. Employees shall bathe regularly and shall not appear for duty in an unclean condition. Personal hygiene shall be practiced by all employees so as not to present offensive odors or appearances.
- b. Employees will have clean fingernails that are groomed regularly. When wearing the department issued uniform, female employees will wear only clear polish if any nail polish is used.

## **IX. BRANDS, BODY MUTILATION, PERMANENT MAKEUP, TATTOOS ETC.**

- A. Employees are prohibited from visible mutilation of the body or body parts in any manner while on-duty.

- B. Employees with cosmetic enhancement using intradermal pigmentation, commonly called permanent makeup, must have the approval of the Chief of Police.
- C. Tattoos or brands on the neck, head, face, scalp, and ears are prohibited. Tattoos on hands may be accepted with approval from the Chief of Police. Tattoos or brands displaying racism, sexually explicit, obscenity, gang related or political in nature are prohibited. Any employee that receives a tattoo or brand of this nature after the issuance of this policy will face disciplinary action up to and including termination.

## **X. PLAINCLOTHES SWORN EMPLOYEES**

- A. Plainclothes sworn employees shall be given an annual allotment as determined by the Chief of Police to replace or supplement their current clothing inventory.
  - 1. Equipment needed by these employees will be provided by the agency.
  - 2. Members assigned to the Detective Section, Drug Task Force or employees authorized to wear civilian clothing shall wear items of clothing in accordance with accepted business standards. Employees in the Detective Section may wear a polo type shirt with a badge or Locust Grove Police logo embroidered on the left-hand side and the officer's name and rank or title embroidered on the right-hand side. The pants worn will be casual dress slacks. The Detective Section will still be required to wear appropriate dress for court: for men, this would be a business suit and tie or sports coat, shirt and tie, and slacks. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit. Civilian clothing and dress code may be relaxed, depending on job assignment and task. Any relaxation of dress code for special operations or circumstances must be approved by the employee's immediate supervisor.
  - 3. Plainclothes sworn employees are required to maintain at least one complete uniform.

### **3. Personal Hygiene**

- a. Employees shall bathe regularly and shall not appear for duty in an unclean condition. Personal hygiene shall be practiced by all employees so as not to present offensive odors or appearances.

- b. Employees will have clean fingernails that are groomed regularly. When wearing the department issued uniform, female employees will wear only clear polish if any nail polish is used.

## **XI. NON-SWORN EMPLOYEES (NOT ISSUED UNIFORMS BY DEPARTMENT)**

- A. Non-sworn dress shall be neat and clean in appearance and employees shall wear conservative clothing that would normally be accepted as business attire.
- B. Clothing worn by non-sworn employees shall conform to the following guidelines:
  - 1. Employees shall avoid wearing recreation attire such as sweat suits, wind suits, tee shirts, sweatshirts, sundresses, halters, tank tops, any attire that reveals the midriff, jeans, shorts (other than dress shorts above the knee length).
  - 2. Very short miniskirts, shorts, cut offs and spandex are not suitable for professional office wear. Dresses, shirts and blouses with excessively revealing necklines should not be worn. The wearing of backless dresses should not be worn.
  - 3. Clothing should reflect a professional appearance. Shoes shall be dress type except when authorized by the employee's supervisor or for medical reasons.
  - 4. Male employees shall wear a departmental approved collared or non-collared embroidered logo shirt, dress shirt with or without a tie, sports coat, slacks or dress pants or business suit. Thin or medium, leather or rubber sole shoes with socks. Female employees shall wear a departmental approved collared or non-collared embroidered logo shirt, dress, skirt and/or slacks and blouse or a business suit. Leather flats, dress sandals, or trouser shoes with socks or hosiery if necessary.
  - 5. Special attire shall be allowed when job necessities require it or when approved by the employee's supervisor.
  - 6. Certain days of the week may be designated as a casual day. Appropriate attire shall include jeans with no rips, tears, holes, or frayed hems, Tee-shirts with City of Locust Grove logos and clean tennis shoes in good repair.

### **C. Definitions**

1. Recreational wear

Defined as wind suits, sweat suits, tank tops, sundresses, halters, tee shirts and/or any type clothing designed for sporting or recreational use.

2. Sweatshirt

Defined as a collarless pullover shirt usually designed for athletic wear.

3. Tee shirt:

Collarless pullover type shirt usually worn under outer clothing, often with slogans, designs or advertising displayed on the shirt.

- a. Miniskirt

Dress or skirt with an appropriate hem length above the knees.

5. Casual day

A day designated as a casual day where employees are allowed to wear jeans to work. This day is usually set for Friday.



**Police Department**  
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## Item Coversheet

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**Item:** Amendment to Police SOP Section P-025 OC/Intermediate Weapons

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:**

**Workshop Date:** October 18, 2021

**Regular Meeting Date:** November 1, 2021

### Discussion:

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Attached is a revision to Section P-025 OC/Intermediate Weapons. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the current version of Section P-025 to the updated version.

### Recommendation:

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**APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION P-025 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

ORDINANCE NO. \_\_\_\_\_

**TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND P-025 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of the Police Standard Operating Procedures.** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section P-025 OC/Intermediate Weapons and replacing same with the new Section P-025 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 2. Codification.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 4. Severability.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk  
(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT "A"**

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE  
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
November 1, 2021**

\_\_\_\_\_ (amended)



**LOCUST GROVE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: P-025 USE OF O.C. AND INTERMEDIATE WEAPONS**

**EFFECTIVE DATE: June 1, 2014**

**NUMBER OF PAGES: 7**

**REVISED DATE: November 1, 2021 DISTRIBUTION AUTHORIZATION:**

**Chief Derrick B. Austin**

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**I. PURPOSE**

It is the purpose of this policy to establish guidelines in the training and use of intermediate and chemical weapons, specifically O.C Spray and the Expandable Baton.

**II. POLICY**

The City of Locust Grove Police Department allows officers to carry and use authorized intermediate weapons. Officers using those intermediate weapons must have completed a certified course in the use and deployment of such weapons. Officers must also attend proficiency in-service once every two years conducted by a certified O.C./Expandable Batton and/or Defensive Tactics instructor to continue to use such weapons.

**III. PROCEDURE FOR O.C.**

**A. Carrying O.C.**

Only Officers of this department who have been trained in a certified course in the use and deployment of O.C. may utilize O.C. as defined in this policy or other policies of this manual. Officers will also attend training/recertification and/or proficiency in-service in the use of O.C. once every two years. Officers of this department will only carry O.C. that is issued and authorized by the Locust Grove Police Department.

1. O.C. issued by the Locust Grove Police Department is Body Guard Pepper Spray.

2. O.C. will be used under the appropriate circumstances and when necessary to control a suspected offender. O.C. will not be used to punish, torture or abuse anyone.
3. Officers of this agency will carry O.C. in the proscribed method in accordance with the uniform regulations of this policy manual.
4. Officers may not carry O.C. (except during required training) until they:
  - a. Have received the necessary training by a qualified instructor;
  - b. Have demonstrated proficiency in the use of O.C.;
  - c. Have successfully attended and graduated from a P.O.S.T. certified mandate academy;
  - d. Have been instructed on this agency's SOP regarding the use of force;
  - e. Have been granted authorization to carry O.C. by the Chief of Police.
5. Training in the use of O.C.:
  - a. Will comply with current recommended training standards in both initial proficiency training and recertification once every two years.
  - b. Must be provided by this agency's certified trainers, any certified law enforcement instructor from another agency or the training staff of a state approved academy; and
  - c. Will be documented and provided to Georgia P.O.S.T. Council, kept by the designated supervisor and placed in the officer's training file.
  - d. Will be conducted at least, once every two years by a qualified instructor.
  - e. Officers who fail or who do not attend the required training enumerated above in the use of O.C. will not be allowed to carry O.C. and will be removed from duty until they have attended and successfully completed remedial training per SOP T-005.

## B. Authorized use of O.C.

O.C. spray is considered a use of force and shall be employed in a manner consistent with the use of force policy.

1. O.C. may be used when officer presence, verbal dialogue and compliance tactics have failed or would be impractical to bring about the subject's compliance.
2. The subject has signaled his or her intention to actively resist the officer's efforts to make the arrest.
3. Whenever practical and reasonable, officers should issue a verbal warning prior to using O.C. against a suspect.
4. An officer may use deadly force to protect him or herself from the use or threatened use of O.C. when the officer reasonably believes that deadly force will be used against him or her if incapacitated.
5. Once a suspect is incapacitated or restrained, use of O.C. is no longer justified.

## C. Use of O.C. against animals

1. Officers of this department are authorized to use O.C. chemical agents against animals, such as dogs, to protect the officer or another person from an attack by the animal.
2. The unnecessary use of an O.C. chemical against an animal is not authorized and may constitute cruelty to animals under the Official Code of Georgia Annotated.

## D. Effective Use of O.C.

1. Whenever possible, officers should be upwind from the suspect before using O.C. and should avoid entering the spray area.
2. An officer should maintain a safe distance from the suspect of between two and 10 feet.
3. A single spray burst of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.
4. Use of O.C. should be avoided, if possible, under conditions where it may affect innocent bystanders.

5. The Officer should affect the arrest on the subject and place restraints on the subject when practical.

E. First-aid for O.C.

1. An officer who uses or deploys O.C. on a suspect shall administer first aid and/or have first aid administered to the affected person(s) as soon as possible by contacting Emergency Medical Personnel.
2. First aid for the use of O.C. is to first attempt to calm the subject and advise him or her that you will attempt to help them. Then explain to them what steps you will take to assist them.
3. Place the subject in a well-ventilated area away from the area in which the subject was sprayed.
4. Use large amounts of cool water in an attempt to flush the O.C. from the subjects face and eyes.
5. At no time will the subject be placed face down or in a position that would restrict their ability to breathe.

#### **IV. PROCEDURE FOR THE EXPANDABLE BATON**

A. Authorized carry of the expandable baton

The only impact weapon authorized by the Locust Grove Police Department is the expandable baton. Only Officers of this department who have been trained in and completed a certified course in the use and deployment of the Expandable baton may utilize the impact weapon as defined in this policy or other policies of this manual. Officers will also attend proficiency training once every two years in the use of the Expandable baton. Officers of this department will only carry batons that are issued and authorized by the Locust Grove Police Department.

Officers may not carry any impact weapon (except during required training) until they:

1. Have received the necessary training by a qualified instructor;
2. Have demonstrated proficiency in the use of the type of baton carried;
3. Have successfully attended and graduated from a P.O.S.T. certified mandate academy;

4. Have been instructed on this agency's SOP regarding the use of force and this SOP regarding impact weapons; and
5. Have been granted authorization to carry an impact weapon by the designated Lieutenant; and
6. Have received, at the minimum, in-service training and/or recertification once every two years as well as demonstrated proficiency in impact weapon techniques by a qualified instructor

**Note:** It should be noted that any flashlight issued or authorized by the Department is issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of the flashlight as an intermediate weapon and therefore, discourages its use for that purpose. However, nothing in this policy shall preclude an officer from using any available resources when defending him or herself or another from physical assault or injury likely to cause great bodily harm or death.

B. Training in the use of the impact weapon:

1. Will in general comply with current recommended training standards in both initial and re-training once every two years.
2. Must be provided by this agency's certified instructors, certified law enforcement impact weapon instructor from any other agency or the training staff of a state approved academy
3. Will be documented and provided to Georgia P.O.S.T. Council, kept by the designated training officer and placed in the officer's training file.
4. Officers who fail or who do not attend training once every two years in the use of the expandable baton will not be allowed to carry the ASP until they have attended and successfully completed remedial training.

C. Use of the Expandable Baton

The expandable baton is considered a use of force and shall be employed in a manner consistent with this use of force policy. The expandable is a force option following Hard Empty Hand and Striking Techniques on the use of force continuum.

1. The expandable baton may be used if the officer encounters active resistance, such as a physical assault against the officer, the officer reasonably believes that a physical assault is imminent, such as a

subject in a fighting stance with clenched fists or other methods of compliance have failed, would be ineffective or inappropriate.

2. The use of the expandable baton is to be in accordance with the proscribed methods and training. The expandable baton shall be deployed and used only as necessary to complete the desired objective and affect the arrest of the suspected offender.
3. Strikes to the following areas and techniques will not be accepted as defensive techniques and will not be considered proper use of the baton:
  - a. Head and face
  - b. Heart areas
  - b. Spine
  - d. Kidneys
  - e. Direct frontal blow to knee cap
  - f. Groin area
  - g. Throat or Larynx
4. The only exceptions to prohibitions listed above will be in life or death situations.
5. It should be noted that any flashlight issued or authorized by the Department is issued for the purpose of illumination and not as an intermediate weapon. Training is not provided by the department in the use of the flashlight as an intermediate weapon and therefore, discourages its use for that purpose. However, nothing in this policy shall preclude an officer from using any available resources when defending him or herself or another from physical assault or injury likely to cause great bodily harm or death.

***Note:*** *It is not the purpose of this policy to preclude officers from using the means necessary to defend him or herself or another from an assault likely to cause great bodily harm or death.*

D. Departmental response to post use of force incidents

The following procedure will be followed after any of the above use of force incidents.

1. Medical attention/first aid will be administered to any person who has received any injury as a result of the use of O.C. or the expandable baton.
2. The Shift Supervisor will be notified without delay and will make the required notifications to the Chief of Police.
3. All officers involved in the use of force incident will complete the Locust Grove Police Department Use of Force Report.



**Police Department**  
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## Item Coversheet

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**Item:** Amendment to Police SOP Section P-056 Holding Cell Security

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:**

**Workshop Date:** October 18, 2021

**Regular Meeting Date:** November 1, 2021

### Discussion:

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Attached is a revision to Section P-056 Holding Cell Security. As you may recall, the SOP is to be reviewed and brought to you at least annually. In this instance, a recommendation is to amend the current version of Section P-056 to the updated version to be in best practices.

### Recommendation:

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**APPROVE ORDINANCE TO AMEND CHAPTER 2.24 ENTITLED POLICE DEPARTMENT TO AMEND SECTION 2.24.030 ENTITLED “POLICE STANDARD OPERATING PROCEDURES”; TO ADOPT NEW SECTION P-056 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**



ORDINANCE NO. \_\_\_\_\_

**TO AMEND THE “STANDARD OPERATING PROCEDURES” OF THE CITY OF LOCUST GROVE; TO AMEND P-056 OF THE STANDARD OPERATING PROCEDURES; TO REQUIRE A COPY OF SAME TO BE MAINTAINED ON FILE WITH THE OFFICE OF THE CHIEF OF POLICE AND THE OFFICE OF THE CITY CLERK; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Amendment of the Police Standard Operating Procedures.** The Mayor and Council hereby amend the Standard Operating Procedures of the City of Locust Grove Police Department by repealing the existing Section P-056 and replacing same with the new Section P-056 which is attached hereto and incorporated into the Code by reference and herein as **Exhibit “A”**. A copy of said SOP, as amended, shall be maintained in the office of Chief of Police and the office of City Clerk.

**SECTION 2. Codification.** This Ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

**SECTION 4. Severability.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections,

paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provision.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
ROBERT PRICE, Mayor

ATTEST:

\_\_\_\_\_  
MISTY SPURLING, City Clerk  
(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT "A"**

**AMENDMENTS TO THE POLICE STANDARD OPERATING PROCEDURE  
FOR THE CITY OF LOCUST GROVE, GEORGIA POLICE DEPARTMENT –  
November 1, 2021**

\_\_\_\_\_ (amended)

**LOCUST GROVE POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURE**

**SECTION: P-056 HOLDING CELL SECURITY**

**EFFECTIVE DATE: February 11, 2019**

**NUMBER OF PAGES: 2**

**REVISED DATE: November 1, 2021 DISTRIBUTION AUTHORIZATION:**

**Chief Derrick B. Austin**

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**I. PURPOSE**

To establish policy for securing and maintaining prisoners in the Locust Grove Police Department's holding cells in a manner that is humane and ensures the safety of the officers, prisoners, and the general public.

**II. WEAPONS**

- A. Firearms are not allowed in the holding cell area while prisoners are present. They should be secured in the trunk of the officer's vehicle.
- B. Less lethal weapons are permitted in the holding cell area

**III. PRISONERS/SUBJECT(S) IN CUSTODY**

- A. Must be separated by gender
- B. Prisoners are not allowed in the Holding Cell Office
- C. Prisoner will remain in restraints while in a holding cell. If the need to be removed, two or more officers must be present.

**IV. CELL RULES**

A. Cell Assignments

- 1. Cell 1 (closest to exit): Solitary
- 2. Cell 2 (middle): Females
- 3. Cell 3 (closest to court): Males

- B. Cell doors must remain locked while occupied
- C. Officer must keep key on person while prisoner is in cell
- D. Officer must not enter a cell with more than one prisoner without backup officer present

- E. Officer must remain in holding cell area while a prisoner is in a cell and keep prisoner under direct supervision and control where the officer can intervene in the event of an emergency.
- F. Officer must notify supervisor before opening an occupied cell for any emergency
- G. Sally port doors must be down while loading/unloading prisoners



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## Item Coversheet

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**Item:** Request to declare City Vehicles as Surplus

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Incremental – General Fund/Dept. 3230 – Public Safety

**Date Received:**

**Workshop Date:** October 18, 2021

**Regular Meeting Date:** November 1, 2021

**Discussion:**

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Attached is a request to declare city owned vehicles as surplus property.

**Recommendation:**

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**APPROVE REQUEST TO DECLARE THE SEVEN LISTED CITY OWNED VEHICLES AS SURPLUS PROPERTY. LISTED VEHICLES WILL BE SOLD OR DISPOSED OF IN ACCORDNACE WITH LOCAL ORDIANCES AND STATE LAW.**



# City of Locust Grove Police Department

D. B. AUSTIN ▪ CHIEF OF POLICE

3640 Highway 42 Locust Grove, Georgia 30248 \* 770-957-7055 \* Fax 678-583-3588

**Request the following police equipment to be deemed excess/surplus property:**

**Unit 9 - 2010 Ford Crown Victorian VIN # 2FABP780AX127278**

- Unit has bad cylinder and need overhaul at cost of \$2,800.00.
  - 115,000 miles and has other mechanical issues.
  - Officer Chase Maddox

**Unit 4 – 2010 Ford Crown Victorian VIN # 2FABP7BV6AX127284**

- Unit parked at Sheets Construction for a couple of years
  - Bad transmission but is drivable (Title Issue)

**Unit 7 - 2011 Ford Crown Victorian VIN # 2FABP7BV8BX181011**

- 119,772 Miles
  - 2 Flat tires
  - Transmission issues

**2010 Ford F-150 VIN # 2FTRX17W74CA65653**

- Public Works

**2001 Cushman Haulster Side by Side Serial # 01000402**

- Public Works

**2014 Polaris/Bobcat Side by Side VIN # 4XAAJNVA632030459**

- Public Works