

**City of Fayetteville Staff Review Form**

**2020-1005**

**Legistar File ID**

**12/1/2020**

**City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item**

Mike Reynolds, Chief of Police

11/12/2020

POLICE (200)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Council approves a resolution adopting Fayetteville Police Policies 33.1, Training; 41.3.5, Grooming & Uniform Requirements; and 46.1.2, Critical Incidents.

**Budget Impact:**

Account Number		Fund	
Project Number		Project Title	
Budgeted Item?	NA	Current Budget	\$ -
		Funds Obligated	\$ -
		Current Balance	\$ -
Does item have a cost?	NA	Item Cost	
Budget Adjustment Attached?	NA	Budget Adjustment	
		Remaining Budget	\$ -

V20180321

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF NOVEMBER 17, 2020**

**TO:** Mayor and City Council

A handwritten signature in black ink that reads "Mike Reynolds".

**FROM:** Mike Reynolds, Chief of Police

**DATE:** November 12, 2020

**SUBJECT:** **Police Department Policy**

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**RECOMMENDATION:**

Council approves a resolution adopting Fayetteville Police Policies 33.1, Training; 41.3.5 Grooming & Uniform Requirements; and 46.1.2, Critical Incidents.

**BACKGROUND:**

The Fayetteville Police Department is currently in the process of reviewing policies and updating as necessary to make changes as recommended to meet current directives and accreditation standards.

**DISCUSSION:**

Fayetteville Police Policy 33.1, Training, is an existing policy that contains changes to meet new accreditation and state standards. Fayetteville Police Policy 41.3.5, Grooming & Uniform Standards, is an existing policy that contains changes to reflect a current department directive and current department protocols. Fayetteville Police Policy 46.1.2, Critical Incidents, is an existing policy that contains changes to meet new accreditation standards.

**BUDGET/STAFF IMPACT:**

These policies will not have any impact on budget or staff at this time.

**Attachments:**

Fayetteville Police Policy 33.1, Training

Fayetteville Police Policy 41.3.5, Grooming & Uniform Standards

Fayetteville Police Policy 46.1.2, Critical Incidents

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 33.1 Training	<b>Effective Date:</b>
<b>Reference:</b>	<b>Version:</b> 4
<b>CALEA:</b> <del>33</del> 33.1.2 NT, 33.1.6, 33.1.3 NT, 33.1.4 NT, 33.1.5, 26.1.4, 33.1.7 NT, 33.2.3 NT, 33.4.3, 33.2.4 NT, 33.3.1 NT, 33.4.1, 33.4.2, 33.5.1, 33.5.2 NT, 33.5.3, 33.5.4 NT, 33.6.1 NT, 33.6.2, 33.7.1 NT, 33.7.2 NT, 33.8.2, 33.8.3 NT	<b>No. Pages:</b> 7

## **I. Purpose**

The purpose of this directive is to establish procedures for the Fayetteville Police Department training program. The training program should be administered with three overall purposes in mind. First, well trained **officers sworn** and non-sworn employees are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose.

## **II. Policy**

### **A. Administration**

1. The training function of Fayetteville Police Department will be administrated by the Training Coordinator.
  - a. The Training Coordinator is the supervisor assigned to the Training Division.
  - b. The Training Coordinator's function is to ensure that the quality and quantity of training meet the goals of the department.
  - c. The Training Coordinator shall develop and evaluate training needs based on input from each division.
  - d. The Training Coordinator, although not in charge of every training requirement of the department, shall assist as needed with training needs in each division of the department.
2. The following guidelines will apply to training attendance: [CALEA 33.1.2]
  - a. The Training Coordinator will notify supervisors of upcoming training as soon as possible so that all personnel who may be required to attend the training will have as much advanced notice as possible. Supervisors will ensure information is disseminated to affected personnel in a timely manner.
  - b. The Training Coordinator or supervisor may grant exceptions to attendance for reasonable excuses of conflicting nature to include court appearance,

illness, departmental business and personal emergency. Personnel unable to attend mandatory training will be required to attend a scheduled make-up training session.

- c. The Training Coordinator will document training attendance of all personnel for the department with the exception of Central Dispatch Center (CDC) personnel. A designated dispatch supervisor will be responsible for documenting training attendance for their division. Training implemented by any division managers that is not coordinated by the Training Coordinator will be recorded by the corresponding division manager. It is the responsibility of the division managers to notify the Training Coordinator about the training, so the employee's training records can be updated to reflect their attendance in training programs. As personnel complete training programs, the date of the training, the types of training received, any certificates received, attendance, and any applicable test scores should be recorded [CALEA 33.1.6].
  - d. All Fayetteville Police Department personnel attending training courses outside the department shall submit documentation of attendance to the Training Coordinator with the exception of CDC. A designated dispatch supervisor shall handle these responsibilities for CDC personnel [CALEA 33.1.6].
  - e. Reimbursements to employees attending training in respect to mileage, meals, housing, fees, books or materials will be provided in accordance with the City of Fayetteville's Travel and Training Policy [CALEA 33.1.3].
  - f. The refusal or failure to complete the assigned training can result in disciplinary action against the employee.
3. Lesson plans for all training courses conducted by the Fayetteville Police Department will include the following: [CALEA 33.1.4 a.-d f.]
- a. A statement of performance and job-related objectives.
  - b. The content of the training and specification of the appropriate instructional techniques.
  - c. **A list of resources used in the development of the curriculum.**
  - d. **A list of resources required in the delivery of the program.**
  - e. A process for approval of lesson plans must include:
    - (1) Submission to the Training Coordinator or respective division manager.
    - (2) Training Coordinator or respective division manager will review the lesson plan to ensure it includes each requirement.
    - (3) Training Coordinator or respective division manager approval of lesson plan.
    - (4) Submission and acceptance by formal certification body when required or applicable, i.e. CLEST.
  - f. Identification of tests used in the training process.
4. The department recognizes remedial training may be necessary to ensure employees do not suffer from deficiencies in basic skills, knowledge and abilities required to perform their assigned tasks: [CALEA 33.1.5]

- a. When, based on sound evidence, a supervisor has identified by testing or inspecting job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks, and the supervisor has reason to believe that such deficiency may be corrected, he may direct that employee, in writing, to attend a specific remedial training program.
  - b. All remedial training of employees shall include a timeframe of the training and documentation of the remedial training provided [CALEA 26.1.4 a. 33.1.5 a., b.].
  - c. The supervisor will identify such programs through the Training Coordinator or division manager.
  - d. As soon as is practical, the employee will take part in a training session to address the noted deficiency.
  - e.
  - f. Failure by the employee to correct the deficiency may result in disciplinary action.
5. It is important the Fayetteville Police Department maintain records of each training class it conducts, document employee participation and, at a minimum, record the following: [CALEA 33.1.6]
- a. Course content in the form of lesson plans provided by course instructors [CALEA 33.1.7 a.].
  - b. Names of agency attendees [CALEA 33.1.7 b.].
  - c. Performance of individual attendees as measured by tests, when administered [CALEA 33.1.7 c.].

## B. Police Training Academy

1. All ~~officers~~ sworn employees of the Fayetteville Police Department must meet mandatory basic training requirements. The department will meet the following requirements that apply and will maintain a positive relationship with the state's training academies: [CALEA 33.2.3]
  - a. As required by Arkansas Statute 12-9-106, the Fayetteville Police Department will utilize state approved law enforcement training academies for the purpose of providing basic training to all ~~officers~~ sworn employees.
  - b. The Training Coordinator, in a liaison role, is responsible for maintaining a positive working relationship with the staff of the state's law enforcement training academies [CALEA 33.4.3 d.].
  - c. As set forth in Arkansas Statute 12-9-107, the Training Coordinator will provide input to the Arkansas Commission on Law Enforcement Standards and Training (CLEST) regarding the academies' curriculum.
  - d. As prescribed in Arkansas Statute 12-9-107, the expenses of attending the basic training at state academies shall be furnished by the state. The department will be responsible for the sworn employees' ~~officers'~~ salary and travel expenses related to attending the state academy.
  - e. Newly hired ~~officers~~ sworn employees are considered full-time employees of the City of Fayetteville and shall retain all the benefits thereof.

2. Newly hired **officers sworn employees** will participate in a departmental orientation period overseen by the Training Coordinator in addition to academy requirements to include: [CALEA 33.2.4]
  - a. An overview of the operations of the Fayetteville Police Department, an introduction to the local criminal justice system, defensive tactics and an introduction to firearm safety and proficiency.
  - b. A portion of the orientation will be dedicated to the study of the Fayetteville Police Department's Policies, Procedures and Rules with special emphasis to the policies concerning Use of Force, Pursuit Driving, Office of Professional Standards, Harassment in the Workplace and Racial Profiling Prohibited.

### C. Training Implementation

1. Personnel assigned to the training function as instructors must be certified by the State of Arkansas and must receive training to include: [CALEA 33.3.1 a.-e.]
  - a. Lesson plan development
  - b. Performance objective development
  - c. Instructional techniques
  - d. Testing and evaluation techniques
  - e. Resource availability and use.
2. All **officers sworn employees** of the Fayetteville Police Department will complete or have completed a basic law enforcement training academy program prior to assignment in any capacity in which the **officer sworn employee** is allowed to carry a weapon or is in a position to make an arrest [CALEA 33.4.1].
3. In addition to completion of a basic law enforcement training academy program, newly sworn **officers employees** will also be required to complete a Field Training Officer (FTO) Program:
  - a. **Sworn employees will receive an orientation handbook prior to the academy explaining the academy's rules, regulations, rating and testing system, physical fitness, proficiency skill requirements, and daily training schedules. [CALEA 33.4.2 c.]**
  - b. The FTO program curriculum is an ever-changing curriculum based on tasks of the most frequent assignment-associated duties of the **sworn employees officers** [CALEA 33.4.2 a.].
  - c. The Training Coordinator operates the FTO program and provides supervision of **the sworn employees officers** in training and the Field Training Officers [CALEA 33.4.3 c.].
  - d. Each **sworn employee officer** must meet achievement standards in the FTO program that are documented in the FTO manual and measure competency in required skills, knowledge and abilities [CALEA 33.4.2 b.].
  - e. In addition to academy training, **sworn employees officers** of the department must successfully complete a formal FTO program lasting a minimum of

eighteen weeks. **Sworn employees Officers** with prior law enforcement experience may complete the FTO program in a minimum of twelve weeks, as determined by their level of competency and approved by the Chief of Police [CALEA 33.4.3 a.].

- f. While in the FTO program, **sworn employees officers** will be scheduled in a rotation of shift assignments in order to provide them with various job experiences [CALEA 33.4.3 f.].

4. Selection criteria and duties of Field Training Officers of the Fayetteville Police Department:

- a. Candidates for Field Training Officer must have a minimum experience level of three years with the Fayetteville Police Department [CALEA 33.4.3 b.].
- b. Field Training Officer candidates are selected based on leadership qualities demonstrated in the field and must satisfactorily complete a thirty-two hour course in Field Training and become certified by CLEST. Once field training officers have completed this mandatory course in Field Training, they shall be provided periodic in-service training by the Training Coordinator. These in-service trainings may be provided during FTO meetings, in briefings, and/or through remote forms of media training [CALEA 33.4.3 b., e.].
- c. Supervisors are encouraged to submit recommendations for future Field Training Officers to the Training Coordinator [CALEA 33.4.3 b.].
- d. **Sworn employees Officers** who desire assignment to the Field Officer Training Program as FTOs must complete a Shift Change/Assignment Request Form and submit it to the Patrol Captain. This should include a statement documenting reasons the **sworn employee officer** should be considered. A written recommendation from the **sworn employee's officer's** immediate supervisor must be attached [CALEA 33.4.3 b.].
- e. Only **sworn employees officers** recommended as a Field Training Officer will be considered. Submitted requests will be maintained on file for six months. Qualified **sworn employees officers** will be considered for available FTO positions. Selection will be based on a combination of years of service, supervisor recommendation, and review of performance evaluations. The Training Coordinator will make FTO recommendations through the chain of command. The Chief of Police will ultimately determine assignments to the FTO program [CALEA 33.4.3 b.].
- f. Field Training Officers will utilize the automated observation reports and training evaluation software program for the evaluation of recruits and follow the direction of the Training Coordinator when training **an officer a sworn employee** [CALEA 33.4.3 g.].
- g. Field Training Officers are responsible for documentation of the **sworn employee's officer's** progress and deficiencies and will work with other Field Training Officers in formal reporting to the Training Coordinator. Reporting responsibilities of Field Training Officers will be formally processed utilizing the training evaluation software [CALEA 33.4.3 h.].

5. **Sworn employees of the Fayetteville Police Department will be required to attend 24-hours of CLEST approved in-service training annually.**

6. **Officers Sworn employees** of the Fayetteville Police Department will be required to complete annual **retraining in-service training consistent with the positions held and functions performed** through the following: [CALEA 33.5.1]
  - a. Annual **retraining in-service training** mandated by the State of Arkansas as coordinated through the training division.
  - b. Departmental policy updates provided by Administration and through each employee's supervisor.
  - c. Legal updates on changes with emphasis on those changes that most affect law enforcement operations.
  
7. Shift Briefings have been a valuable and steady tool for the department to supplement the training function on a formal and informal basis: [CALEA 33.5.2]
  - a. The Training Coordinator will be responsible for the supervision of all materials developed, produced and distributed during formal shift briefing training sessions.
  - b. All lesson plans for formal shift briefing training sessions must be implemented and scheduled through the Training Coordinator.
  - c. The Training Coordinator will maintain a record and copy of all formal shift briefing training session materials and lesson plans.
  - d. Any person or division providing formal shift briefing training sessions will be required to document attendees and, in turn, provide such documentation to the Training Coordinator and CLEST.
  - e. Informal shift briefings training sessions may be utilized as a means to offer refresher training. These sessions do not require the documentation described above and may be authorized as a shift supervisor deems necessary.
  
8. When applicable, the departments' Accreditation Manager(s) will ensure agency personnel shall receive information regarding the accreditation process: [CALEA 33.5.3]
  - a. To all newly hired personnel within thirty days after beginning employment or within thirty days after completing the training academy [CALEA 33.5.3 a.].
  - b. To all agency personnel during the self-assessment phase associated with achieving initial accreditation [CALEA 33.5.3 b.].
  - c. To all agency personnel prior to an on-site assessment [CALEA 33.5.3 e.].
  - d. These requirements may be achieved through the process of the Training Coordinator, the FTO Program, classroom instruction and orientation, via e-mail or memorandum.
  - e. Agency employees assigned to the position of Accreditation Manager shall receive formal training within one year of being appointed [CALEA 33.5.4].
  - f. **The Accreditation Manager shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process [CALEA 33.5.4].**



9. Officers **Sworn employees** of the Fayetteville Police Department must meet specialized training requirement by position: [CALEA 33.6.1]
  - a. Non-ranking officer **sworn employees** assigned to specialized divisions other than patrol will be provided on-the-job training as overseen by that division's supervisor. In addition, training courses for this level of personnel will be identified by the supervisor and coordinated through the Training Coordinator.
  - b. **Officers Sworn employees** assigned to the motorcycle and bicycle patrol must successfully complete departmentally approved training prior to assignment in either capacity.
  - c. **Officers Sworn employees** assigned to the department's Emergency Response Team (ERT) must meet the specified requirements and training as outlined in Fayetteville Police Department Policy 46.2.1 [CALEA 33.6.2].
  - d. **Officers Sworn employees** assigned to the department's **Crisis** Negotiation Team will train periodically and will be overseen by the team's respective supervisor.
  
10. Civilian employees of the Fayetteville Police Department must meet the following requirements related to training:
  - a. Civilian employees must receive information regarding the agency's role, purpose, goals, policies and procedures [CALEA 33.7.1 a.].
  - b. Civilian employees will receive information pertaining to working conditions, regulations, responsibilities and rights of employees [CALEA 33.7.1 b., c.].
  - c. Civilian employees assigned to the Communications Division must successfully complete a comprehensive training program including lesson plans, examinations and exercises as well as attend ongoing monthly in-service training and seminars [CALEA 33.7.2].
  - d. Civilian employees assigned to the Records Division will be provided in-service training to include the issuance of a task specific training manual [CALEA 33.7.2].
  
11. The Career Development function of the Fayetteville Police Department shall be a central part of training and implemented using the following guidelines:
  - a. All newly promoted personnel will receive job related training commensurate with their new duties either prior to promotion or within the first year following promotion [CALEA 33.8.2].
  - b. The department's career development program will further be strengthened and enhanced by training and educational opportunities through the City of Fayetteville Professional Development Leave [CALEA 33.8.3].

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 41.3.5 Grooming & Uniform Requirements	<b>Effective Date:</b>
<b>Reference:</b>	Version: 7
<b>CALEA:</b> <del>1.3.9 a, b</del> 4.3.1 a, b.; 22.2.5; 41.3.4, 41.3.5, 41.3.6	No. Pages: 8

## **I. PURPOSE**

The individual officer and the department are often judged by the public depending upon the personal appearance of the uniformed officers in particular and all employees in general. Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement. The purpose of this policy is to provide grooming and uniform standard guidelines for employees of this department, which will reflect a high standard of professionalism to the public.

## **II. POLICY**

Members of the Fayetteville Police Department shall be neat and clean at all times while on duty. This policy shall apply to all personnel while representing the department in any manner. All ~~sworn~~ personnel shall comply with the following grooming and uniform standards that apply to ~~sworn personnel~~, unless excluded by the Police Chief due to special assignments. No member of the department shall wear his or her uniform or any part of his or her uniform while he or she is on medical light duty, administrative leave or under suspension. **For current uniform specifications refer to the Uniform Specifications with Photographs and the Quartermaster's Authorized Uniform and Equipment Lists maintained on the computer network.**

## **III. PROCEDURES FOR SWORN PERSONNEL**

All sworn personnel of the Fayetteville Police Department are subject to uniform inspections on a daily basis by any supervisor. Uniformed personnel are to keep their uniform neat, clean and free from defects. All authorized uniform items referred to in this policy are supplied and issued under the Fayetteville Police Department Quartermaster system, except for the Extreme Cold Weather Cap [CALEA 22.2.5, and CALEA 41.3.4]. If specified as a department replacement, defective items shall be replaced through the quartermaster system. Non-uniformed personnel are subject to the same standards and inspections as uniformed personnel. Sworn employees ~~Officers~~ replacing items through the quartermaster system must submit a "Uniform and Equipment Replacement Form" signed by ~~their~~ a supervisor at the rank of lieutenant or higher ~~supervisor~~. Failure to maintain appearance standards will be noted on your annual evaluation. Repeated failure to maintain proper appearance standards could lead to disciplinary action.

#### IV. GROOMING FOR SWORN PERSONNEL

- A. Hair: The Chief of Police retains the right to approve or disapprove of any hairstyle, which may cause an unfavorable reflection(s) upon the department.
  - 1. Male - Hair shall be neat, clean, trimmed, and shall present a groomed appearance. Hair will not cover any part of the ears or the collar except the closely cut hair on the back of the neck. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wear of any authorized headgear.
  - 2. Female – While wearing a uniform, hair shall be worn in a fashion not to create the risk of injury to them. Hair must not hang loose on or below the collar and must be able to wear authorized headgear properly.
  
- B. Sideburns: If a member chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as his haircut. Sideburns will not extend below the lowest part of the ear, will be of even width (not flared), and will end with a clean-shaven horizontal line.
  
- C. Mustaches: A short and neatly trimmed mustache may be worn but shall not extend over the top of the upper lip or beyond the corners of the mouth and shall not protrude more than one-half inch from the skin surface of the face.
  
- D. Beards and Goatees: The face will be clean-shaven other than the wearing of the acceptable mustache or sideburns. Beards and goatees are prohibited. Only the Chief of Police may approve the wearing of beards or goatees.
  - 1. An exception will be given when ~~an officer~~ a sworn employee is training and/or exercising, and the ~~officer~~ sworn employee is not wearing the department badge, gun, insignias, uniform or other items, which make him/her readily identifiable as a police officer.
  
- E. Wigs: Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If a wig or hairpiece is worn, it will conform to department grooming standards.
  
- F. Jewelry:
  - 1. Male – While wearing a uniform, ~~officers~~ sworn employees may wear watches and wedding bands. Medical alert bracelets may be worn with the approval of the Chief of Police. At no time while on duty will ~~officers~~ sworn employees be permitted to wear earrings or other ornaments attached to body.
  - 2. Female – While wearing a uniform, ~~officers~~ sworn employees may wear watches, wedding bands and post earrings which do not protrude from the ear lobe more than 1/4 inch. If the earrings are worn, the ~~officer~~ sworn employee will wear one earring in each ear lobe.

~~G. Tattoos: Tattoos and brands above the collarbone and below the wrists are prohibited. Officers in uniform and non-uniform assignments are prohibited from displaying any tattoo, brand or intentional scarring while on duty or while representing the Department in any other manner.~~

~~a. Any current officer in a uniformed assignment with an existing tattoo or brand that is visible while wearing the alternate summer uniform or a short-sleeved shirt shall have the following options:~~

~~(1) Wear the standard uniform with a long-sleeved shirt,~~

~~(2) Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the officer's leg(s).~~

~~(3) Have the tattoo or brand removed at the officer's expense.~~

~~b. Officers in non-uniformed assignment shall have the following options to cover any visible tattoo or brand:~~

~~(1) Cover with appropriate clothing,~~

~~(2) Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the officer's leg(s).~~

~~(3) Have the tattoo or brand removed at the officer's expense.~~

~~e. When deemed operationally necessary, officers in undercover assignments may display tattoos or brands with the approval of the Chief of Police.~~

H. Tattoos, brands and intentional scarring:

a. Tattoos, brands and intentional scarring on the neck, head, and below the wrist are prohibited.

b. Sworn employees in uniform and non-uniform assignments are prohibited from displaying tattoos, brands and intentional scarring on their legs or any other part of the body other than their arms.

(1) An exception will be given when a sworn employee is training and/or exercising, and the sworn employee is not wearing the department badge, gun, insignias, uniform or other items, which make him/her readily identifiable as a police officer.

c. Sworn employees in uniform and non-uniform assignments can display authorized tattoos, brands and intentional scarring on their arms, above the wrist and below the shirt sleeve, while on-duty or while representing the department in any other manner.

d. Any sworn employee in a uniform or non-uniform assignment that has a tattoo on their arm that is not approved to be displayed shall have the following options:

(1) Wear the standard uniform with a long-sleeved shirt or appropriate clothing

(2) Cover the tattoo, brand, or intentional scarring with a skin-tone, blue or black patch. A skin-tone, blue or black patch shall not be an option to cover a tattoo, brand, or intentional scarring on the officer's leg(s),

(3) Have the tattoo, brand or intentional scarring removed at the officer's expense.

e. Sworn employees must submit a Fayetteville Police Department Tattoo Disclosure Form, a Tattoo Approval Request Form, and photographs or renderings of the tattoo(s) to their lieutenant. The lieutenant will forward the forms along with their recommendation, through the chain of command, and the

Chief of Police or his/her designee will have the final authority on any decision regarding the appropriateness of any tattoos, brands, and intentional scarring.

- f. Approved tattoos, brands and intentional scarring cannot be considered lewd, crude, racist, sexist, violent, display unacceptable attitudes towards men, women minority groups or any other section of the community; or alignment with any particular group which could give offense to members of the community.
- I. Body Piercing: Body piercing of the face, head, and mouth not only detracts from a professional appearance, but also poses a serious risk and potential for injury in a confrontational situation and shall not be worn by any officer of the department when representing the department.
  1. With the exception of pierced ears, body piercing of the face, head, and mouth detracts from a professional appearance and is not authorized for wear by any personnel when representing the department.
  2. Any body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel when representing the department.
  3. When deemed operationally necessary, officers in undercover assignments may display body piercing with the approval of the Chief of Police.
- J. Dental Ornamentation: ~~Officers~~ Sworn employees shall not have dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purposes of ornamentation is prohibited. Teeth whether natural, capped or veneered shall not be ornamented with designs, jewels, initials, etc.

## V. UNIFORMS FOR SWORN PERSONNEL

~~Officers~~ Sworn employees will be required to wear a uniform as authorized by the Chief of Police. Uniform specifications will be listed in the Quartermaster's Authorized Uniform and Equipment Lists and will be pictured in the Uniform Specifications with Photographs maintained on the computer network.

Class "A" uniforms will be the department issued dark navy color long sleeve shirt and pants without cargo pockets. Class "A" uniforms will be worn with department issued badge, name tag, collar brass, whistle chain, two pens/pencils, tie, leather gear, duty boots or shoes and duty hat when directed by the Chief of Police. The whistle chain will be attached to the right shoulder epaulet button with the whistle (optional) stored inside the right shirt pocket. Class "A" uniforms are authorized for day to day patrol activities and special occasions such as ceremonies, funeral, special events or any other event authorized by the Chief of Police.

Class "B" uniforms will be the department issued dark navy color long, or short, sleeve shirt and pants with, or without, cargo pockets. Class "B" uniforms will be worn with department issued badge, name tag, collar brass (if applicable), whistle chain (optional), two pens/pencils, leather or web-gear duty belt, duty boots or shoes and duty hat or stocking cap (optional). Collar brass will be worn with the Class "B" uniform short sleeve shirt. Collar brass is not worn on the Class "B" uniform long sleeve shirt for the rank of sergeant, or corporal, ~~or patrolman~~. The rank of officer, lieutenant, captain,

deputy chief and chief of police and above will wear collar brass on the Class "B" uniform long sleeve shirt. A black crew neck type t-shirt will be worn underneath all short sleeve uniforms. A black crew neck t-shirt or mock neck type shirt will be worn underneath all long sleeve uniforms. Class "B" uniforms are authorized for day to day patrol activities or any other event authorized by the Chief of Police.

Class "C" uniforms will be the department issued navy color BDU pant and approved Fayetteville Police Department shirt. Class "C" uniforms will be worn with department issued web gear, duty boots and baseball cap (optional). Class "C" uniforms are authorized for man hunts, K-9 call-outs, training involving physical activity or during any other event authorized by the Chief of Police.

The Chief of Police will authorize special uniforms as necessary (i.e. Administrative Personnel, Emergency Response Team, Honor Guard, etc.).

A. Duty Belt: Sworn employees Officers will be issued a leather and web-gear duty belt with matching accessories. Items to be worn on the duty belt consist of holster with gun, double magazine pouch with magazines, flashlight and flashlight holder, portable radio holder with radio, handcuff case with handcuffs, keepers, pepper spray holder with pepper spray, the CEW and holster. The department supplied baton holder and baton is optional. No sunglasses, keys, knives, or any other items will be worn on the belt unless approved by the Chief of Police. If authorized to wear the uniform on a "second" job, the complete prescribed uniform for the time of year will be worn.

B. Authorized Hat:

1. Duty Hat: To be worn with the Class "A" uniform. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
2. Baseball Cap: The baseball cap may be worn with the Class "C" uniform, at the firing range, manhunts or when otherwise authorized by the Chief of Police. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
3. Stocking Cap: To be worn in cold weather. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
4. Extreme Cold Weather Cap: This item is optional, and it is not furnished by the department. This cap may be worn during extreme cold weather. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
5. Hat Badge: To be worn with the Duty Hat. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.

C. Patches: The Fayetteville Police Department patch, as designed by the department, will be worn on the left and right shoulder of all shirts one inch from the shoulder seam and centered on the sleeve. Patches on coats will be one inch from the shoulder seam and centered. No other patch, insignia, or pin will be allowed except those authorized by the Chief of Police.

D. Collar Emblems: The rank insignia shall be worn on both collars of Class "A". Rank Insignia will be worn on both collars of the Class "B" uniform short sleeve shirt. Rank Insignia is not worn on the Class "B" uniform long sleeve shirt for the rank of

sergeant, corporal, or ~~patrolman~~. The rank of **officer**, lieutenant, **captain**, **deputy chief** and **chief of police** and ~~above~~ will wear rank insignia on the Class "B" uniform long sleeve shirt. The insignia for the rank of lieutenants and above will be worn on shirt collars parallel to the shoulder. The insignia for the rank of sergeant and below will be worn with the centerline of the insignia bisecting the points of the collar. All non-ranking officers shall wear the F.P.D. emblem on the Class "A" and Class "B" uniforms in a horizontal, centered position between the tip of the collar and the neck opening. Refer to the Uniform Specifications with Photographs.

- E. Name Plate: The nameplate will be furnished by the quartermaster. It will be worn over the right pocket approximately .25 inches above the pocket flap and centered with the button. The nameplate will be worn at all times while in uniform unless otherwise authorized. See illustrations in the Uniform Specifications with Photographs.
- F. Pen and Pencil: To coincide with other metal parts of the uniform, all officers will carry pens or pencils, of which that part is exposed, will be predominately gold in color. No more than two pens or pencils will be exposed in the left pocket at one time. The pens will have black ink and the pencil ~~can~~ will be carried due to the inability of a pen to write on a damp or wet piece of paper.
- G. Tie: The tie will be worn with the Class "A" uniform. When ties are in use, they will be worn on the outside of the shirt, not tucked in. Refer to the Uniform Specifications with Photographs.
- H. Shirts and Trousers: Refer to Uniform Specifications with Photographs and the Quartermaster's Authorized Uniform and Equipment Lists.
- I. T-Shirts: A black crew neck type t-shirt will be worn underneath the short sleeve Class "B" uniform. A black mock neck type or crew neck t-shirt will be worn underneath the long sleeve Class "B" uniform. The F.P.D. long, or short sleeve t-shirt will be worn with the Class "C" uniform. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
- J. Coat/sweater: Refer to Quartermaster's Authorized Uniform and Equipment Lists.
- K. Raingear: Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
- L. Footwear: The Chief of Police has authorized footwear for patrol. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
  - 1. Authorized footwear will be kept clean and shined at all times while on duty. Black or dark Blue socks are the required uniform item. Footwear for specialized units such as Bike Patrol, E.R.T., and K-9 officers must be approved by the Chief of Police and will not be worn during normal patrol duties. Refer to the Quartermaster's Authorized Uniform and Equipment Lists.
- M. Bullet Resistant Vests: The department will issue a bullet resistant vest to each sworn ~~employee officer~~ of the department. When in uniform, **sworn employees**

officers shall wear a bullet resistant vest at all times unless specifically exempted by the Chief of Police. ~~Officers~~ Sworn employees in plain clothes are not required to wear the vest; however, all sworn employees members are required to maintain their issued vests and are encouraged to have them available should an incident arise which ~~the officer~~ may place them be at risk. The vest will be supplied by the department and replaced as necessary [CALEA 41.3.5]. Sworn employees Officers involved in high-risk tactical details shall also be required to wear a bullet resistant vest [CALEA 41.3.6].

- N. Weapons and Ammunition: The Chief of Police will designate the ammunition and weapons carried. No other ammunition or weapon will be carried except when approved by a supervisor for special circumstances and ONLY for that particular situation [CALEA 4.3.9 4.3.1 a. and b.].

## VI. DEPARTMENT-ISSUED WEAPONS AND AMMUNITON:

- A. While on duty, sworn employees ~~uniformed officers~~ will carry the department-issued weapons. All department-issued weapons and ammunition shall be listed on the department's Approved Weapons and Ammunition List.
- B. Detectives will carry only the department-issued weapons while on duty. Personal weapons must have the written approval of the Chief of Police prior to being carried as a duty weapon or as a supplemental duty weapon.
- C. Ammunition will be department-issued as approved by the Chief of Police. Authorized ammunition utilized by this department will be governed by the department's Approved Weapons and Ammunition List as maintained by the Administrative Lieutenant. A copy of this list will be maintained on the computer network [CALEA 4.3.9 4.3.1b.].
- D. Sworn employees ~~Uniformed officers and detectives~~ of this department will carry only department-issued shotguns and rifles.

## VII. DRESS CODE FOR NON-SWORN

- A. Dress Code and Appearance: The Fayetteville Police Department endorses a professional, comfortable work environment for non-sworn employees. All non-sworn employees should dress in job appropriate attire which supports this goal for our workplace. The following will govern attire for non-sworn employees.
1. Non-sworn employees will be allowed to wear:
    - b. Pants, slacks, and capri pants.
    - c. Dresses and skirts with length no shorter than three inches above the knee.
    - d. Tank and spaghetti tops only when worn with a sleeved shirt. Dressy, button up, and sleeveless tops are permissible.
    - e. Leggings or form fitting pants or capris are permissible when worn with a dress, skirt, or tunic top that is long enough to cover the mid-thigh.
    - f. Jeans during the following circumstances:
      - (1) While working as Dispatch personnel during a scheduled shift.
      - (2) Other Civilian personnel not working during regular business hours which translate as outside of 7:00 a.m. to 5:00 p.m.



- (3) Supervisors may also allow civilian personnel working 7:00 a.m. to 5:00 p.m. permission to wear jeans. Examples of this are a Friday jean day, and during other duties assigned such as cleaning, evidence room assistance, or during periods of inclement weather.
2. Employees should use common sense regarding attire and refrain from wearing unlaundered, sloppy, or overly provocative clothing to work.
3. Specifically prohibited clothing shall include:
  - a. Clothing that exposes the midriff, back, or that has a low-cut neckline.
  - b. Spaghetti strap tops, tank tops not simultaneously worn with a sleeved shirt, tube tops, halter-tops, or netted shirts.
  - c. Clothing exposing undergarments.
  - d. Clothing that is torn, frayed, or that has holes.
  - e. Attire or accessories that display suggestive language, derogatory comments, or slogans.
  - f. Clothing that is inappropriately revealing.
  - g. Short pants.
  - h. Sleepwear including pajama pants.
  - i. Sweat pants.
  - j. Leggings that are not worn underneath a dress, skirt, or tunic that are long enough to cover mid-thigh.
  - k. Yoga, athletic, or work-out type pants.
  - l. Flip Flops (Any type of sandal that fits between your toes and only has "one" strap holding it on your feet, whether dress or casual)
4. Tattoos, brands and intentional scarring:
  - a. Non-sworn employees of the Fayetteville Police Department shall not display tattoos, brands, and intentional scarring on their neck or head during their work hours. If a non-sworn employee has tattoos, brands, or intentional scarring on their neck or head, it must be covered by hair, skin-tone, black or blue patch or by other discreet methods.
  - b. Non-sworn employees can display authorized tattoos on their body in places other than their neck or head. Non-sworn employees must submit a Fayetteville Police Department Tattoo Disclosure Form, a Tattoo Approval Form, and photographs or renderings of the tattoo, brand, or intentional scarring to their assistant division manager or division manager if there is no assistant manager in the division. The assistant manager or division manager will forward the forms, along with their recommendation, through the chain of command, and the Chief of Police or his/her designee will have the final authority on any decision regarding the appropriateness of any tattoos, brands, and intentional scarring.
  - c. Approved tattoos cannot be considered lewd, crude, racist, sexist, violent, display unacceptable attitudes towards men, women, minority groups or any other sections of the community; or alignment with a particular group which could give offense to members of the community.

## B. Violation of Dress Code

1. The non-sworn employee's immediate supervisor will have the authority to determine if an employee's attire violates this policy. Any non-sworn employee who is found in violation of the dress code will be sent home to change. Time

away from work to change clothes will be charged to accrued leave banks or leave without pay. Disciplinary action will be taken in accordance with the city and department's policies.

2. Clothing worn by all non-sworn personnel should be clean and well-kept. Likewise, personnel should maintain an average or higher degree of personal cleanliness.

# ***POLICIES, PROCEDURES, AND RULES***

<b>Subject:</b> 46.1.2 Critical Incidents	<b>Effective Date:</b>
<b>Reference:</b>	<b>Version:</b> 2
<b>CALEA:</b> 46 46.1.2, 46.1.1, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.9, 46.2.1 NT, 46.2.6 NT, 46.2.7, 46.3.1 NT, 46.3.2	<b>No. Pages:</b> 6

## **I. PURPOSE**

The Fayetteville Police Department must have guidelines for response to critical incidents. Critical incidents are situations, sometimes of an emergency nature, that result from disasters, both natural and man-made, and civil disturbances. Critical incidents also include special events requiring Fayetteville Police Department personnel assignments. The Fayetteville Police Department will follow the standard Incident Command System (ICS) protocols within the structure of the National Incident Management System (NIMS) [CALEA 46.1.2]. Not every incident will require the activation of the entire ICS protocol.

## **II. DEFINITIONS**

- A. Continuity of operations plan (COOP) and Continuity of Government Plan (COG) are efforts to assure that the capability exists to continue essential agency functions throughout any potential emergency. The primary objectives of these plan are to ensure the continuous performance of a department or agency's essential functions/operations during an emergency, protect essential facilities/equipment/vital records/and other assets, reduce or mitigate disruptions to operation, assess and minimize damage and losses, facilitate decision-making during an emergency, achieve a timely and orderly recovery from an emergency, and resumption of full service to the community.

## **III. POLICY**

### **A. Critical Incidents**

1. The Patrol Captain is responsible for coordinating the planning functions for response to an unusual occurrence. The first officers to arrive on the scene will be responsible for the initial response, assessment, and required notifications [CALEA 46.1.1].
2. The Chief of Police or his designee will appoint personnel to fill the command function when it is necessary to utilize the ICS. The command function will address the following at a minimum: [CALEA 46.1.3]

- a. Activating the incident command system;
  - b. Establishing a command post;
  - c. Initiating the notification and mobilization of additional agency personnel;
  - d. Obtaining support from other agencies;
  - e. Establishing a unified command;
  - f. Establishing a staging area, if necessary;
  - g. Providing public information and maintaining media relations;
  - h. Maintaining the safety of all affected personnel; and
  - i. Preparing an after action report.
3. The Chief of Police or his designee will appoint personnel to fill the operations function when it is necessary to utilize the ICS. The operations function will be responsible for coordinating the following: [CALEA 46.1.4]
- a. Establishing perimeters;
  - b. Conducting evacuations;
  - c. Maintaining command post and scene security;
  - d. Providing for detainee transportation, processing, and confinement;
  - e. Directing and controlling traffic; and
  - f. Conducting post-incident investigation.
4. The Chief of Police or his designee will appoint personnel to fill the planning function when it is necessary to utilize the ICS. The planning function will address the following at a minimum: [CALEA 46.1.5]
- a. Preparing a documented incident action plan;
  - b. Gathering and disseminating information and intelligence; and
  - c. Participating in a COOP / COG; and
  - d. Planning post-incident demobilization.
5. The Chief of Police or his designee will appoint personnel to the logistics function when it is necessary to utilize the ICS. The logistics function will be responsible for coordinating the needs of the following: [CALEA 46.1.6]
- a. Communications;
  - b. Transportation;
  - c. Medical support;
  - d. Supplies; and
  - e. Specialized team and equipment.
6. The Chief of Police or his designee will appoint personnel to fill the finance/administration function when it is necessary to utilize the ICS. The finance/administration function will address the following at a minimum: [CALEA 46.1.7]
- a. Recording personnel time;
  - b. Procuring additional resources;

- c. Recording expenses; and
  - d. Documenting injuries and liability issues; and
  - e. Preparing appropriate reimbursement documents if applicable.
7. All sworn personnel will receive training in Critical Incident Response. The Training Division will establish and schedule annual refresher training for all sworn officers and affected non-sworn personnel in emergency procedures that will specifically target the understanding and practical application of the Incident Command System and the department's role in the Emergency Plan for the City of Fayetteville. The department will strive to conduct or participate in one training exercise per year. Personnel will be assigned to participate in the exercise, while maintaining patrol and investigative staffing. Participation will be documented [CALEA 46.1.9 a., b.].

## B. Special Operations

1. Sworn personnel will usually be the first to encounter a situation involving a critical incident and will initiate procedures in an attempt to resolve the situation by implementing the following measures: [CALEA 46.2.1 NT]
  - a. Dispatch enough personnel to the scene to effectively contain and isolate the situation;
  - b. Attempt to prevent escalation of the situation;
  - c. Take any action deemed necessary to preserve life;
  - d. Should the on-scene incident commander determine that an event requires specialized units to supplement patrol functions, the scene will be secured and an appropriate perimeter established. The Communications Division will contact the requested specialized units for response [CALEA 46.2.1 a., b. NT].
  - e. The on-scene incident commander will coordinate the various specialized units with other personnel. Cooperation is an expectation for all involved personnel and providing for the safety of officers is a paramount goal [CALEA 46.2.1 d., e. NT].
  
2. Deployment of specialized units CALEA 46.2.1 c. NT]:
  - a. Emergency Response Team (ERT) – deployed upon authorization of a captain or higher ranking officer; refer to policy [46.2.1].
  - b. Crisis Negotiation Team (CNT) – deployed upon authorization of a captain or higher ranking officer
  - c. Criminal Investigation Division (CID)– deployed upon the request of supervisory personnel
  - d. Tactical Dispatch Team – deployed upon authorization of a captain or higher ranking officer
  - e. Bomb Squad – supervisory personnel may request assistance from an authorized bomb squad
  - f. Public Information Officer- deployed upon the request of supervisory personnel
  - g. K9 Division- deployed upon the request of supervisory personnel
  - h. Any other unit- deployed upon the request of supervisory personnel

3. All VIP security requests will be made to the department's special events supervisor who will coordinate the security detail and all employees assigned. A VIP is defined as a very important person, dignitary, famous personality, notorious person, or any other person in need of special security. The following guidelines in VIP security detail will be addressed: [CALEA 46.2.6]
  - a. The special events supervisor will have access to all department equipment and vehicles for the purposes of VIP security.
  - b. Travel routes and alternate routes will be planned in consideration to safety and time. Potential problems will be specifically detailed.
  - c. An inspection of the area for the security detail will be conducted prior to the arrival of VIP when necessary. Gathering intelligence will be a key component during inspections.
  - d. The special events supervisor will ensure coordination with other city departments and outside agencies.
  - e. Emergency first aid, ambulance services, and medical facilities will be identified in planning meetings that take place prior to VIP security details. These entities will be given advanced notice and may be used as part of planning the detail.
  - f. The special events supervisor will assign a radio channel for the department's communication radio system that will preclude interference from normal operations.
  - g. Personnel assigned to VIP security detail may have specific identification designations such as lapel pins or armbands. The chosen designations should facilitate identification of authorized security personnel.
  
4. The Fayetteville Police Department will ensure that at least one supervisor is assigned to special events, and that supervisor will be responsible for event planning and coordinating. Fayetteville Police Department supervisors will adhere to the following special events guidelines: [CALEA 46.2.7]
  - a. Under the direction of the special events supervisor, estimates for traffic, parking, crowd-control, and criminal problems will be assessed for special events. This supervisor or delegate will meet or confer with representatives of participating organizations, planning committees, and other departments to coordinate plans and exchange information as necessary.
  - b. The department will establish contingency plans for traffic direction and control prior to major special events.
  - c. Personnel assigned to any division within the department may be used to ensure this department meets and performs its obligations and duties at any event. The special events supervisor will ensure that appropriate relief of assigned personnel occurs with the assistance of other supervisory levels of the event and supervisors working in normal operations.
  - d. Logistical requirements will be addressed to ensure the safety of those in attendance. Requirements that must be considered are fixed post assignments, roving post assignments, barricades and their positioning, traffic direction and control, and emergency personnel and vehicle access. When necessary, the

special events supervisor will coordinate with the ERT supervisor for required tactical and special needs.

- e. The special events supervisor shall ensure coordination occurs in respect to Fayetteville Police Department personnel and outside agencies.
  - f. The special events supervisor will coordinate with the department's PIO to address the news media.
5. The supervisor assigned to the critical incident and/or special event will ensure that an after-action report is completed using an after-action report template. An after-action report template will be readily accessible to all sworn personnel. Completed after-action reports will be filed on the agency's computer network with the event title as a reference [CALEA 46.1.3 hi.].

### C. Homeland Security

1. The Fayetteville Police Department maintains liaison with other organizations for the exchange of information relating to terrorism: [CALEA 46.3.1]
  - a. Information gathered through hotlines such as Crime Stoppers, emergency (911), or non-emergency telephone lines shall be evaluated and forwarded to the Criminal Investigation Division and if necessary, to the Patrol Division and appropriate state, federal, or private agencies.
2. It is the policy of Fayetteville Police Department that each officer take part in gathering and reporting information related to terrorism: [CALEA 46.3.2]
  - a. Any officer receiving information concerning possible terrorism activities will immediately notify the supervisor on duty and complete a written report.
  - b. The supervisor will determine the validity of the information and the appropriate response from the department, which may include notification of the patrol captain, CID, other local law enforcement agencies, or the appropriate state, federal, or private agencies.
3. The Fayetteville Police Department will provide terrorism awareness information within its service area: [CALEA 46.3.31]
  - a. Information pertinent to Fayetteville and the surrounding area shall be disseminated throughout the various task forces, boards, departments, and community awareness methods whenever information is found to be credible.
  - b. The information shall be shared with persons and/or organizations holding proper security clearance and on a need to know basis, depending on the information gathered so as not to provoke a panic or misinformation from the information being disseminated.
  - c. Secure information shall only be disseminated to appropriate personnel.
4. As part of training provided for all sworn personnel in critical incident response, awareness level training for events involving hazardous materials will be provided.

Officers should be provided with basic knowledge to recognize a hazardous situation for which they can implement basic procedures to have authorities with the required technical abilities assess the situation [CALEA 46.3.42].

5. The Fayetteville Police Department shall make every attempt to comply with state and federal law and guidelines established by the Department of Homeland Security when responding to and reporting chemical, biological, radiological, and nuclear (CBRN) events.
  
6. The Fayetteville Police Department quartermaster will be responsible with continuously maintaining and storing an adequate amount of communicable disease control supplies for use by first responders. These supplies will be made available for each patrol unit and shall be part of the department's vehicle inspection process governed in FPD Policy 41.1.1 that is overseen by assigned primary and secondary supervisors. The following supplies will be issued including, but not limited to:
  - a. Latex gloves
  - b. Face shields
  - c. Appropriate protective clothing
  - d. Shoe covers
  - e. Dust masks
  - f. Hand sanitizer
  - g. Container for supplies