

Augusta Police Department



Policies

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	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 1A	Response to Resistance		
Rescinds:	Previous Version	Charles Blackmar Chief of Police	
Effective: 07-13-2021	10-16-2017		
Distribution: 07-13-2021	Sworn Personnel	References:	

A. Purpose

To provide an official guide, outlining the way to do many of the routine operations that confront the Augusta Police Department. To provide efficient methods as well as high standards of procedure which are to be recognized as official policy and applied on a Department wide basis.

B. Scope

This procedure shall apply to all Augusta Police personnel, effective October 9, 2017 until such time as it is superseded, revoked or rescinded.

C. Procedure

- a) The procedural manual will be used as a guide in performing various departmental tasks.
- b) Personnel will not deviate from procedure except when absolutely necessary and in case of such an occurrence; they must be able to justify such deviation.
- c) Procedure will be issued by authority of the Chief of Police.
- d) Every officer and employee will thoroughly acquaint themselves with all procedures.
- e) The Chief of Police may cancel, revise, amend or add to any procedure whenever he/she deems necessary. Assistant Chief, Command Officer, Supervisor may request changes in the procedure by submitting, in writing to the Chief of Police, reasons why change is necessary or desirable. The Policy and Procedures shall be reviewed annually for needed revision and updates.

	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 1B	Mission Statement & Core Values		
Rescinds:	Prior Versions	Charles R. Blackmar	
Effective:	10/16/2017	Chief of Police	
Distribution:	All Personnel	References:	

Mission Statement

As employees of the Augusta Police Department we recognize that Service and Integrity are the cornerstones from which our Department is built. We will continually strive to enhance our knowledge, skills and ability to enforce the law, protect life and property, detect and deter crime, preserve the peace, and enhance the quality of life for all of the City of Augusta residents in a highly efficient and professional manner.

Core Values

- LEADERSHIP:** Developing leadership in our employees through the process of creating an organizational climate that fosters learning, opportunity, ownership, and accountability.
- COMMUNITY:** Fostering positive community relationships through community involvement and partnerships and recognizing that we are a part of, and representative of, a diverse community
- SERVICE:** A commitment to providing professional police services to enhance the quality of life for the City of Augusta residents and our employees.
- EFFICIENCY:** Striving to enhance our ability to serve the public and our employees through a continuous process of evaluation of performance, maximizing the use of both human and technological resources, and encouraging diversity of thought and approaches to problem solving.

	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 2A	Code of Ethic, Law Enforcement Officer		
Rescinds:	Previous Version	Charles Blackmar Chief of Police	
Effective:	10-16-2017		
Distribution:	Sworn Personnel	References:	

A. Purpose

To set in place a code of ethics that provides police officers direction and focus as they perform their duties.

B. Scope

This code of ethics shall apply to all sworn Augusta Police personnel, effective October 16, 2017 until such time as it is superseded, revoked or rescinded.

C. Augusta Police Department Law Enforcement Code of Ethics

Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives that impel police officers to discharge their responsibility in full measure.

Police officers' lives are ones of self-sacrificing service to a high ideal, based upon their recognition of the responsibilities entrusted to them and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to protect the weak, to aid the distressed, and to apply the law without prejudice. They accept the obligation to report facts and to testify without bias or display of emotion, and to consider all information coming to their attention by virtue of their position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of their office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

They are respectful and courteous to all citizens. They serve their community with zeal, courage, dedication, and fidelity. They are faithful and loyal to their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies in matters of mutual interest and obligation.

Chapter 2A: Code of Ethics, Law Enforcement Officer

There must be a moral philosophy, or strong appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Augusta Police Department will be required to conform to a high standard of personal conduct.

Members shall:

Be honest in all matters.

Face their problems with determination and persistence.

Avoid the use of obscene, profane, or abusive language.

Keep their mind and body sound and healthy.

Be loyal to the law enforcement service and to their associates and neither divulge nor tolerate gossip detrimental to any member of the Department.

Encourage their associates to fully discharge the obligation of their office and assist associates promptly and energetically.

Foster in all personnel a sensitivity to misconduct and have the courage to strive against it.

Take their oath of office without reservation or evasion.

	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 3A	Chief of Police, Authority and Responsibilities		
Rescinds:	Previous Version	Charles Blackmar Chief of Police	
Effective: 07-13-2021	10-16-2017		
Distribution:	Sworn Personnel	References:	

A. Purpose

To set forth duties and responsibilities of the Chief of Police of the Augusta Police Department.

B. Scope

This procedure shall apply to the Chief of Police and the Assistant Chief of Police of the Augusta Police Department effective October 9, 2017, until such time as it is suspended, revoked or rescinded.

C. Procedure

The Chief of Police of the Augusta Police Department duties and responsibilities shall include, but are not limited to, the following:

1. The Chief of Police, or in his/her absence the Assistant Chief of Police, of the Augusta Police Department shall be the head of the department and shall be the final department authority in all matters of policy, operations, and discipline, and be subject to the regulations of the City Council and/or the Mayor.
2. The Chief of Police shall see that all Federal laws, Kentucky State laws and Augusta City Ordinances are enforced by the members of the Augusta Police Department at all times.
3. The Chief of Police shall administer and enforce rules and regulations for the control, disposition, and discipline of the department and of its officers and employees.
4. The Chief of Police, in accordance with the rules and regulations here within, shall have the power and authority to discipline members of the department for noncompliance with the rules, regulations, procedures, and lawful orders issued by him/her or any commanding officer and shall report such disciplinary action to the City Council at the next regular scheduled meeting, with the approval of the Mayor.

Chapter 3A: Chief of Police, Authority and Responsibilities

5. The Chief of Police shall assign details, powers, functions, and duties to officers and employees within the department; including but not limited to assigning any or all of the officers and employees to a specific place in the city or county where their services may be required.
6. The Chief of Police shall delegate such of his/her powers as he/she may deem necessary for the efficient administration of the department to be exercised under his/her direct supervision.
7. The Chief of Police, or his/her designee, shall attend all regularly scheduled meetings of the Augusta City Council to report each month's activity of the Police Department; including but not limited to: the number of arrests, the number of traffic citations/warnings, the number of offense reports, the number of accident reports, and other general police activities. The Chief of Police shall also keep order at these meetings.
8. The Chief of Police shall be notified when charges are filed in his/her office against a member of the Augusta Police Department. The Chief of Police shall then immediately transmit the charges to the City Council, along with the names of witnesses to be subpoenaed, so that the charges may be properly investigated.
9. The Chief of Police, or his/her designee, shall assure that proper records are kept and maintained within the Augusta Police Department. Including but not limited to: offense reports, accident reports, property receipts and monthly activity logs.
10. The Chief of Police shall delineate the internal organization of the department and the duties of his/her subordinates and assistants.
11. The Chief of Police shall prepare the Police Department budget for submission to the mayor.

	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 3B	Command/Supervisory Officers, Accountability, Authority and Responsibilities		
Rescinds:	Previous Version	Charles Blackmar Chief of Police	
Effective: 07-13-2021	10-16-2017		
Distribution:	Sworn Personnel	References:	

A. Purpose

To establish criteria and procedure to promote a common understanding for the accountability, authority, and responsibility for supervisory officers.

B. Scope

This procedure shall apply to all Augusta Police Department command officers and supervisors effective October 9, 2017 until such time as it suspended, revoked or rescinded.

C. Definitions

- a) Command Officer - Assistant Chief/Major
- b) Supervisor - Sergeant

D. Procedure

All Augusta Police Department command officers and supervisors shall be accountable for insuring that all subordinates under his/her command shall receive but are not limited to the following listed duties and responsibilities. The below is intended to describe the general content of the requirements of this job, including the essential functions. It is not construed as an exhaustive statement of duties, requirements or responsibilities.

Command and Supervisory Officers: In addition to the general and individual duties and responsibilities of all members and employees, command and supervisory officers are specifically responsible for the following duties and responsibilities.

1) Supervision

- a) Closely supervise the activities of their subordinates, making corrections where necessary and commending where appropriate.

2) Leadership

- a) Provide on-the-job training as needed for efficient operation and coordination of effort when more than one member or employee is involved.

Chapter 3B: Supervisory Officers, Accountability, Authority and Responsibilities

- 3) Direction
 - a) Exercise direct command in a manner that assures the good order, conduct, discipline, and efficiency of subordinates. Exercise of command may extend to subordinates outside their usual spheres of supervision if the police objective or reputation of the department so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily.
- 4) Enforcement of Rules
 - a) Enforcement of department rules and regulations and requiring compliance with department policies and procedure.
- 5) Inspection
 - a) Inspection of activities, personnel, reports, and equipment under their supervision and initiation of suitable action in the event of a failure, error, violation, misconduct or neglect of duty by a subordinate.
- 6) Assisting Subordinate
 - a) Have a working knowledge of the duties and responsibilities of his/her subordinates. Observing contacts made with the public by his/her subordinates and being available for assistance or instruction as may be required. He/she shall respond to calls of serious nature and others unless actively engaged in a police incident. He/she shall observe the conduct of the assigned personnel and take active charge when necessary.
- 7) Evaluation of Shift Personnel
 - a) The evaluation process is a day-to-day responsibility. The strength and weaknesses of an individual's performance must be identified and reviewed on an ongoing basis.
 - b) The written, formal job performance evaluation is a summary of these ongoing feedback sessions, with the intended goal of maximizing the performance of each employee. The evaluation should result in an improved understanding of the nature and quality of work, and reinforce the level of future work performance expected.
- 8) Promotion of Proper Morale and Attitude
 - a) Positive Attitude
 - b) Promoting the goals and objectives of the department.
- 9) Overall Responsibility of Shift Activities
 - a) Directing activities of the shifts in accordance with the goals and objective of the department, as formulated by the Chief of Police.

Chapter 3B: Supervisory Officers, Accountability, Authority and Responsibilities

- 10) Assist the Chief of Police with annual police budget preparation, including written reports and analysis of budgetary items.
- 11) Other tasks assigned by the Chief of Police

	Augusta Police Department		
	Augusta, Kentucky		
	Rules, Regulations and Procedures		
	BY THE AUTHORITY OF THE CITY OF AUGUSTA		
Chapter: 3C	Patrol Officers, Accountability, Authority and Responsibilities		
Rescinds:	Previous Version	Charles Blackmar Chief of Police	
Effective: 07-13-2021	10-16-2017		
Distribution:	Sworn Personnel	References:	

A. Purpose

To establish criteria and procedure for the accountability, authority, and responsibility of patrol officers.

B. Scope

This procedure shall apply to all Augusta Police Department patrol officers effective October 9, 2017, until such time as it suspended, revoked or rescinded.

C. Procedure

Responsible for maintaining law and order, for protecting life and property, and performing other police related activities, including patrol. This is skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The list below is intended to describe the general content of the requirements of this job, including the essential functions. It is not construed as an exhaustive statement of duties, requirements or responsibilities.

Patrol Officers: In addition to the general and individual duties and responsibilities of this position, police officers are specifically responsible for the following duties and responsibilities.

- 1) Patrol of city streets
 - a) By vehicle
 1. Operate Emergency Vehicle
 - b) By foot
 - c) Execute Motor Vehicle Stops and Investigate Occupants

- 2) Enforcement of Laws
 - a) Federal
 - b) State
 - c) Ordinances
 - d) Arrest and Detain Persons
 - e) Intervene in and Control Human Conflicts
 - f) Use Deadly Force

Chapter 3C: Patrol Officers, Accountability, Authority and Responsibilities

- 3) Investigations
 - a) Report Writing
 - b) Securing Scene
 - c) Gathering Evidence
 - d) Interview Witness(es)
 - e) Interviewing Suspect(s)
 - f) Conduct Search and Seizure
 - g) Present Evidence and Testimony
- 4) Traffic
 - a) Prevent and Discover Citations for Traffic Violations
 1. Radar
 2. Observance
 - b) Control Traffic
 1. Accidents
 2. Fires
 3. Parades
 4. School
 5. Road Hazards
 6. Escorts
 - c) Respond to and conduct investigations of Motor Vehicle Accidents
- 5) Report Writing
 - a) Detailing the Facts
 1. Crimes
 2. Accidents
 3. Emergency Response Situations
 4. Other Situations Responded to During Shift of Duty
 - b) Read Reports and Other Work Related Documents and Materials
- 6) Provide Emergency Services and Assistance
- 7) Use Physical Energy and Exertion to Perform Duties
- 8) Develop and Maintain Positive Community and Interpersonal Relations