



# LAW ENFORCEMENT OPERATIONS POLICY AND PROCEDURES

## Chapter 1: Introduction and General Provisions

**Revised:**

**Last Reviewed:**

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### **I. INTRODUCTION:**

The Technical College System of Georgia Department of Public Safety is constituted under statutory authority granted by O.C.G.A. § 20-4-39. Under this authority, the Technical College System of Georgia and the constituent Technical Colleges of the Technical College System of Georgia appoint peace officers with full law authority for law enforcement and security maintenance in and within 500 feet of areas controlled or administrated by the Technical College System of Georgia.

The Technical College System of Georgia Commissioner is responsible for the system-wide coordination of certain police service functions. This responsibility is executed through the Technical College System of Georgia Police Chief. It includes coordination of the development of training and performance standards, collection and dissemination of crime prevention information, liaison with other agencies in the Criminal Justice System, organization planning for inter-campus mutual assistance, and development of police services policies and standards. Oversight for security and law enforcement at each College is assigned to the College Presidents, who are responsible for campus organization, operation, internal administration, and discipline. In addition, the President of each College has established a police or public safety department responsible for law enforcement and protecting the lives and property of the general public, students, faculty, and staff.

Each College police department has a Police Chief appointed by the President of that College. Each Chief of Police has the responsibility to adopt and publish policies and procedures for assisting and guiding the members of their campus police departments. Policies and Procedures for campus police departments issued by the authority of the Chief of Police shall have the same authority as the system-wide Police Policies and Administrative Procedures. Local regulations, including General and Special Orders,

Procedural Memoranda, and instructions, may be written more restrictively than system wide Police Policies and Administrative Procedures; however, they may not be written to supplant or diminish the system-wide Policies and Procedures.

All employees of each College Police Department shall comply with applicable system-wide Police Policies and Administrative Procedures as well as with policies and procedures issued locally by the individual College Police Department, except where a Georgia Law or court decision supersedes a policy or procedure. The terms "peace officer," "sworn personnel," "police officer," and "officer" are synonymous when used in this manual. Policies and procedures which refer to "officers" apply to all sworn personnel and are informational for non-sworn personnel.

TCSG Department of Public Safety guides the twenty-two (22) constituent institutions in campus safety/security, emergency management, Clery compliance, Behavioral Intervention Teams, mutual aid agreements, continuity planning, law enforcement accreditation, and the regular assessments of each. The office also serves as a direct liaison between the institutions and local, state, federal, and private agency counterparts. This collaboration enhances strategic planning, within the Technical College System and with external agencies. These efforts ensure that the Technical College System and its institutions are better prepared to respond to critical incidents. The Chief of Police/Director of the TCSG DPS is the chief law enforcement officer for the Technical College System of Georgia, maintaining the administration of all areas described herein. The Technical College System of Georgia Police Chief serves as the Coordinator of Police Services and is appointed by the Commissioner. The Coordinator must be a Chief of Police and has the responsibility to:

- Coordinate development and dissemination of System policies, procedures, and professional, and training standards for police services;
- Provide for dissemination and inter-campus exchange of information regarding mutual assistance and development of police services policies and standards;
- Serve as liaison for the system with community, State, and other Criminal Justice System agencies; and
- Assist the College Presidents in selecting and hiring Police Chiefs and other police-related matters as requested.

The system-wide Council of Chiefs is a duly constituted advisory body consisting of the Chiefs of Police of the 22 Colleges and the TCSG Police Chief. The Council meets as needed to establish a liaison, review College Police issues, and offer recommendations regarding policy and procedures. The Council is an advisory, collaborative, information-sharing, and problem-solving body. To assist in coming together to serve this role, the Council has adopted the following processes:

- A. Consensus
  - a. The Council recognizes that the effectiveness of the Council depends upon the support of its members. Therefore, the Council shall strive to gain the support of all members through consensus prior to final decision-making.

- b. Consensus decision-making requires flexibility on the part of members, recognizing that a member does not have to support a decision enthusiastically but must be able to abide by the group decision.
  - c. Consensus also requires the active participation of all members, including sharing information, interests, ideas, and opinions.
- B. Robert's Rules of Order
- a. If the Council cannot reach a consensus on a particular issue, Roberts' Rules of Order (revised) shall govern any point of parliamentary procedure not addressed.
- C. Decisions Requiring a Vote
- a. A majority vote shall determine Council recommendations following an effort to reach a consensus on the question being considered.
- D. Member Votes
- a. Every member shall have one vote.
  - b. A majority of the quorum present at a meeting must authorize decisions.
  - c. Any member may request a vote on a Council decision.
  - d. Any member may request that their vote be recorded.
- E. Quorum
- a. Decisions shall be made at meetings where there is a quorum.
  - b. The quorum requirements of Robert's Rules of Order will be determined if a quorum is present.

**II. ESTABLISHMENT OF CHAIN OF COMMAND:**

**A College Police Department is organized by the Chief of Police of each College who is responsible for establishing a Chain of Command.**

- A. The Chief of Police shall publish a General Order/Departmental Policy or Procedure establishing the Chain of Command.
- B. All sworn personnel shall follow the established Chain of Command in their responsibilities.

**III. RESPONSIBILITIES OF SWORN PERSONNEL:**

**The responsibilities of each rank in a police department are described in the following sections. Not all ranks will exist in each College Police Department.**

- A. Chief of Police

- a. Under the general administrative direction of the College administrator responsible for police, the Chief of Police shall be responsible for and has commensurate authority to command, direct, and organize a police department for a TCSG College.
- b. This includes establishing objectives for the department; developing department policies and procedures; preparing the budget; and selecting, appointing, training, disciplining, and promoting officers and employees in the department.

B. Assistant Chief of Police/Captain

- a. Under the general direction of the Chief of Police, an Assistant Chief of Police/Captain may be assigned the management of two or more divisions or units within the department. It shall be responsible for providing assistance to the Chief of Police in the development and administration of departmental policies and procedures, managing the department budget, and other administrative duties assigned.
- b. Second in rank to the Chief of Police, an Assistant Chief of Police/Captain shall assume full responsibility for command of the department in the absence of the Chief, per the Chain of Command established by the Chief. Generally, within the Technical College System of Georgia Police Department, Assistant Chiefs of Police and Captains are of equal rank, with the differences reflecting working-title conventions of the geographic area or the operational needs of the campus. Depending on operational needs, a campus may make distinctions between the ranks, if necessary, with the Captain reporting to the Assistant Chief.
- c. The Assistant Chief of Police/Captain provides continuous command and supervision in the absence of the Chief of Police and performs related duties as assigned by the Chief of Police.

C. Lieutenant

- a. In addition to the general and individual responsibilities of each officer, a Lieutenant shall be responsible for the following:
  - 1. Planning, directing, and managing the assigned activities of a division or unit of the department.
  - 2. Initiating administrative and command leadership when necessary to fulfill a functional police responsibility.
  - 3. Disseminating orders, policies, and procedures to all assigned personnel.
  - 4. Ensuring the adherence to these policies and procedures and the proper performance of duties by each member of a division or unit.

5. Making recommendations concerning the hiring, disciplining, and terminating department employees.
6. Enforcing rules and regulations among assigned personnel.
7. Reporting violations of policies and procedures.
8. The immediate relief or suspension from duty of any department employee when it is necessary to protect the employees' welfare, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable System and Local Policies.
9. Providing continuous command and supervision in the absence of the Assistant Chief of Police.
10. Performing related duties as assigned by the Assistant Chief of Police/Captain or Chief of Police.

D. Sergeant

- a. In addition to the general and individual responsibilities of each officer, a Sergeant shall also be responsible for the following:
  1. Inspecting, scheduling, and supervising the activities of assigned personnel.
  2. Disseminating orders, policies, and procedures to all assigned personnel.
  3. Ensuring the adherence to these policies and procedures and the proper performance of assigned duties by all personnel.
  4. Enforcing rules, regulations, and policies with all assigned personnel.
  5. Reporting violations of policies and procedures.
  6. Initiating the immediate relief or suspension from duty of any officer or employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable System and Local Policies.
  7. Making recommendations, as requested, for hiring, disciplining, and terminating department employees.
  8. Working closely with and providing leadership to employees.

9. Providing functional supervision for employees not directly under the sergeant's supervision.
10. Providing job training to ensure proper performance by assigned personnel.
11. Providing necessary command in the absence of a ranking officer.
12. Working such hours or performing tasks as assigned by a ranking officer.
13. Performing related duties as assigned by the Lieutenant, Assistant Chief of Police/Captain, or Chief of Police.

E. Individual Responsibilities of Officers

a. All sworn personnel of the department are individually responsible for the following:

1. The proper execution of assigned duties.
2. The prevention of crime.
3. The suppression of crime.
4. The enforcement of laws.
5. The arrest of offenders.
6. Maintenance of proper public and community relations.
7. Maintenance of discipline.
8. Adherence to rules, regulations, orders, and departmental procedures and policies.
9. Enforcement of rules, regulations, orders, policies, and procedures among junior officers and employees.
10. Reporting promptly through the chain of command any violation of System-wide Policies and administrative procedures, criminal statutes, or any other misbehavior committed by another department employee.
11. Initiating police action when necessary.
12. The proper maintenance, use, and operation of facilities, materials, supplies, and assigned equipment.

13. Promoting College Police morale.
14. Behaving professionally and ethically at all times, on and off duty.
15. Working locations, such hours, and performing tasks assigned by a ranking officer.
16. Protecting the Constitutional Rights of all individuals.
17. Performing related duties as assigned by the Sergeant, Lieutenant, Assistant Chief of Police/Captain, or Chief of Police.

F. General Responsibilities of Employees

- a. It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the College Police and, to the best of the employee's ability, those duties assigned by a supervisor.
- b. Ranking Officer. When two or more officers are on duty together, the officer of the highest rank is in command and will be held responsible. However, for a special detail and a specified period, an officer may be designated by the commanding officer to take command without regard to rank. When other officers are dispatched to assist, the assigned officer is considered the ranking officer.
- c. Authority of Supervisors. Officers with a supervisory rank or designation within a department have authority over all subordinates.

**IV. GENERAL PROVISIONS:**

A. Purpose

- a. Establishes an Operations Manual as the official policy to which all personnel of the Technical College System of Georgia (TCSG) law enforcement agencies shall conform.
- b. Establishes a method of distribution and revision of the Manual.
- c. Establishes each employee's accountability for the Manual, in content and care.

B. Procedure

- a. Establishment of the Manual
  1. A Standard Operations Manual is hereby established. All personnel are responsible for knowing, understanding, and conforming to the Manual's contents. Any questions about this Manual shall be brought to the attention of the employee's immediate supervisor.
  2. This Manual provides only internal Agency guidance. It is not intended to, does not, and may not be relied on to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or

criminal. No limitations are hereby placed on otherwise lawful actions that the Agency may undertake.

3. This Manual is intended to be comprehensive. When the contents of this conflict with earlier Agency statements, policies, procedures, or rules, the Manual will control. Should a situation arise upon which an Agency policy or procedure predating this Manual relates to a subject not covered by the Manual, the prior statement controls, this situation should be brought to the attention of the agency's Chief of Police and the Chief of Police of the TCSG Department of Public Safety (TCSG DPS.)
  4. This Manual is a composite of current policies, procedures, and rules pertaining to the TCSG Law Enforcement Agencies. All existing manuals, orders, or other regulations that conflict with the contents of this Manual is hereby revoked. Those orders and regulations that are not revoked shall remain in effect.
  5. Any section, sub-section, item, clause, or phrase found to be in contravention of the laws of this State, or of the United States, or the decisions of the Courts of this State or the United States Supreme Court shall be null and void. All other sections, sub-sections, items, clauses, and phrases shall remain in full force and effect.
- b. Contents of the Manual
1. The Manual was written to emphasize safety issues, areas of high liability, prosecutorial conviction requirements, and the overall efficiency and effectiveness of general agency operations. Additional requirements pertaining to specialized areas within each agency will be addressed at the agency level.
- c. Structure of the Manual
1. Each chapter starts with purpose statements, listing the main areas to be addressed. This is followed by a procedures section that further clarifies and gives additional direction to the purpose statements.
- C. Responsibility / Distribution
- a. An electronic copy of the TCSG Law Enforcement Operations Manual will be kept on a computer readily accessible to every employee of every TCSG law Enforcement agency.
  - b. Each agency shall update its Manual as revisions, deletions, and additions are made.
  - c. Additions / Deletions / Revisions - Other clarifications and changes to this Manual will be in the form of general orders, special orders, memoranda, and standard operating procedures. **(GLECP Std. 3.1c)**
- D. General Orders **(GLECP Std. 3.1a)**
- Purpose: To provide written directives from the TCSG DPS Chief of Police announcing changes in TCSG rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order. General Orders are consecutively numbered. Therefore, they will state the year and Order number (Example: 2021-01).



- E. Special Orders (**GLECP Std. 3.1b**)  
Purpose: To provide self-canceling or temporary written directives by the TCSG DPS Chief of Police or their designee. Special Orders include the effective dates and the date of issue. Special orders are normally used to affect individuals' status or change assignments.
  
- F. Memoranda  
Purpose: To disseminate general information from the TCSG DPS Chief of Police or their designee.
  
- G. Standard Operating Procedures (SOPs)  
Purpose: To provide written directives from the TCSG DPS Chief of Police, which explain the specific procedures to be followed under certain circumstances. Standard Operating Procedures will remain in effect until rescinded or updated.
  
- H. Manual Review / Re-evaluation (**GLECP Std 3.1d**)
  - a. The Manual shall be reviewed annually to ensure that it is consistent with current statutory and case law and Agency practices. Only the TCSG DPS Chief of Police or their designee shall have the authority to issue, modify or approve changes to this Manual. Revisions to the Manual shall be distributed per the established distribution method as outlined above in section B.
  - b. Each agency shall require every employee of that agency to annually review the Manual and attest to reading and understanding its contents. This document shall be filed in the appropriate PowerDMS file for the agency. (**GLECP Std 3.1e**)
  
- I. Legal Review  
Appropriate policies, procedures, and other formal communications will be submitted to the TCSG DPS legal counsel before adoption. These policies will include but are not limited to all high-liability areas, such as:
  - a. Use of Force
  - b. Deadly Force
  - c. Pursuit Driving
  - d. Search and Seizure
  - e. Property and Evidence
  - f. Patrol Tactics / Tactical Responses

**SPECIAL INSTRUCTIONS:  
GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM (GLECP)  
STANDARDS INCLUDED: 3.1**

**This policy is for the Law Enforcement Agencies of the Technical College System of Georgia use only and does not apply to any criminal or civil proceeding. The policy shall not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this policy will form the basis for departmental administrative sanctions only. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.**