

# RISK REDUCTION CERTIFICATE PROGRAM



**Georgia Association of Chiefs of Police  
(GACP)**

## Table of Contents

Risk Reduction Certificate Process

Policy Directives

1. Human Resources/Equal Employment Opportunity
2. Evidence and Property
3. Vehicle Operations
4. Search and Seizure
5. Use of Force/Response to Aggression
6. Arrest
7. Off-Duty and Extra-Duty Employment
8. Other Equipment
9. Persons Experiencing Mental Health Issues/Persons with Diminished Capacity
10. Multi-Jurisdictional Task Force

Glossary

Appendices

Agency Application and Participation Agreement

Proofs of Compliance

On-Site Assessment Assessor Worksheet

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## **Risk Reduction Certificate Process**

The Risk Reduction Certificate Program is a cooperative effort between the Georgia Association of Chiefs of Police (GACP) and the Georgia Interlocal Risk Management Agency (GIRMA) to help local law enforcement agencies mitigate potential liability. To accomplish this, GIRMA & Local Government Risk Management Services (LGRMS) identified those activities most likely to result in a Georgia law enforcement agency being named as a defendant or resulting in legal settlement. Using this information, directives were created that require agencies to implement specific processes to avoid potential liability. Most of these directives require departments to implement operational procedures, training, documentation, and supervisor review requirements to ensure agencies comply with established professional and legal standards. The certificate is good for two years. In return, LGRMS will provide consultation services to governing authorities participating in the Georgia Interlocal Risk Management Agency (GIRMA) to receive a reduction in their law enforcement liability premiums upon the request of those such participating employers. Attaining the Certificate is a 6-Step Process. The agency, GACP, GIRMA, and LGRMS are participating in the Risk Reduction Certification process in an effort to administer liability insurance or self-insurance coverage to the agency and, accordingly, intend for the exemption found at O.C.G.A. § 50-18-72(a)(45) to apply to all documents and materials prepared as part of the certification process to the maximum extent permitted by Georgia law.

### **STEP 1: Review the Risk Reduction Directives and Supporting Material**

Department leaders should access the Risk Reduction Certificate Program directives. They are available on the GACP website, [www.gachiefs.com](http://www.gachiefs.com) or the LGRMS website, [www.lgrms.com](http://www.lgrms.com). A second document, Risk Reduction Certificate Resource Document, is also available to assist leaders as they implement the program's directives. In addition to outlining the background information related to each policy area, this document also provides links to the Model Police Operational Procedures, free on-line training, as well as relevant state statutes. LGRMS and GACP are also producing a series of webinars to guide leaders through the development and implementation of procedures for each area of the program.

### **STEP 2: Submission of 'Application and Participation Agreement'**

Complete the Risk Reduction Certificate, 'Application and Participation Agreement' and submit it to the GACP at:

Georgia Association of Chiefs of Police  
3500 Duluth Park Lane, Suite 700  
Duluth, GA 30092

### **STEP 3: Development and Implementation of Policies**

Begin the process of developing and implementing the policies and other activities required by the certificate program. Agencies will not be provided any exemptions to the directives. This stage is the most important, labor intensive, and time-consuming process. The Resource Manual includes supporting materials for each section of the policy directive. At the end of each chapter, this manual also provides links to the Model Police Operations Manual and LGRMS/GACP Webinars, which will assist agency personnel to create policies that comply with the directives and accurately reflect the processes personnel are to follow.

As policies are being developed, it is important leaders not simply cut and paste a policy and claim to comply with the program directives. Rather, the policy, training, supervisor review, and documentation requirements must be tailored to accurately reflect the processes and performance expected of officers.

When the policies are implemented, and the agency is preparing 'proofs of compliance', it is critical the agency prepare them in an organized manner. Each policy directive and the proofs should be placed in a three-ring binder with dividers between each directive or in separate folders. The agency should update the Risk Reduction Certificate – Audit Questions Document.xlsx\* with the policy name, page number and specific section for each question of the 10 different sections. The purpose of this is to ensure the auditor can easily find the policy, quickly review the proof, and ensure compliance.

### **STEP 4: Certificate of Compliance**

Once the agency implements the program directives, the Police Chief and City Manager/Mayor, must sign the affidavit indicating compliance with the program's requirements and submit the affidavit and completed Risk Reduction Certificate – Audit Questions Document.xlsx\* to the LGRMS.

### **STEP 5: Inspection and Verification of Compliance**

Upon receiving the affidavit and the completed Reduction Certificate – Audit Questions Document.xlsx\* from the agency, LGRMS will send a field representative to audit the agency's operational procedures and other 'proofs' to ensure the department is in compliance. When the agency is determined to be compliant, LGRMS will authorize the GACP to issue the Risk Reduction Certificate to the agency.

### **STEP 6: Renewal of Certificate**

Sixty days before the expiration of the certificate, the agency must reapply for the certificate. Leaders should review their policies to ensure they comply with the directives and accurately reflect how personnel perform the activities.

**\*NOTE: See Appendix on page 45 for a copy of Audit Questions Document.xlsx**

## **Policy Directives**

### **Human Resources/Equal Employment Opportunity (EEO)**

#### **1-1 Equal Employment Opportunity**

The department shall have an equal employment opportunity plan.

#### **1-2 Job Descriptions**

The agency shall maintain current job descriptions covering all employees. Each employee is to be issued the job description of their job, and a copy of its receipt is to be maintained in the employee's personnel file. Job descriptions for each job within the agency are to be available to all personnel.

#### **1-3 Selection Processes**

The department shall have a written directive describing all elements and activities of the selection process for all personnel. The selection processes for all sworn personnel are to be administered, scored, and interpreted in a uniform manner. The process for sworn personnel shall include:

- a. Employment Standards;
- b. Application;
- c. Oral interview;
- d. Background investigation;
- e. Conditional Offer of Employment;
- f. Psychological or Personality Inventory;
- g. Medical and Drug Screening.

#### **1-4 Background Investigations**

A written directive shall require a background of each employee prior to employment. To the extent reasonably practicable, the background shall require a visit to all previous employers and a review of their personnel file and any other records germane to the candidate's performance that may be maintained separately from the official personnel file (including, but not limited to, investigation reports) by the background investigator. When a visit to all previous employers cannot be reasonably accomplished, the background investigator shall obtain all available documents and speak to someone at the previous employer who is a credible source of information regarding the candidate. Examples of when a visit cannot be reasonably accomplished would include, but not be limited to, situations where the prior employer is out of state or more than 200 miles from the hiring agency. In such situations, agencies are encouraged to waive photocopying charges cooperatively to enable sister agencies access to records. The investigation should include a:

- a. Verification of qualifying credentials;
- b. Review of criminal record and driver history;

- c. Review of personnel work history including dates of employment, performance appraisals, disciplinary actions and positive commendations;
- d. Review of Peace Officer's Standards and Training (POST) record;
- e. Verification of at least three work-related references.

#### **1-5 Rules of Conduct**

The department shall provide a written directive listing the Rules of Conduct for all employees.

#### **1-6 Disciplinary Processes**

A written directive shall describe the department's disciplinary process.

#### **1-7 Removal of Disciplinary Records**

A written directive shall prohibit the removal of disciplinary records from individual's official personnel files unless the behavior is later proven to have not occurred.





## **Policy Directives**

### **Property and Evidence**

#### **2-1 Property and Evidence**

The department shall have a policy governing identification, collection, packaging, storage, and disposal of evidence/property. At a minimum, this policy shall address:

- a. Evidentiary procedures outlining the steps to identify, collect, label, document, and package property/evidence;
- b. Designate, in writing, one person as the primary evidence/property custodian and responsible for the day-to-day control of property/evidence;
- c. Establishing a 'secure' location for the temporary storage of property/evidence until items can be placed in the evidence room.
- d. Establishing a 'secure' location for proper storage of property/evidence;
- e. Shall have a separate, secure, storage areas for weapons, drugs, and high value items. (These areas can be located within the evidence room);
- f. Inspections, Inventories, and audits routinely conducted to verify property/evidence is properly secured and maintained; and
- g. Process for purging or release of property/evidence.

## **Policy Directives**

### **Vehicle Operations**

#### **3-1 Driver Training**

The agency shall have a written directive requiring all officers to receive agency policy and legal update training on vehicle pursuits annually and defensive driving at least every three years. The annual training shall include specific training on content and application of the agency's own pursuit policy.

#### **3-2 Seat Belts**

The agency shall have a written directive requiring the use of occupant safety restraining devices by the driver and all passengers (including detainees) using agency vehicles.

#### **3-3 Distracted Driving**

The agency shall have a written directive for officers to avoid participating in activity that interferes with their ability to safely operate agency vehicles.

#### **3-4 Response to Calls for Service**

The agency shall have a written directive establishing procedures for responding to routine and emergency calls and includes guidelines for the use of authorized emergency equipment.

#### **3-5 Vehicle Pursuits**

The agency shall have a written directive governing pursuit of motor vehicles, to include:

- a. evaluating the circumstances;
- b. initiating officer's responsibilities;
- c. designating secondary unit's responsibilities;
- d. specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicles involvement in the pursuit;
- e. assigning dispatcher's responsibilities;
- f. describing supervisor's responsibilities;
- g. using forcible stopping techniques/roadblocks, tire deflation devices, including circumstances authorizing use;
- h. specifying when to terminate pursuit;
- i. engaging in inter-and intra-jurisdictional pursuits involving personnel from the agency and/or other jurisdictions;
- j. detailing a procedure for reporting/supervisor review, and a Comprehensive After Action (CAA) review of the pursuit; and
- k. annual written review of vehicle pursuit reports, a copy of which should be provided to LGRMS.



### 3-6 Transporting Detainees

The agency shall have a written directive for transporting detainees including:

- a. an examination of all vehicles used for transporting detainees to be searched at the beginning of each shift and after transporting detainees;
- b. search of the detainee prior to being transported;
- c. a safety barrier between the driver and detainee or a second officer in the back seat with the detainee;
- d. documentation of the handcuffing (double-locked) detainees before securing them in the car with a seatbelt;
- e. appropriate procedures for transporting detainees of the opposite gender;
- f. procedures for transporting sick, injured, or disabled detainees;
- g. authorization or agreement with the sheriff to transport individuals from another county (O.C.G.A. § 17-4-25.1);
- h. conditions when an officer may interrupt a detainee transport for necessary stops and/or to render emergency assistance.

### 3-7 Investigations of Accidents Involving Department Vehicles

The agency shall have a written directive requiring automobile crashes involving department-owned vehicles be investigated by an outside agency (i.e. Georgia State Patrol, Sheriff's Office). An after-action review shall be conducted to determine the root cause of the crash and if driver is determined to be "at-fault", appropriate corrective actions are taken.



## **Policy Directives**

### **Search and Seizure**

#### **4-1 Search and Seizure**

The agency shall have a policy governing search and seizure both with and without a warrant. The policy shall include:

- a. Consent Searches;
- b. Stop and Frisk;
- c. Search Incident to Arrest;
- d. Vehicle Searches;
- e. At the scene of a crime;
- f. Exigent circumstances where the public safety is endangered;
- g. Inventory Searches;
- h. Search Warrants;
- i. Other situations authorized by state or federal law; and
- j. Supervisor review.

## **Policy Directives**

### **Use of Force/Response to Aggression**

The department shall have a 'Use of Force' or 'Response to Aggression' policies that address:

#### **5-1 General**

- a. Officers shall use the least amount of force necessary to achieve a law enforcement objective;
- b. An officer may only use deadly force when the officer reasonably believes that it is in the defense of their own life or the life of another person or in immediate danger of serious physical injury consistent with O.C.G.A. §§ 16-3-21(a) and 17-4-20(d);
- c. Use of force will be evaluated on the "Objectively Reasonable" standard under the factors set out in *Graham v. Connor*, 490 U.S. 386 (1989);
- d. Policy must address the use of neck restraints. If the agency authorizes the use of neck restraints, then employees shall receive annual training;
- e. Requires officers to intervene whenever they observe another officer using inappropriate or unlawful force and immediately report the behavior to the supervisor;
- f. Use of warning shots shall be addressed by agency policy, which shall severely restrict or prohibit the use of the same;
- g. Medical aid, as determined by the agency, is provided after any use of force that results in or is alleged to have caused an injury or death of another person;
- h. Any employee whose actions result in death or serious physical injury will be immediately removed from duty and placed on administrative leave with pay pending administrative review and an independent investigation by an outside agency; and
- i. Removal from duty any employee who fails to qualify with their primary duty weapon. Also requires removal of secondary weapons if employee fails to qualify with that system.

#### **5-2 Weapons**

- a. Agency authorized lethal weapons and ammunition;
- b. All less lethal weapons must be authorized by the agency to include electronic control devices, batons, and chemical agents;
- c. All officers are required to carry one 'intermediate,' less-lethal weapon.

#### **5-3 Training**

- a. Officers receive annual training on use of force as required by Peace Officers Standards and Training Council (POST);
- b. Officers are required to qualify at least twice per year with one qualification in low light environment;
- c. All firearms training must be conducted by a certified firearms instructor;

- d. Qualification on all less-lethal weapon systems authorized by the department at least every other year by a qualified weapons instructor.

#### 5-4 Reporting

- a. A written report is completed whenever an officer uses force for any reason;
- b. Officers shall document the use of force utilizing the factors contained in *Graham v. Connor*.
- c. All Use of Force/Response to Aggression reports shall be reviewed and signed off by every person in the officer's chain of command and ensure compliance with policy;
- d. An annual assessment shall be conducted of all use of force incidents and a formal report generated collectively describing the incidents, suspects, reasons for incidents, evolving patterns/trends, training needs and recommended procedural changes.
- e. Any officer whose actions result in death or serious injury shall be given an opportunity to review all available video footage prior to being required to document the use of force in writing in any form.
- f. Where any officer's use of force results in death or serious injury, the incident shall be reported to GIRMA's designated contact for claim reporting within 24 hours.



## **Policy Directives**

### **Arrest**

#### **6- 1 Arrest Procedures**

The agency shall have a policy governing the arrest of individuals that addresses:

- a. Only sworn officers who have taken an oath of office as prescribed in O.C.G.A. 45-3-1 and to enforce the law;
- b. Only sworn officers who have completed the POST mandated training are allowed to make an arrest or carry a weapon;
- c. Only sworn law enforcement officers may execute arrest warrants;
- d. Verifying the identity of the person arrested;
- e. A written report is required when any arrest is made as well as supervisory review and responsibilities;
- f. All detainees shall be searched prior to transport;
- g. Arrests without a warrant as described in O.C.G.A. 17-4-20;
- h. Arrests with a warrant as described in O.C.G.A. 17-4-20;
- i. Arrests based upon GCIC/NCIC hits shall not be made without terminal confirmation. (no verbal confirmation shall suffice for an arrest);
- j. First appearance hearings as outlined in O.C.G.A. 17-4-62;
- k. Alternatives to physical arrests;
- l. Persons who are immune from arrest;
- m. Diplomatic and Consular immunity;
- n. Arrest of foreign nationals; and
- o. Arrest of juveniles for criminal and CHINS offenses.

## **Policy Directives**

### **Off-Duty and Extra-Duty Employment**

#### **7-1 Off-Duty and Extra-Duty Employment**

The department shall have a policy governing employee's off-duty and extra-duty employment. At a minimum, this policy should address:

- a. Locations or types of businesses employees are prohibited from working;
- b. Limitations of when and how much officers may work an extra-duty or off-duty job; and
- c. Steps required to obtain approval to work an off-duty or extra-duty job.

#### **Off-Duty Employment**

Secondary employment entirely independent of the authority arising out of a position as a law enforcement agent of an agency. Employee is considered to be an employee of the secondary employer or an independent contractor and is not functioning in the capacity of a law enforcement employee of his agency.

#### **Extra-Duty Employment**

Secondary employment wherein the actual or potential use of law enforcement powers is anticipated, and the employee is functioning in the capacity of a law enforcement employee of an agency, although not on-duty and not being paid from the agency payroll. In such an instance, the employee is considered to be working as an employee of the secondary employer, or as an independent contractor, although his law enforcement authority arises out of his or her position within his law enforcement jurisdiction.



## Policy Directives Other Equipment

### 8-1 Equipment

The department shall have a policy outlining equipment required for use by officers while on-duty and when equipment is required. The policy shall require:

- a. Wearing of ballistic vests while in uniform working on-duty or extra-duty;
- b. Availability for ballistic vests for personnel not normally in uniform;
- c. High visibility vests while directing traffic or any time they are in the roadway.





## **Policy Directives**

### **Persons Experiencing Mental Health Issues or Persons with Diminished Capacity**

#### **9-1 Response to Persons Experiencing Mental Health Issues/Persons with Diminished Capacity**

The department shall have a policy governing officers' response to and interactions with persons who may be experiencing a mental health issue and persons with diminished capacity (i.e. autistic, dementia, Alzheimer's, excited delirium, alcohol/drug intoxication) addressing officers':

- a. Interaction;
- b. De-Escalation, whenever possible; and
- c. Diversion to Mental Health Services.

#### **9-2 Training**

Policy shall require the following training:

- a. At least one person assigned to each shift will have completed one advanced course on how to respond to persons with mental health issues and persons experiencing diminished capacity (i.e. Mental Health First Aid, Crisis Intervention Training);
- b. All persons will complete in-service training on how to interact with persons experiencing mental health issues or diminished capacity at least every three years.

#### **9-3 Documentation/Reporting Requirements**

Officers shall be required to complete a report anytime they respond to a person who is experiencing a mental health issue or experiencing diminished mental capacity. This report shall include:

- a. the type of call;
- b. problem being experienced;
- c. description of the person's behavior;
- d. efforts taken to de-escalate the situation;
- e. diversion to mental health services; and/or
- f. if an arrest was made.

**Policy Directives**  
**Multi-Jurisdictional Task Force**  
**(THESE DIRECTIVES ARE OPTIONAL)**

**10-1 Multi-Jurisdictional Task Forces**

If agency personnel participate in formal, long-term, multi-jurisdictional investigative task force(s), the agency's participation must be subject to a written agreement describes the task force activities, and shall contain at a minimum:

- a. The purpose of the task force;
- b. The authority and responsibility of each agency;
- c. A statement that the task force will adopt specific policies or designate the policies of a specific agency so that there are uniform policies for all critical tasks.
- d. A statement that agency personnel will adhere to their agency's policies where task force policies don't exist;
- e. Specify how liability insurance coverage is provided; and
- f. Each agency CEO's or governing authority's approval.



# GLOSSARY

## A

### **ADMINISTRATIVE REVIEW**

Documented review of an incident, occurrence, practice and/or data prepared by or for the CEO or his/her designee. Review shall address whether training, policy, equipment or disciplinary decisions should be implemented.

### **AMMUNITION**

Bullets, shells, cartridges, canisters, projectiles or munitions fired or detonated from any weapon, to include less lethal.

### **ANALYSIS**

A systematic process for identifying and dissecting patterns or trends based on agency records, reports, processes, etc. It is not enough to simply report statistical data. A properly conducted analysis may reveal patterns or trends regarding employee actions, agency enforcement, training, policies and/or program effectiveness. The documented analysis should include plans of action to address training needs, policy modification or agency liability and also agency successes. In the absences of sufficient data to conduct an analysis, the agency shall still include a review of their processes, policies, etc. as it relates to the subject.

### **ARREST**

The restraint of the liberty of a person to come or go as he or she pleases, no matter how slight. An individual has been arrested when he or she is not free to go, regardless of whether formal words of arrest have been used.

### **ASSESSMENT CENTER**

A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations. Assessment centers may be contracted out or conducted by agency personnel.

**AUDIT OF PROPERTY**

The audit shall be a significant random sampling of all property, including high liability items.-  
The minimum sample size for an audit shall be 10% or 250 total pieces (whichever is lower) of all property.

**C**

**CANDIDATES**

Persons seeking employment who have completed a formal application.

**CERTIFIED WEAPONS INSTRUCTOR**

An instructor that is certified to provide training of the weapon they are reviewing, inspecting, approving, or providing instruction for.

**CHIEF EXECUTIVE OFFICER (CEO)**

The position of the most senior administrator in charge of managing an organization, such as Chief of Police, Sheriff, Director, etc.

**CITATIONS**

Any traffic enforcement action that involves a documented notice to the accused to appear and that contemplates trial adjudication or disposition to determine the guilt or innocence of the person charged with a violation.

**D**

**DEADLY FORCE**

As outlined by O.C.G.A. §§ 16-3-21 and 17-4-20.

**DETAINEE**

A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

## E

### **ELECTRONIC CONTROL DEVICES**

A less lethal tool designed to emit an electrical pulse that affects the sensory and/or motor functions of the nervous system. The devices may also be referred to as Conducted Electrical Weapons (CEW).

### **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

A document that is designed to state the steps the agency intends to take to ensure there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

### **EXTRA-DUTY**

Secondary employment wherein the actual or potential use of law enforcement powers is anticipated, and the employee is functioning in the capacity of a law enforcement employee of an agency, although not on-duty and not being paid from the agency payroll. In such an instance, the employee is considered to be working as an employee of the secondary employer, or as an independent contractor, although his law enforcement authority arises out of his or her position within his law enforcement jurisdiction. (NOTE: *To be distinguished from “off-duty” employment.*)

## F

### **FORCIBLE STOPPING TECHNIQUES**

Any technique used with the intent of terminating a vehicle pursuit other than the voluntary submission of the driver, i.e. stop sticks, PIT, channelization, slow moving traffic, etc.

## H

### **HIGH LIABILITY ITEMS**

At a minimum includes narcotics, money, jewelry, guns and precious metals.

## I

### **INCIDENT**

An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation

of an oral or written report.

### **INSPECTION**

Inspection conducted by personnel who may or may not have control of the persons, facilities, or procedures being inspected. Inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of inspections are usually reported to the agency's chief executive officer.

### **INVENTORY OF PROPERTY**

An inventory requires a 100% listing and accountability of all high liability items maintained by the property and evidence function. The inventory shall also include a random sampling of 10% of all other property and evidence maintained by the agency. Random sampling is determined by type, location and disposition.

## **J**

### **JOB DESCRIPTION**

An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

### **JOB RELATED**

A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

## **N**

### **NON-DISCRIMINATORY**

Components of the selection or appointment process that have no demonstrable adverse impact (or a minimum adverse impact) upon the selection or appointment rate of any race, gender, or ethnic group, etc.

## O

### **OFF-DUTY**

Secondary employment entirely independent of the authority arising out of a position as a law enforcement agent of an agency. Employee is considered to be an employee of the secondary employer or an independent contractor and is not functioning nominally in the capacity of a law enforcement employee of his agency. (*NOTE: To be distinguished from “extra-duty”*)

## P

### **PEACE OFFICER**

As defined by O.C.G.A 35.8.2.

### **PROFICIENCY**

The skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.

### **PSYCHOLOGICAL SCREENING**

Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either positive or negative towards successful job performance.

## R

### **REASONABLE BELIEF**

The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

### **REMEDIAL TRAINING**

Personalized training to correct a specific deficiency, which is usually identified by either (1) testing or other evaluation during training or (2) supervisory evaluation during routine job performance.



## S

### **SELECTION PROCESS**

The components and procedures leading to the final employment decision, including minimum qualifications (e.g., education, experience, physical attributes, citizenship, residency) and any testing and/or ranking procedures.

### **SERIOUS PHYSICAL INJURY**

A bodily injury which involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

### **SUPERVISOR**

An employee responsible for the day-to-day performance of a group, function or unit. An employee whose job is to oversee and guide the work or activities of a group of other people.

## T

### **TRAFFIC SAFETY CHECKPOINT**

A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers and shall be conducted in accordance with current case law.

### **TRANSPORTING OFFICER**

An employee who is responsible for transporting a detainee from one point to another.

## W

### **WRITTEN DIRECTIVE**

Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

## **APPENDICIES**

## **AGENCY APPLICATION AND PARTICIPATION AGREEMENT**



**STATE OF GEORGIA LAW ENFORCEMENT  
RISK REDUCTION CERTIFICATE  
AGENCY APPLICATION & PARTICIPATION AGREEMENT**

The Agency Application and Participation Agreement (hereinafter the “Agreement”) is entered into between the: (Law Enforcement Agency’s Name) (hereinafter referred to as the “Agency”), the Local Government Risk Management Services (hereinafter referred to as the “LGRMS”), and the Georgia Association of Chiefs of Police (hereinafter referred to as the “GACP”).

**I. APPLICATION**

The \_\_\_\_\_ (“Agency”) hereby applies to participate in the State of Georgia Risk Reduction Certificate Program and affirms that it is committed to earning the certificate in accordance with the requirements set forth by the LGRMS and the GACP. The Agency, the LGRMS and the GACP agree to the provisions and terms set forth in this Agency Application and Participation Agreement, and to be bound by them in the execution of the Agreement.

**A. AGENCY**

Name of Law Enforcement Agency: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

County: \_\_\_\_\_

Number of Authorized Full-time Sworn Personnel: \_\_\_\_\_

Number of Authorized Full-time Civilian Personnel: \_\_\_\_\_

Number of Authorized Part-time Sworn Personnel: \_\_\_\_\_  
Number of Authorized Part-time Civilian Personnel: \_\_\_\_\_  
Service Area Population: \_\_\_\_\_ Square Miles: \_\_\_\_\_  
Agency Chief Executive Officer: \_\_\_\_\_  
Certificate Contact Person: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_  
E- mail: \_\_\_\_\_

All correspondence should be sent to the agency at: (if different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. LOCAL GOVERNMENT RISK MANAGEMENT SERVICES**

The official address of the Local Government Risk Management Services and Georgia Association of Chiefs of Police for all matters relating to the Certificate Program are:

**Georgia Association of Chiefs of Police  
3500 Duluth Park Lane, Suite 700  
Duluth, GA 30096**

**Phone: (770) 495-9650**

**Local Government Risk Management Services  
3500 Parkway Lane, Suite 110  
Norcross, Georgia 30092**

**Telephone: 678-656-6279**

## **II. PARTICIPATION AGREEMENT**

The Agency, LGRMS, and GACP agree as follows:

### **A. PURPOSE AND LIMITATIONS OF THIS AGREEMENT**

1. The purpose of this Agreement is to establish the terms of the relationship between the Agency and the LGRMS and to establish their mutual responsibilities in the certificate review and compliance process.
2. It is understood that the Agency is not legally bound to participate in the Certificate Program and that any responsibilities or expenses incurred by the Agency pursuant to this Agreement have been assumed voluntarily.
3. It is further understood that the Agency participation in the Certificate Program is contingent upon the continued approval of the chief executive officer of the Agency and the governing body.

### **B. AGENCY RESPONSIBILITIES**

The Agency agrees to:

1. Provide all information requested by the LGRMS in good faith and to the best of the Agency's knowledge and honest judgment. Such information should include documents, files, records, and other data required by the LGRMS insofar as they may be provided in accordance with the laws and regulations of the State of Georgia and of the municipality/county of which the agency is a part.
2. Cooperate fully with the LGRMS' assessors during the on-site verification of the Agency's compliance with the program's policy directives. The agency further agrees to provide all necessary files, records, and facilities requested by the assessors.
3. In order to maintain the integrity of the Risk Reduction Certificate Program, the LGRMS retains the right to conduct a follow-up inspection of an agency's files at any time during the 24 months after the agency is awarded the Risk Reduction Certificate. This inspection shall be done by the Director of the LGRMS, or his/her designee. The purpose of this inspection is to ensure that the agency is maintaining compliance with the certificate program's policy directives. If, in the opinion of the person conducting the inspection, the agency's compliance with the policy directives are found to be inadequate or insufficient, a letter to the CEO will be sent from the LGRMS to inform the CEO of potential problems. The purpose of this inspection is to help agencies with difficult policy directives and to maintain a level of performance needed to renew their certificate.
4. The agency's chief executive officer must be a dues paying member of the GACP.

### **C. LGRMS RESPONSIBILITIES**

The LGRMS agrees to:

1. Provide all documents, forms, instructions, and assistance as necessary for the Agency to participate in the Certificate Program.
2. Provide trained assessors to the Agency for the purposes of conducting an on-site assessment of Agency compliance with relevant directives.
3. Review and evaluate all information and findings obtained from the assessment and advise the Agency of the results thereof.
4. If a certificate is not granted, advise the Agency of the reason for denial and the necessary steps to gain compliance.
5. Will provide GACP with the agreed upon service fee, currently \$250.00, upon approval of a certificate.

### **D. GACP RESPONSIBILITIES**

The GACP agrees to:

1. Produce and periodically update the Policy Directives and Supporting Reference Documents.
2. Once LGRMS provides notification of compliance with the policy directive issue formal Certificates and other necessary materials to the Agency in recognition of fulfilling all of the Program's requirements.

### **E. LENGTH OF CERTIFICATE**

The certificate shall be for a period of 24 months. Agencies wishing to be awarded a new certificate at the end of this term will be expected to follow a separate inspection and to comply with all directives in effect.

### **F. MAINTENANCE OF AGENCY CERTIFICATE**

1. Upon awarding the Certificate by the LGRMS and GACP, the Agency shall maintain compliance with all certificate directives.
2. The Agency will notify the LGRMS in the event it cannot maintain compliance with any of the required directive(s).



## **G. MISCELLANEOUS**

1. This agreement shall take effect upon execution by authorized representatives of the Agency and the Association.
2. The Agency retains the right to terminate this Agreement for any reason by submitting written notice to the LGRMS that the Agency intends to withdraw from the certificate program. In this event, all reductions in fees offered by the LGRMS to the Agency during and in connection with the certificate program will be revoked.
3. The LGRMS retains the right to terminate this Agreement if it determines that the Agency is not acting in good faith to honor the terms of the Agreement. The LGRMS will submit written notice to the Agency's Chief Executive Officer if it chooses to exercise this privilege.
4. This document contains the full agreement of both parties. The parties to this Agreement acknowledge that there are no provisions, terms, or obligations other than those set forth herein.
5. The Local Government Risk Management Services or its designee will act on behalf of and in the name of the LGRMS in all matters pursuant to this Agreement.
6. All disputes relative to this Agreement or any other matters pertaining to policy directives will be resolved by the LGRMS following a hearing in which Agency representatives may participate.
7. Unless otherwise terminated by the LGRMS or the Agency, this Agreement shall terminate on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (To be completed by the LGRMS)

### III. EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year appearing opposite the respective signatures.

**Local Government Risk Management Services:**

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Signature / Local Government Risk Management Services Director                      Date

**Georgia Association of Chiefs of Police:**

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Signature / Director                      Date

**Agency Chief Executive Officer:**

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Signature / Title                      Date

**Governmental Body Chief Executive Officer:**

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Signature / Title                      Date

## **PROOFS OF COMPLIANCE**

## Human Resources/Equal Employment Opportunity

1-1 Equal Employment Opportunity Plan	Copy of EEO Statement Statement on Bottom of Letter Head
1-2 Job Descriptions	Copy of job description for every position within the department
1-3 Selection Processes	Copy of directive describing elements and activities of the selection process to include how it is administered and scored.
1-3 a Employment Standards	Job description Policy Copy of Employment Standards
1-3 b Application	Policy Copy of Employment Application
1-3 c Oral Interview	Policy Oral Interview Question/Answer, Score sheets
1-3 d Background Investigation	Policy Background Investigation Report (Redacted)
1-3 e Conditional Offer of Employment	Policy Conditional Offer of Employment Letter (Redacted)
1-3 f Psychological/Personality Inventory	Policy Psychological/Personality Report (Redacted)
1-3 g Medical and Drug Screening	Policy Medical/Drug Screening Reports (Redacted) Background Investigation

1-4 a Verification of Qualifying Credentials	Copy of Birth Certificate, Social Security Card, DD-D14, High School/ GED Diploma, etc.
1-4 b Review of Criminal Record and Driver History	Criminal History/Driver History Redacted
1-4 c Review of Work History	Information From Each Employer Documented
1-4 d Review of POST Record	Copy of POST Record to Include Training, Work History, Investigations/ POST Actions
1-4 e Verification of at Least (3) Work-Related References	Interview Summary from References (Redacted)
1-4 f Proof Personnel Files were Reviewed in Person	Redacted background report with indication of agency was visited in person by the investigator.
1-5 Rules of Conduct	Policy listing the Proscribed Behaviors,
1-6 Disciplinary Process	Policy Describing Disciplinary Process Redacted copies of disciplinary actions taken in past year.
1-7 Removal of Disciplinary Records	Policy prohibiting removal of disciplinary records from individuals' personnel files

## Chapter 2

### Property and Evidence

2-1 Evidence	
2-1 a Evidence Policy	Policy outlining the steps for identification, collection, labelling, documenting, and packaging evidence/ property –  Inspection of evidence room to ensure items are properly marked, labeled,

	packaged and stored.
2-1 b Evidence/Property Custodian	Policy requiring evidence/property custodian be designated, Letter designating one person as the evidence/property custodian
2-1 c Temporary Storage Area(s)	Locations inspected for the temporary 'secure' storage of evidence until items can be placed in the evidence room.
2-1 d Secure Storage/Evidence Room	Evidence room with secure storage and access limited to specific person(s). Secure refrigerator for storage of blood samples.
2-1 e Storage of High Value Items	Shall have separate, secure, storage areas for weapons, drugs, and high value items. These areas can be located within the evidence room.
2-1 f Inspections, Inventories, Audits	Policy outlining when, who, and how inspections, inventories and audits are to be conducted.  Memo, form or Reports documenting who and when of when each of these inspections, inventories and audits were conducted in accordance with the policy.
2-1 g Purging/Release of Evidence/Property	Policy outlining how to properly purge/release evidence/property  Reports documenting evidence was purged on routine basis that includes, statement, court order, supporting documentation from evidence forms. (Need to show guns were disposed of in accordance with O.C.G.A. §§ 17-5-50 thru 17-5-54.  Copies of Property Release Forms (Redacted)

## **Chapter 3**

### **Vehicle Operations**

#### **3-1 Driver Training**

Policy Requiring all persons attend training at least every three years

Training records indicating each employee has attended defensive driver training

Training records indicating each officer has received legal update on vehicle pursuits in the past year.

#### **3-2 Seat Belts**

Policy requiring all drivers and passengers (including detainees) use occupant safety restraint devices in department vehicles.

Observation of persons occupying vehicles

#### **3-3 Distracted Driving**

Policy directive for officers to avoid participating in activity interfering with their ability to safely operate vehicles

Observation of vehicle operators.

#### **3-4 Response to Calls for Service**

Policy/procedures outlining how officers are to respond to routine and emergency calls.

Records vehicle camera footage is reviewed by supervisors.

Observation of vehicle operators.

#### **3-5 Vehicle Pursuits**

Policy regulating vehicle pursuits that includes all of the directive's requirements

Reports of officers involved in vehicle pursuits

After-Action Report produced by supervisor, reviewed with officer and approved by 'appropriate' command staff



3-6 Transporting Detainees

Annual written review of all vehicle pursuit reports for a 12-month period that includes statistics regarding the officer's age, years of experience, training review, speeds reached in pursuit, how pursuit was ended, age of the officer being pursued, distance of pursuit, reason for initiation of pursuit, compliance with policy.

Policy regulating prisoner transports addressing directive requirements

Authorization/Agreement from Sheriff for officers to transport prisoners from other counties

Observation of security screen in vehicles

Incident report documenting 'the detainee was handcuffed behind his back, cuffs were double-locked, and checked for fit before securing them in the car with the seatbelt'.

Daily reports of officer inspecting their vehicles at beginning of day and after every transport.

Personal observations conducted on-site by inspector

3-7 Investigation of Accidents Involving Department Vehicles

Policy requiring outside agency investigate

Copy of investigative reports of agency involved accident

Copy of the after-action review with officer of the accident to identify the root cause of the crash and determination if officer was or was not at-fault.

Corrective action taken (redacted)

## **Chapter 4**

### **Search and Seizure**

4-1 Search Policy	Copy of policy outlining policy directives are addressed
4-1 a Consent Searches	Policy Consent Form (completed) Incident reports Statement from agency head indicating there were no consent searches in the previous year
4-1 b Stop and Frisk	Incident reports with statement justifying frisk
4-1 c Search Incident to Arrest	Incident reports with comment persons searched when arrested
4-1 d Vehicle Searches	Incident reports
4-1 e Crime Scenes	Incident report(s) Search warrant with return
4-1 f Exigent searches	Incident reports Statement no Exigent Searches conducted
4-1 g Inventory Search	Inventory sheet Statement no vehicles impounded by department in past year
4-1 h Search Warrant	Incident reports; Copy of at least two search warrants with return or a statement from agency head indicated Search Warrants were Obtained in past year.

## **Chapter 5**

### **Use of Force/Response to Aggression**

5-1 a Officers Use Least Amount of Force as Necessary	Policy Use of Force Reports/Videos Citizen Complaints/Internal Investigations
5-1 b Use of Deadly Force	Policy Redacted Report Statement from agency head indicating there were no Incidents of Use of Deadly Force in preceding year.
5-1 c Use of Force evaluated on Objective Reasonable Standard	Policy Redacted Use of Force Report
5-1 d Neck Restraints	Policy If permits, training records of officers
5-1 e Requirement of Officers to Report Inappropriate Use of Force	Policy Report of officers indicating inappropriate use Statement from agency head that no reports of inappropriate use If inappropriate use identified, correction action taken of other officers
5-1 f Use of Warning Shots	Policy If permit, training records and lesson plan If prohibit, statement from agency head of no events or copy of corrective actions for officers who did fire a warning shot.
5-1 g Medical Aid	Policy Report indicating medical aid was

	<p>provided to a person who was injured by a use of force</p> <p>Statement from agency head that no incident occurred that required officers to provide first aid</p>
5-1 h Officer Using Deadly Force Placed on Administrative Leave	<p>Policy</p> <p>Copy of Redacted Report of Officer placed on administrative leave after using deadly force;</p> <p>Statement from agency head that no incidents of deadly force occurred in previous year.</p>
5-1 I Removal from Duty of Officers Who Do Not Qualify	<p>Policy</p> <p>Qualification scores for past year</p> <p>Memo/Correspondence to officer who did not qualify was placed on leave.</p> <p>Memo/correspondence of secondary weapon removed if failed to qualify</p>
5-2 Weapons	
5-2 a Agency Authorized Lethal Weapons and Ammo	<p>Policy listing weapons and ammo permitted</p> <p>Inspection of weapons carried on person and in mobile units</p>
5-2 b Less Lethal Weapons Must be Authorized	<p>Policy listing less lethal weapons permitted</p> <p>Inspection of weapons carried</p>
5-2 c All Officers Must Carry on 'Intermediate', Less-Lethal Weapon	<p>Policy</p> <p>Inspection of officers carrying one intermediate weapon</p>
5-2 d All Officers Receive Annual Training on Use of Force	<p>Policy</p> <p>Training Records Roster of all officers completed training</p>
5-3 Training	
5-3 a Officers Qualify Twice Per Year; One must be in Low Light	Policy

	Training records of two qualifications including low light conditions
5-3 b Qualification with Less Lethal Weapons	Policy Training records for last two years indicating officers qualified and instructor's qualifications
5-4 Reporting	
5-4 a Report Completed Whenever Use of Force Occurs	Policy Redacted copy of reports
5-4 b Use of Force Reports Reviewed/Signed Off by Chain of Command	Policy Redacted Use of Force Report
5-4 c Annual Assessment of Use of Force Reports	Policy Copy of annual report of all use of force incidents that covers the areas identified in the policy directive
<b>Chapter 6</b>	
<b>Arrest</b>	
6-1 a. Only Sworn Officers Enforce the Law	Policy Oath of Office for officers
6-1 b. Sworn Officers - Current POST Training Make Arrest/Carry Weapon	Policy Department's POST Record
6-1 c. Sworn Law Enforcement Officers Execute Arrest Warrants	Policy Arrest report with officer's POST Record
6-1 d. Verifying Identity of Arrested Persons	Policy Reports detailing actions taken to verify identity
6-1 e. Written Report Issued When Arrest Made	Policy

	Redacted report
6-1 f. All Detainees Searched Prior to Transport	Policy Incident Report stating individual was searched prior to transport
6-1 g. Arrests Without a Warrant	Policy Redacted report(s)
6-1 h. Arrests with a Warrant	Policy Redacted report(s)
6-1 i. Arrests Based on GCIC/NCIC Hit	Policy Redacted Report
6-1 j. First Appearance Hearings	Policy
6-1 k. Alternatives to Physical Arrest	Policy Redacted Report
6-1 l. Persons Immune from Arrest	Policy Statement no incidents had occurred in previous year
6-1 m. Diplomatic and Consular Immunity	Policy Statement from agency head no incidents occurred
6-1 n. Arrest of Foreign National	Policy Redacted Report of Arrest describing actions taken Statement from agency head no incidents occurred
6-1 o. Arrest of juveniles	Policy Redacted Incident Reports

## **Chapter 7**

### **Off-Duty and Extra-Duty Employment**

7-1 Off and Extra-Duty Employment	Policy
7-1 a. Locations/Types of Businesses Prohibited from Working	Policy Statement from agency head that no officers worked at one of these locations
7-1 b. Limitations of When and How Often Officers Work	Policy Approved schedules for officers to work Statement from agency head that no incident occurred of officers working these jobs
7-1 c. Steps to Obtain Approval for Work	Policy Documentation of request to work Statement from agency head that no one has worked off or extra-duty

## **Chapter 8**

### **Other Equipment**

8-1 Equipment	
8-1 a. Requirement to Wear Ballistic Vest in Uniform On or Extra-Duty	Policy Observation of officers conducted on-site by inspector
8-1 b. Ballistic Vests of Personnel not in Uniform	Policy Observation conducted on-site by inspector vests are available for immediate access
8-1 c. High Visibility Vests for Directing Traffic or When in Roadway	Policy Observation conducted on-site by inspector of officers in traffic Inspection of vehicles for vests

## **Chapter 9**

### **Persons Experiencing Mental Illness or with Diminished Capacity**

9-1 Response to persons with Mental Illness/Diminished Capacity	Policy outlining policy directives are
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	addressed Incident Report detailing officer's actions de-escalation, diversion
9-2 Training	Policy, training records
9-3 Documentation/Reporting Requirements	Copy of redacted report(s) with proscribed information the type of call; problem being experienced; description of the person's behavior; efforts taken to de-escalate the situation; diversion to mental health services; and/or if an arrest was made.

**Chapter 10**  
**Multi-Jurisdictional Task Force**  
**(THIS SECTION IS OPTIONAL)**

10-1 Multi-Jurisdictional Task Force	Policy outlining policy directives are addressed Memorandum of Understanding (MOU) if participating Statement from agency head reporting they do not participate in a task force.
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**AFFIDAVIT OF COMPLIANCE  
WITH PROGRAM REQUIREMENTS**

## RISK REDUCTION CERTIFICATE PROGRAM

in collaboration with

**GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY**

**LOCAL GOVERNMENT RISK MANAGEMENT SERVICES**

### Affidavit of Compliance with Program Requirements

By executing this affidavit, we hereby verify compliance with the requirements of the Risk Reduction Certificate Program (the “Program”), stating affirmatively that the \_\_\_\_\_ Police Department (the “Agency”) has complied in all material respects with the Program requirements and further represent that the Risk Reduction Certificate—Audit Questions Document submitted by the Agency and is true/complete in all material respects .

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
City Manager/Mayor

SUBSCRIBED AND SWORN BEFORE ME

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

SUBSCRIBED AND SWORN BEFORE ME

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

My commission expires:

My commission expires:

\_\_\_\_\_

\_\_\_\_\_

**Copy of  
AUDIT QUESTIONS DOCUMENT.XLSX**

1. Human Resources/Equal Employment Opportunity (EEO)					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Job Descriptions covering all employees					
2	Documented proof that all employees have received and reviewed their job description (2 Examples)					
3	Written directive / policy describing all elements and activities of selection process for all personnel.					
	a. Employment Standards;					
	b. Application;					
	c. Oral interview;					
	d. Background investigation;					
	e. Conditional Offer of Employment;					
	f. Psychological or Personality Inventory;					
	g. Medical and Drug Screening.					
4	Documented proof that the selection processes for all sworn personnel is administered, scored, and interpreted in a uniform manner. (2 Examples of Selection process documentation).					
	Written directive / policy that requires background check of each employee prior to employment.					
5	The background shall require a visit to all previous employers and a review of their personnel file by the background investigator.					
	a. Verification of qualifying credentials;					
	b. Review of criminal record and driver history;					
	c. Review of personnel work history including dates of employment, performance appraisals, disciplinary actions and positive commendations;					
	d. Review of Peace Officer's Standards and Training (POST) record;					
	e. Verification of at least three work-related references.					
6	Documented proof that the background check was completed and previous employers were visited (2 examples)					
7	Written directive / policy that requires the department to provide a rules of conduct for all employees.					
8	Documented proof that employees were provided rules of conduct. (2 examples)					
9	Written directive / policy shall describe the department's disciplinary process.					
10	Documented proof that employees were provided the department's disciplinary process. (2 examples)					
11	Written directive / policy that prohibits the removal of disciplinary records from individual's official personnel files unless the behavior is later proven to have not occurred.					

2. Property and Evidence					Auditors Notes	
#	Question	Policy	Page	Section	Status	Comments
1	The department shall have a policy governing identification, collection, packaging, storage, and disposal of evidence/property. At a minimum, this policy shall address:					
	a. Evidentiary procedures outlining the steps to identify, collect, label, document, and package property/evidence					
	b. Designate, in writing, one person as the primary evidence/property custodian and responsible for the day-to-day control of property/evidence;					
	c. Establishing a 'secure' location for the temporary storage of property/evidence until items can be placed in the evidence room.					
	d. Establishing a 'secure' location for proper storage of property/evidence;					
	e. Shall have a separate, secure, storage areas for weapons, drugs, and high value items. (These areas can be located within the evidence room);					
	f. Inspections, Inventories, and audits routinely conducted to verify property/evidence is properly secured and maintained; and					
	g. Process for purging or release of property/evidence.					
2	Documented proof of: Evidentiary Chain, Inspection, Inventories, & Audits, and purging process (2 examples)					
3	Inspection of Temporary storage "secure" location, Separate secure location for weapons, etc..					

## Risk Reduction Certificate Program

3. Vehicle Operations					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Policy/written directive requiring all officers receive agency policy and legal update training on vehicle pursuits annually and defensive driving at least every three years.					
2	Documented proof of: Completed Annual Pursuit Training and Defensive Driver training every 3 years.					
3	Policy/written directive requiring the use of occupant safety restraining devices by the driver and all passengers (including detainees) using agency vehicles.					
4	Policy/ written directive for officers to avoid participating in activity that interferes with their ability to safely operating agency vehicles.					
5	Visual Inspection of vehicles in operation and review of discipline associated with occupant safety restraining devices and distracted driving					
6	Policy/ written directive establishing procedures for responding to routine and emergency calls and includes guidelines for the use of authorized emergency equipment.					
7	The agency shall have a written directive governing pursuit of motor vehicles, to include:					
	a. evaluating the circumstances;					
	b. initiating officer's responsibilities;					
	c. designating secondary unit's responsibilities;					
	d. specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicles involvement in the pursuit;					
	e. assigning dispatcher's responsibilities;					
	f. describing supervisor's responsibilities;					
	g. using forcible stopping techniques/roadblocks, tire deflation devices, including circumstances authorizing use;					
	h. specifying when to terminate pursuit;					
	i. engaging in inter-and intra-jurisdictional pursuits involving personnel from the agency and/or other jurisdictions;					
	j. detailing a procedure for reporting and a Comprehensive After Action (CAA) review of the pursuit; and					
	k. annual written review of vehicle pursuit reports.					
8	Review of pursuit reports and associated in-car video (2 examples) and log of incidents					
9	The agency shall have a written directive for transporting detainees including:					
	a. an examination of all vehicles used for transporting detainees to be searched at the beginning of each shift and after transporting detainees;					
	b. search of the detainee prior to being transported;					
	c. a safety barrier between the driver and detainee or a second officer in the back seat with the detainee;					
	d. documentation of the handcuffing (double-locked) detainees before securing them in the car with a seatbelt;					
	e. appropriate procedures for transporting detainees of the opposite gender;					
	f. procedures for transporting sick, injured, or disabled detainees;					
	g. authorization or agreement with the sheriff to transport individuals from another county;					
	h. conditions when an officer may interrupt a detainee transport for necessary stops and/or to render emergency assistance.					
10	Policy/ written directive requiring automobile crashes involving department-owned vehicles be investigated by an outside agency (i.e. Georgia State Patrol, Sheriff's Office). An after-action review shall be conducted to determine the root cause of the crash and if driver is determined to be "at-fault", appropriate corrective actions are taken.					
11	Review of accident / Incident Reports (2 Examples) and log of incidents					

4. Search and Seizure					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Policy governing search and seizure both with and without a warrant. The policy shall include:					
	a. Consent Searches;					
	b. Stop and Frisk;					
	c. Search Incident to Arrest;					
	d. Vehicle Searches;					
	e. At the scene of a crime;					
	f. Exigent circumstances where the public safety is endangered;					
	g. Inventory Searches;					
	h. Search Warrants; and					
	i. Other situations authorized by state or federal law.					
	j. Supervisor review					

## Georgia Association of Chiefs of Police (GACP)

5. Use of Force/ Response to Aggression					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
	Policy for 'Use of Force' or 'Response to Aggression' that address:					
	a. Officers shall use the least amount of force necessary to achieve a law enforcement objective;					
	b. An officer may only use deadly force when the officer reasonably believes that it is in the defense of his/her own life or the life of another person or in immediate danger of serious physical injury consistent with OCGA 17-4-20d;					
	c. Use of force will be evaluated on the "Objectively Reasonable" standard;					
	d. Policy must address the use of neck restraints. If the agency authorizes the use of neck restraints, then employees shall receive annual training;					
	e. Requires officers to intervene whenever they observe another officer using inappropriate or unlawful force and immediately report the behavior to the supervisor;					
	f. Use of warning shots;					
	g. Medical aid, as determined by the agency, is provided after any use of force that results in or is alleged to have caused an injury or death of another person;					
	h. Any employee whose actions result in death or serious physical injury is immediately removed from duty and placed on administrative leave with pay pending administrative review and an independent investigation by an outside agency;					
	i. Removal from duty any employee who fails to qualify with their primary duty weapon. Also requires removal of secondary weapons if employee fails to qualify with that system.					
2	Weapons					
	a. Agency authorized lethal weapons and ammunition;					
	b. All less lethal weapons must be authorized by the agency to include electronic control devices, batons, and chemical agents;					
	c. All officers are required to carry one 'intermediate', less-lethal weapon.					
3	Training					
	a. Officers receive annual training on use of force;					
	b. Officers are required to qualify at least twice per year with one qualification in low light environment;					
	c. All firearms training must be conducted by a certified firearms instructor;					
	d. Qualification on all less-lethal weapon systems authorized by the department at least every other year by a qualified weapons instructor.					
4	Documented proof of training (2 examples)					
5	Reporting					
	a. A written report is completed whenever an officer uses force for any reason;					
	b. All Use of Force/Response to Aggression reports shall be reviewed and signed off by every person in the officer's chain of command and ensure compliance with policy;					
	c. An annual assessment shall be conducted of all use of force incidents and a formal report generated collectively describing the incidents, suspects, reasons for incidents, evolving patterns/trends, training needs and recommended procedural changes.					
	e. Any officer whose actions result in death or serious injury shall be given an opportunity to review all available video footage prior to being required to document the use of force in writing in any form.					
	f. Where any officer's use of force results in death or serious injury, the incident shall be reported to GIRMA's designated contact for claim reporting within 24 hours.					
6	Documented proof of completed written reports (2 examples) and log of incidents					

6. Arrests					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Policy governing the arrest of individuals that addresses:					
	a. Only sworn officers who have taken an oath of office as prescribed in O.C.G.A. 45-3-1 and to enforce the law;					
	b. Only sworn officers who have completed the POST mandated training are allowed to make an arrest or carry a weapon;					
	c. Only sworn law enforcement officers may execute arrest warrants;					
	d. Verifying the identity of the person arrested;					
	e. A written report is required when any arrest is made;					
	f. All detainees shall be searched prior to transport;					
	g. Arrests without a warrant as described in O.C.G.A. 17-4-20;					
	h. Arrests with a warrant as described in O.C.G.A. 17-4-20;					
	i. Arrests based upon GCIC/NCIC hits shall not be made without terminal confirmation. (no verbal confirmation shall suffice for an arrest);					
	j. First appearance hearings as outlined in O.C.G.A. 17-4-62;					
	k. Alternatives to physical arrests;					
	l. Persons who are immune from arrest;					
	m. Diplomatic and Consular immunity;					
	n. Arrest of foreign nationals; and					
	o. Arrest of juveniles for criminal and CHINS offenses.					
2	Review of arrest written report (2 examples) and log of arrests					

## Risk Reduction Certificate Program

7. Off Duty					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
	Policy governing employee's off-duty and extra-duty employment. At a minimum, this policy should address:					
	a. Locations or types of businesses employees are prohibited from working;					
	b. Limitations of when and how much officers may work an extra-duty or off-duty job; and					
	c. Steps required to obtain approval to work an off-duty or extra-duty job.					

8. Other Equipment					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Policy outlining equipment required for use by officers while on-duty and when equipment is required. The policy shall require:					
	a. Wearing of ballistic vests while in uniform working on-duty or extra-duty;					
	b. Availability for ballistic vests for personnel not normally in uniform;					
	c. High visibility vests while directing traffic or any time they are in the roadway.					
2	Visual Inspection of Officers and vehicles					

9. Persons Experience Mental Health Issues or Persons with Diminished Capacity					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	Policy governing officers' response to and interactions with persons who may be experiencing a mental health issue and persons with diminished capacity (i.e. autistic, dementia, Alzheimer's, excited delirium, alcohol/drug intoxication) addressing officers':					
	a. Interaction;					
	b. De-Escalation, whenever possible; and					
	c. Diversion to Mental Health Services.					
2	Policy shall require all personnel complete the following training:					
	a. One advanced course on how to respond to persons with mental health issues and persons experiencing diminished capacity (i.e. Mental Health First Aid, Crisis Intervention Training);					
	b. In-service training at least every three years.					
3	Documented Proof of Training					
4	Officers shall be required to complete a report anytime they respond to a person who is experiencing a mental health issue or experiencing diminished mental capacity. This report shall include:					
	a. the type of call;					
	b. problem being experienced;					
	c. description of the person's behavior;					
	d. efforts taken to de-escalate the situation;					
	e. diversion to mental health services; and/or					
	f. if an arrest was made.					
5	Review of reports (2 Examples) and log of incidents					

10. Multi-Jurisdictional Task Force					Auditor Notes	
#	Question	Policy	Page	Section	Status	Comments
1	If agency personnel participate in formal, long-term, multi-jurisdictional investigative task force(s), a written agreement describes the task force activities, and shall contain at a minimum:					
	a. The purpose of the task force;					
	b. The authority and responsibility of each agency;					
	c. a statement that the task force will adopt specific policies or designate the policies of a specific agency so that there are uniform policies for all critical tasks.					
	d. A statement that agency personnel will adhere to their agency's policies where task force policies don't exist;					
	e. Specify how liability insurance coverage is provided; and					
	f. Each agency CEO's or governing authority's approval.					

Officers Interview				Auditor Notes	
#	Question	Status	Comments		
1	Describe your hiring process. Background Checks? Discipline? Job Descriptions?				
2	Describe your departments property & evidence procedures				
3	Describe your departments vehicle operations. Training? Seat Belts? Distracted Driving? Vehicle Pursuits? Transporting Detainees? Vehicle Incident Investigations?				
4	Describe your departments search and seizure process				
5	Describe your departments use of force process. Weapons? Training? Reporting?				
6	Describe your departments arrest procedures.				
7	Do you wear body armor? High Vis Vest while directing traffic?				
8	Describe your departments process for dealing with person of diminished capacity. Training? Reporting?				



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# RISK REDUCTION CERTIFICATE PROGRAM



**Georgia Association of Chiefs of Police  
(GACP)**