**FIELD TRAINING**

**OFFICER PROGRAM**



**STANDARDIZED TRAINING PROGRAM  
SEVIER COUNTY SHERIFF'S OFFICE**

**1st Edition**

**Revised September 1 2022**

**Sevier County Sheriff’s Office**

Field Training & Evaluation Program

**Probationary Deputy Sheriff Data Sheet**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Line 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Line 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Hired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Radio #: \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Family Information** | | |  | **Educational Background** | | | |
| Marital Status |  | |  | High School: |  | | |
| Spouse Name |  | |  | Year Graduated: | | |  |
| Child(ren)’s Name(s) and Age(s): | | |  | College/University: | |  | |
|  | |  |  | Year Graduated: | | |  |
|  | |  |  | Major: | | |  |
|  | |  |  | Minor: | | |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| Basic Police Recruit School | | |
| Name: |  | | Date Graduated: |  |
| Location: | |  | |  |

|  |  |  |
| --- | --- | --- |
| **Prior Police Experience** | | |
| Department: | |  | Position/Rank: |  |
| Division: | |  | Radio #: |  |
|  | |  |  |  |
| **Military Experience** | | |  |  |
| Branch: |  | | Years Served: |  |
| Rank: |  | |  |  |

 

SEVIER COUNTY SHERIFF’S OFFICE

Field Training & Evaluation Program

General Order Assignment Checklist

**PROBATIONARY DEPUTY SHERIFF’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RADIO #: \_\_\_\_\_\_\_\_\_\_\_**

During the course of the Field Training Program, it is imperative that a Probationary Deputy Sheriff receive training in the Sevier County Sheriff’s Office General Orders/Standard Operation Procedures. The following checklist will allow Field Training Officers to document training in each General Order/Standard Operation Procedure. As each General Order/Standard Operation Procedure is read and discussed, the Probationary Deputy Sheriff and Field Training Officer will sign and date the list next to the corresponding General Order/Standard Operation Procedure. The signature of the Probationary Deputy Sheriff acknowledges that the General Order/Standard Operation Procedure has been read and understood. The signature of the Field Training Officer acknowledges that he/she has conducted training of the General Order/Standard Operation Procedure. Field Training Officers may choose to make reading assignments to the Probationary Deputy Sheriff. The Probationary Deputy Sheriff will have access to the General Order/Standard Operation Procedure via the Sheriff’s Office computer along with the General Order/Standard Operation Procedure issued to them on a USB drive.

|  |  |  |
| --- | --- | --- |
|  | **COMPLETE BELOW BEFORE END PHASE 1** |  |
| **General Order/Standard Operations Procedure** | **PDS Signature/Date** | **FTO Signature/Date** |
| **Mission Statement** |  |  |
| **Administrative Review Process 101.00** |  |  |
| **Promotions**  **101.02** |  |  |
| **Internal Affairs**  **101.03** |  |  |
| **Grievance Process**  **101.04** |  |  |
| **Disciplinary Process**  **101.05** |  |  |
| **Performance Evaluation**  **101.06** |  |  |
| **Organization and Administration 102.00-102.01** |  |  |
| **Delineation of Responsibilities 102.00 (p6)** |  |  |
| **Fiscal Management**  **102.11** |  |  |
| **Inspection Services**  **102.03** |  |  |
| **Jurisdiction/Mutual Aid**  **102.04** |  |  |
| **Liability Protection Program**  **102.05** |  |  |
|  | **COMPLETE BELOW BEFORE END PHASE 2** |  |
| **Public Information**  **102.06** |  |  |
| **Crime Analysis**  **102.09** |  |  |
| **Property Management**  **102.11** |  |  |
| **Compensation Benefits/Conditions of Work**  **202.00** |  |  |
| **Selection**  **202.01** |  |  |
| **Recruitment**  **202.07** |  |  |
| **Training**  **301.00** |  |  |
| **Field Training Development Program 301.01** |  |  |
| **Career Development**  **301.03** |  |  |
| **Patrol Operations**  **302.00** |  |  |
| **Allocation and Distribution of Personnel 302.00** |  |  |
| **Vehicle Operations**  **302.01** |  |  |
| **Arrest Procedures**  **302.04-302.08** |  |  |
|  | **COMPLETE BELOW BEFORE END PHASE 3** |  |
| **Transporting Prisoners**  **302.08** |  |  |
| **Domestic Abuse**  **302.11** |  |  |
| **Traffic Control and Services**  **303.02** |  |  |
| **Roadblocks/DUI Checkpoints**  **303.03** |  |  |
| **Traffic Crash Investigations**  **303.04** |  |  |
| **Towing**  **303.05** |  |  |
| **Crime Prevention and Community Relations 304.00** |  |  |
| **Amber Alert Plan**  **304.05** |  |  |
| **Canine Unit**  **304.09** |  |  |
| **Victim Witness Assistance**  **304.12** |  |  |
| **Responding Person with Mental Illness 304.16** |  |  |
| **Unusual Circumstances**  **305.00** |  |  |
| **Special Operations**  **305.00** |  |  |
|  | **COMPLETE BELOW BEFORE END PHASE 4** |  |
| **Hostage and Barricaded Situations 305.02** |  |  |
| **Court Security**  **305.08** |  |  |
| **Legal Process**  **304.07** |  |  |
| **Criminal Investigations**  **400.00** |  |  |
| **Criminal Intelligence**  **400.01** |  |  |
| **Collection Preservation of Evidence 400.03** |  |  |
| **Property and Evidence Control 400.04** |  |  |
| **Evidence and Property Management 401.00** |  |  |
| **Juvenile Operations**  **402.00** |  |  |
| **Communications**  **500.00-500.06** |  |  |
| **Corrections Facility**  **500.07-500.16** |  |  |
| **Records**  **501.00-501.06** |  |  |
| **Traffic Records System**  **501.02** |  |  |
| **School Resource**  **304.15** |  |  |

Upon completion of the General Order/Standard Operations training this document should be filed in the Probationary Deputy Sheriff’s personnel file.

Training Sergeant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Lieutenant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TYPE OF CALL** | **PHASE 1** | **PHASE 2** | **PHASE 3** | **PHASE 4** | **TOTAL** |
| Accident/injury |  |  |  |  |  |
| Accident/Prop Damage |  |  |  |  |  |
| Alarm/Residence |  |  |  |  |  |
| Alarm/Business |  |  |  |  |  |
| Alarm/Hold-up |  |  |  |  |  |
| Animal Bite |  |  |  |  |  |
| Arrests/All Types |  |  |  |  |  |
| Assault/Non-Domestic |  |  |  |  |  |
| Assist/Fire/Ambulance |  |  |  |  |  |
| Burglary Report |  |  |  |  |  |
| Chase/Pursuit-Foot |  |  |  |  |  |
| Chase/Pursuit-Vehicle |  |  |  |  |  |
| Child Abuse |  |  |  |  |  |
| DOA Report |  |  |  |  |  |
| Domestic Violence |  |  |  |  |  |
| Disturbance/Fight |  |  |  |  |  |
| Disturbance/Other |  |  |  |  |  |
| DUI Arrest |  |  |  |  |  |
| Found Property |  |  |  |  |  |
| Fraud/Forgery |  |  |  |  |  |
| Homicide/Crime Scene |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TYPE OF CALL** | **PHASE 1** | **PHASE 2** | **PHASE 3** | **PHASE 4** | **TOTAL** |
| Injured Person |  |  |  |  |  |
| Juvenile Arrest |  |  |  |  |  |
| Missing Person/lost Child |  |  |  |  |  |
| Prowler |  |  |  |  |  |
| Public Intoxication |  |  |  |  |  |
| Rape |  |  |  |  |  |
| Resisting Arrest |  |  |  |  |  |
| Robbery/ Strong Arm |  |  |  |  |  |
| Seizures-DUI  Narcotics Related |  |  |  |  |  |
| Shoplifting |  |  |  |  |  |
| Shooting/Person |  |  |  |  |  |
| Shooting/Occupied  Dwelling |  |  |  |  |  |
| Shooting/Occupied  Vehicle |  |  |  |  |  |
| Theft |  |  |  |  |  |
| Threatening Phone  Calls |  |  |  |  |  |
| Traffic Citation |  |  |  |  |  |
| Traffic Stops |  |  |  |  |  |
| Vandalism |  |  |  |  |  |
| Warrant Served |  |  |  |  |  |
| Miscellaneous Calls |  |  |  |  |  |

**The Sevier County Sheriff’s Office Is An Employer At Will**

**General Order**

**G.O. Number 101.04**

The Sevier County Sheriff’s Office is an employer at will, and the Sheriff is the final decision

maker in any grievance issues. If an employee wishes to further pursue any grievance matter, it

will be the responsibility of the employee.

*Tennessee is an at will employer state.*

Employers may legally terminate an employee at any time for any reason, or for no reason,

without incurring legal liability.  However, an employer may not discriminate against any

employee on the basis of the employees’ race, sex, age, religion, color, national origin, or

disability. Likewise, an employee is free to leave a job at any time for any reason, or for no

reason, with no adverse legal consequences.

**By signing below, you acknowledge your understanding that the Sevier County Sheriff’s Office is an at will employer.**

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

Probationary Deputy Sheriff

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

Date

|  |  |  |
| --- | --- | --- |
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MISSION STATEMENT

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SEVIER COUNTY SHERIFF’S OFFICE

MISSION STATEMENT

*It is the mission of the Sevier County Sheriff’s Office to protect the rights of persons within its jurisdiction to be free from crime and disorder, to be secure in their possessions and live in peace without fear. It is our agency’s responsibility to enforce the law in a fair and impartial manner recognizing both the statutory and judicial limitations of police authority, and the constitutional rights of all people.*

*Through community-oriented policing, the Sevier County Sheriff’s Office strives to ensure that services provided are of the highest standards. We accomplish this by providing high visibility- patrols, aggressive law enforcement, a sincere response to each citizen’s request, established clear communication between our citizens and the Sheriff’s Office through community and personal interaction, and acting upon the citizen’s need for service and maintaining a daily working relationship to minimize problems within our community.*

*Members of the Sevier County Sheriff’s Office are dedicated to maintaining the highest level of honesty, integrity and sound judgment and will always strive to improve the quality of life within Sevier County*

CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the Sheriff’s Office. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held as I am true to the ethics of law enforcement service. I will constantly strive to achieve these objectives and ideals, dedicating myself before GOD to my chosen profession . . . LAW ENFORCEMENT.

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

Signature Date

INTRODUCTION

The Standardized Training Schedule is an outline the Field Training Officer uses when instructing Probationary Deputy Sheriff (PDS). This schedule requires the Field Training Officer to present Training Briefs to the PDS at specific points in the FTO program. However, the Field Training Officer should not feel restricted in discussing field incidents which he/she and the PDS encounter in their daily activities simply because the related Training Brief may be scheduled for later in the FTO program. The Field Training Officer has the option of discussing the field incident with the PDS at the time of occurrence and reviewing the related Training Brief. He also continues to retain the option to wait and discuss the Training Brief at the time outlined in the Standardized Training Schedule.

Reviewing the field incident in detail with the PDS at the time of occurrence in some circumstances may confuse the PDS. If the PDS has limited field exposure or the related Training Brief is very complex, the Field Training Officer may elect to discuss the Training Brief at the time indicated in the Standardized Training Schedule. However, if the Field Training Officer believes the PDS would benefit from the review of the incident and related Training Brief, he should locate the material and present it for discussion. If the PDS thoroughly understands the material, the Field Training Officer should sign the Training Brief as completed.

The Standardized Training Schedule benefits the Field Training Officer because it ensures training topics have been discussed completely, documents training efforts, provides a format for review, and helps to focus training time. The Training Briefs benefit the PDS by providing outlined topics, references for further research, and providing a framework for questions. This promotes self-study and allows the PDS to prepare for future training sessions.

Probationary Deputy Sheriffs is required to possess their Standardized Training Schedule while on duty in the FTO program. The Standardized Training Schedule is department issued material, and the PDS is responsible for its maintenance. If the schedule is lost, the PDS shall notify his/her Field Training Officer and supervisor immediately.

Each Training Brief has a signature and date location for the Field Training Officer and the PDS to complete after reviewing the Training Brief. In addition, sections labeled DISCUSSED, DEMONSTRATED, and DISCUSSED AND DEMONSTRATED provide a location for identifying the method by which the PDS received the instruction.

INCIDENT FREQUENCY LIST INSTRUCTIONS

The Incident Frequency List is used to document the number of times a PDS has been exposed to a particular call, crime, report or arrest. The PDS and the Field Training Officer together are responsible for ensuring the Incident Frequency List is updated daily.

After the call is completed, the PDS and the Field Training Officer will update the Incident Frequency List by placing a tally mark in the appropriate space. Some calls will need to be documented in two or more places on the Incident Frequency List. For example, if the PDS assists in a traffic stop that results in a DUI arrest; this would be recorded on the incident Frequency List as a Traffic Stop and a DUI arrest.

At the conclusion of each training phase, the PDS and the Field Training Officer will record the total number of times the PDS was exposed to each type of incident in the appropriate space.

This Standardized Training Schedule has a copy of the Incident Frequency List placed at the beginning of the training briefs for each phase. This format will permit each Field Training Officer to separately document the PDS’s field exposure for each phase.

**PHASE ZERO**

**WEEK ONE**

During week one of the FTO Program, the Probationary Deputy Sheriff (PDS) will become involved in routine police activity. For example, the PDS should begin completing basic reports, interviewing witnesses and victims of crimes. PDS should begin using the police radio in all non-stress situations and assisting the Field Training Officer in arresting and searching prisoners.

In order to accomplish these goals, the following material shall be presented to the PDS during Week One:

* **Roll Call Procedures**
* **Radio Procedures**
* **Basic Officer Safety**
* **Police Professionalism**
* **Use of Force**
* **Basic Arrest Procedures**
* **Prisoner Handling**
* **Juvenile Arrest and Processing**

SEVIER COUNTY SHERIFF’S OFFICE

**TRAINING BRIEF**

TOPIC: Roll Call Procedures

OBJECTIVES: To provide the PDS with knowledge of Roll Call procedures.

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of basic roll call procedures and responsibilities.

The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH:

* Proper uniform and time of arrival
* Extra patrols/BOLOS
* Zone assignments
* Proper use and handling of BWC

**Roll Call**

1. Immediately prior to each shift going on duty, roll call will be conducted. Roll call is paid duty time and is mandatory for each Officer.

B. Roll call will accomplish, at a minimum, the following basic tasks:

1. Briefing Officers with information regarding daily activity, with particular attention given to unusual situations, directed patrol activity, changes in the status of wanted persons, stolen properties, stolen vehicles and major investigations.
2. Notifying Officers of schedule and assignment changes.
3. Informing Officers of new directives or changes in directives.
4. Evaluating Officer’s readiness to assume patrol duties.
5. Providing roll call training as deemed necessary by the Shift Supervisor, Training Officer or the Sheriff.
6. Roll call briefing information may come from a number of internal and external sources (i.e. e-mails, regular mail, investigators, shift Supervisors, dispatchers, administrative personnel, etc.)

**Day to Day Patrol Activities**

A. Immediately following Roll Call and prior to going to their assigned zone, each Officer’s is required to check their personal and vehicle equipment must and report any problems or malfunctions to their supervisor. If during the shift the patrol vehicle becomes inoperable or the Officer must change to a different vehicle it will be the Officer’s responsibility to ensure the vehicle’s equipment is checked and report any malfunctions to the shift Supervisor.

B. Upon leaving the station Officers will report immediately to their assigned zone and make an initial patrol check before taking any breaks.

C. Officers will respond to calls for service in their zone as quickly, efficiently, and safely as possible considering the type of call and whether it is an emergency or non-emergency.

D. Officers will respond to calls for service in their zone as quickly, efficiently, and safely as Possible considering the type of call and whether it is an emergency or non-emergency.

E. Response to certain incidents may require several Officers to deal effectively and safely with the problem. During these incidents the dispatcher will notify the shift Supervisor who will determine the appropriate action. These incidents may include Officers in trouble or needing assistance, felony in progress, other life-saving situations, or if Officer has activated his/her emergency alarm. The dispatcher will utilize the communications POLICY and procedure manual.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_ This information was DISCUSSED with the PDS.  
\_\_\_ This information was DEMONSTRATED by the FTO to the PDS.  
\_\_\_ This information was DISCUSSED AND DEMONSTRATED by the FTO to the PDS.

**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Radio Procedures

OBJECTIVE: To instruct the PDS in the proper method of using the Police Radio

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the proper use of the Police radio. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Always use call sign and wait for dispatch response
* Be sure to speak clearly and with sufficient volume
* When to clear radio for emergency traffic
* Always take Portable when away from vehicle

The agency’s two-way radio system includes:

1. Mobile units mounted in Sheriff’s Office vehicles include UHF band radio with multiple channel capability.
2. Portable units that are battery Powered, UHF band, with multiple channel capability. Radios may be carried by hand but will normally be worn on Officer’s belt.
3. The UHF band mobile and Portable radios are capable of two-way operations on a joint public safety frequency and operate through a repeater system. Operators must pause 1-2 seconds after keying microphone to allow repeater to activate before beginning their radio message. If operator speaks too quickly, the first 1-2 seconds of radio message will not be transmitted.

**Call Signs**

Officers transmitting on mobile or Portable units will identify themselves using assigned radio identification numbers (see G.O. ‘Police Officers Numbering System’).

**Inter-Agency Radio Transmission**

1. Dispatch to Unit
2. Non-emergency calls:
3. Duty dispatcher calling a field unit will use the message format - "Unit #," (example: 101).
4. Unit called will acknowledge by repeating their unit number.
5. Dispatcher will then proceed with radio message.
6. Prepare to Copy Calls - Dispatchers will use the following format when broadcasting information to all units:
7. All Sheriff’s Office Units - 10-57 (example for an alarm call).
8. Dispatchers will pause 2-3 seconds then follow with broadcast message.
9. Field units will acknowledge receipt of message as follows: "101 - 10-4."
10. Dispatchers will monitor and record units acknowledging receipt of the broadcast, and ensure that units temporarily out-of-service receive the broadcast upon returning to service.
11. Unit to Dispatch
12. Situations requiring field units to notify and inform duty dispatchers of their status include: (i.e., Officer in trouble).
13. When responding to any situation
14. Upon arrival at the scene of dispatched and initiated incidents.
15. When making vehicle or pedestrian stops (providing stop location, vehicle information, along with make model, color, registration and any other information identifying vehicle or pedestrian).
16. Before leaving the radio when handling routine assignments and administrative duties.
17. Non-emergency calls
18. Field units calling the dispatcher will use the message format, "Unit #,” (example "101").
19. Dispatcher will acknowledge by repeating unit number (example: "101").
20. Unit, after receiving acknowledgment, will proceed with radio message.
21. Normally, units should await dispatcher acknowledgment before proceeding with additional emergency information. In situations involving a field unit needing immediate/emergency back-up, time is critical and dispatchers must be constantly alert to the fact that the initial request for help will very likely include the Officer’s location.
22. Unit to Unit
23. Units frequently need to communicate with each other for various reasons.
24. Message format for these transmissions will be unit # to unit #" with the unit calling identified first, (i.e., 101 to 102).
25. Unit being called will reply "Unit # - (i.e., "102").
26. Calling unit will then proceed with their message.

5. Occasionally two or more units will attempt to transmit messages at the same time. In these cases, the dispatcher will state "Two Units," identify one unit and instruct that unit to go ahead with their traffic. When that unit is finished, the dispatcher will attempt to identify the second unit and instruct them to go ahead with their message. Priority will be given to a unit with emergency radio traffic.

**Reference SCSO GO 500 Communications**

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

**SCSD 10 Codes**

10-1 Receiving Poorly

10-2 Receiving Well

10-3 Stop Transmission

10-4 Acknowledge

10-5 Relay

10-6 Busy

10-7 Out Of Service

10-8 In Service

10-9 Repeat

10-10 Out of Service (on assignment)

10-11 Dispatching to Rapidly

10-12 Officials/Visitors Present

10-13 Advise Road Conditions

10-14 Escort

10-15 Prisoner in Custody

10-16 Pick Up Prisoner

10-17 Pick up Papers

10-18 Complete ASAP

10-19 Return to Station/Scene

10-20 Give Location

10-21 Call Station

10-22 Disregard/Cancel

10-23 Officers In Trouble

10-24 Shots Fired

10-25 Do You Have Contact

10-26 Disorderly Person

10-27 Burglary Residence

10-27A Burglary Business

10-27B Burglary Rentals

10-27C Burglary Vehicle

10-27D Burglary Under Construction

10-27E Burglary Out Building

10-28 Vehicle Registration Check

10-29 Check for Wanted/Warrant

10-30 Send Detectives

10-31 Stabbing

10-32 Intoximeter Available

10-33 Emergency Traffic

10-34 Clear For Local Traffic

10-35 Coded Traffic

10-36 Correct Times

10-37 Status Check

10-38 Shooting

10-39 Armed Suspects

10-40 Welfare Check

10-41 Directed Patrol

10-42 Building Check

10-43 Request an Officer

10-44 Stolen Vehicle

10-44B Recovered Stolen Vehicle

10-45 MVA Non Injury

10-46 MVA with Injury

10-47 Ambulance Assist/Request

10-48 Wrecker Request

10-49 Drunk Driver

10-50 Negative/No Traffic

10-52A Robbery

10-52B Strong Arm Robbery

10-53 BOLO

10-54 Arrest and Hold

10-55A Kidnapping

10-55B Rape

10-55C Sexual Assault

10-56 Prowlers

10-57A Burglar Alarm Residence

10-57B Burglar Alarm Business

10-57C Burglar Alarm Rental

10-58 Public Intoxication

10-59 Fight

10-60 Indecent Exposure

10-61 Child Abuse/Neglect

10-62 Corpse/DOA

10-63 Vandalism

10-64 Animal Complaint

10-65 Clear Radio/Emergency Broadcast

10-66 Suspicious Vehicle/Subject

10-67 Dead Animal in Road

10-68 Report to ER

10-69 911/Information Only

10-70 Out in Foot Pursuit

10-71School Traffic

10-72A Structure Fire

10-72B Brush Fire

10-72C Vehicle Fire

10-73 Road Block

10-74 Blood Run

10-75 Plane Crash

10-76 Drag Racers

10-80 Pick Up Personal items

10-81 Traffic Stop

10-82 Request Backup

10-83 Mental subject

10-84 Possible Drugs Present

10-85 Request Coroner

10-86 Domestic

10-86A Stalking

10-87 Disorderly Conduct

10-88 Shoplifter

10-89 Simple Assault

10-89 Agg Assault

10-90 911 Hang Up

10-91 Homicide

10-92 Reckless Driver

10-93 Riots

10-94 Suicide

10-94B Attempted Suicide

10-95 Bomb Threat

10-96 Theft

10-97 On Scene

10-98 Completed Last Assignment

10-99 Officer Down

CODE AND SIGNALS

**Code** **SIGNAL**

1 USE CHANNEL 1 ALL SECURE

2 USE CHANNEL 2 PROBLEM W/ CHECK CALL OWNER

3 USE CHANNEL 3 SEND ANOTHER UNIT FOR TRANSPORT

4 USE CHANNEL 4 SET UP RADAR AT

5 CONTACT SHERIFF 5 LOG

6 CONTACT CHIEF 6 CALL-PHONE MESSAGE

7 EMERGENCY – SERIOUS CONDITION 7 DRIVERS LICENCE CHECK

8 NO LIGHTS OR SIRENS 8 MEET

9 PROCEED W/ CAUTION 9 DISREGUARD

10 RUSH-QUICK ACTION DESIRED 10 CHECK FOR LOCAL 1029 ON

11 CONTACT ASSISTANT CHIEF 11 MARIJUANA PRESENT

12 CONTACT DHS 12 OTHER DRUGS MAY BE PRESENT

13 CONTACT JUVENILE AUTHORITIES 13 PREVIOUS TRAFFIC ON SUBJECT

14 CONTACT PARENTS OF JUVENILE 14 RUN CRIMINAL HISTORY

15 CONTACT BOMB SQUAD 15 OUT AT GAS PUMPS

16 CONTACT DRUG UNIT 16 OUT OF UNIT AT GARAGE

18 SET UP SURVEILLANCE AT 17 OUT AT STATION R

19 CRUISER INVOLVED IN ACCIDENT 18 OUT OF UNIT TO EAT

20 SEND WRECKER-CRUISER 1007 19 OUT OF UNIT ON OTHER TRAFFIC

**SIGNALS**

20 CALL STATION R

21 ATL-MISSING PERSON

22 PICK UP/PIGEON FORGE DRUG

23 SAVE HARDCOPY OF NCIC REQUEST

24 REQUEST 1019 FOR REPORT

25 COMPUTER 1007 BACKUP

26 EQUIPMENT FAILURE

27 ENDING MILAGE

**CODE**

CODE A- GOA (GONE ON ARRIVAL)

CODE B- WARN (WARNING)

CODE C- CIT (CITATION)

CODE E- MIS ARR (MISDEMENOR ARREST)

CODE F- MUL ARR (MULTIPLE ARREST)

CODE G- JUV ARR (JUVENILE ARREST)

CODE H- UTL (UNABLE TO LOCATE)

CODE I- UTA (UNABLE TO ASSIST)

CODE J- RA (RENDERED ASSISTANCE)

CODE K- FI (FIELD INTERVIEW)

CODE L- OPEN (OPEN INVESTIGATION)

CODE M- UNF (UNFOUNDED)

|  |  |  |  |
| --- | --- | --- | --- |
| A = | ALPHA | N= | NOVEMBE |
| B = | BRAVO | O= | OSCAR |
| C = | CHARLIE | P = | PAPA |
| D = | DELTA | Q = | QUEBEC |
| E = | ECHO | R= | ROMEO |
| F = | FOXTROT | S = | SIERRA |
| G = | GOLF | T = | TANGO |
| H = | HOTEL | U = | UNIFORM |
| I = | INDIA | V= | VICTOR |
| J = | JULIET | W= | WISKEY |
| K = | KILO | X = | X-RAY |
| L = | LIMA | Y= | YANKEE |
| M = | MIKE | Z = | ZULU |

SEVIER COUNTY SHERIFF'S OFFICE

TRAINING BRIEF

**TOPIC:** Basic Officer Safety

**OBJECTIVE:** To provide the PDS with the knowledge required to practice basic officer safety skills

**SCHEDULE:** Phase Zero Week One

INSTRUCTION: The Field Training Officer shall review with the PDS the basic safety concepts listed below. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH:

* Safety of officers and public should be #1 objective
* Do not skip safety procedures to clear calls quicker
* Always pat down persons being transported
* Keep interview distance when contacting
* *Think Clearly*
* *1. When you speak to people: Be in Position of safety; LISTEN; Do the opposite of the other person (If they are loud, you speak softly; If they are irate, you be calm.),*
* *2. Legal Authority: Be able to answer: Am I being detained? Legal basis for detention? Know your legal authority to be there.*
* *3. Emotional Intelligence: self-awareness; know what sets you off and how to control it, tactile breathing, plan to disengage and Positive imagery*
* *4. Adaptive Decision Making: (WIN) What’s Important Now: Know what is most important to you in this moment*
* *5. Respect Unconditionally: Everyone gets treated as a person no druggies or homeless etc. all people get treated as a person. This removes the need to worry about any kind of bias*

**I. Radio Communications**

1. Notify communications and assisting units of location changes and situation updates
2. Notify communications if you are responding to assist other officers
3. When responding to emergency situations try to keep radio channel free for

units on scene

**II. Assisting other Police officers**

1. Develop and practice officer safety plans with other officers, such as building approaches, vehicle stops, and responding to alarm calls
2. One officer should move while the other provides cover
3. Wait for back up on high-risk calls, even if the suspect has a chance for escape unless there is imminent danger to someone’s personal safety.
4. Remember that plain clothes officers may be responding to the scene
5. Practice the concept of contact/cover with fellow officers

III. Maintain advantage over suspects

1. Keep a safe distance
2. Use proper "field interview stance”
3. The officer's weapon side should be turned away from the suspect
4. Keep the strong hand free for immediate access to the handgun
5. Use illumination equipment properly to gain and keep the advantage
6. Spotlight the vehicle, house, etc.
7. Flashlight
8. Takedown lights
9. Headlights
10. Use of appropriate weapon when needed
11. Chemical Weapon
12. Electronic Control Device (Taser)
13. Handgun
14. Long Gun
15. Control the suspect’s movements
16. Command bearing
17. Voice commands
18. Physical control
19. Maintain sight of the suspect at all times
20. HANDCUFF FIRST, THEN SEARCH
21. Know when to search and perform the search properly
22. Pat down vs Terry Pat downs. WHY? (Terry vs Ohio 392 us1, 1968)
23. Search incident to arrest
24. Inventory is not a search, know the difference

4. Search the opposite sex only if a same-sex officer is not available.

1. **Approach and search buildings**
2. Use existing cover/concealment to ensure a safe approach to buildings
3. Position the Police vehicle to provide additional cover
4. Consider the dangers involved in walking down hallways
5. Search buildings in pairs. Do not search alone or separate during search
6. Consider whether it is better to enter, or wait until suspect surrenders
7. Locate a safe Point of entry. A window is not a safe entry Point
8. Ensure there is proper lighting before beginning a search
9. Existing light
10. Flashlight
11. Have some knowledge of the building layout before beginning the search
12. Ascend stairways properly and safely
13. Search the ground floor first (have a plan if Possible)
14. Do not leave un-cleared rooms behind you
15. Search with your weapon in your hand
16. Use the proper room-entry-technique with your partner
17. Open doors fully before entering a room
18. Be thorough in searching buildings
19. Control the noise level
20. Do not bunch together with other officers
21. Avoid standing in doorways and windows (fatal funnel)
22. Look up, down, and behind yourself
23. Avoid silhouetting yourself or your partner
24. **Approach to vehicles**
25. Use existing cover to ensure a safe approach to vehicles
26. Position the Police vehicle properly to provide cover on vehicle stops
27. Stand clear of vehicular traffic when speaking to traffic violators (passenger side approach)
28. Do not silhouette yourself with vehicle's headlights or spotlight
29. Use the vehicle's headlights, alley lights, spotlight, and takedown lights to your maximum advantage.
30. Search the Police vehicle prior to and immediately after transporting civilians or prisoners
31. Safety practices for the officer
32. Inspect firearms, ECD’s, ammunition, handcuffs, leather, and vehicle before beginning your shift. Ensure preventative maintenance is performed regularly.
33. Know the difference between cover and concealment
34. Use voice commands to control situation
35. Know your location at all times
36. Avoid establishing patterns and predictable behavior while on patrol
37. If threatened, ACT. Do not freeze up. DO SOMETHING!
38. Avoid tunnel vision
39. Be alert for ambush clues
40. Stall and slow down high-risk incidents. Time is on the officer's side
41. Expect the unexpected
42. Select the next Position of cover before you move
43. Maintain physical fitness
44. Wear your body armor
45. Carry an extra, concealed handcuff key
46. Consider carrying back up weapons (Approval by Chief Deputy of Law Enforcement Services)
47. Practice reloading in low-light locations
48. Stay away from corners when searching or in foot pursuit

**R**EFERENCE: Street Survival, by Ronald T. Adams, Lt. Thomas M. McTernan and Charles Remsberg; The Tactical Edge, by Charles Remsberg.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):** \_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Police Professionalism

OBJECTIVE: To ensure the PDS conducts themselves as a professional Police officer.

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following topics shall be discussed with the PDS to ensure the officer is aware of the professional standards expected of him/her by the Sevier County Sheriff’s Office. In addition, the FTO will discuss Police actions that frequently result in citizen complaints. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

**Sheriff’s Office Ethics**

A Law Enforcement Officer’s life is one of self-sacrificing service to high ideals, based Upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to defend the right, to protect the weak, to aid the distressed and to uphold the law in public and private living. They accept the obligation to report facts; to testify without bias or display of emotion; and to consider all information they receive 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.

There must be a deep appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for Law Enforcement Officers the respect and support of the public. Each member of the Sevier County Sheriff’s Office must conform to the following high standards:

A. They will tell the truth, the whole truth, and nothing but the truth. Any resort to half-truths or evasions will result in irreparable damage to their reputation and destroy public and official confidence in the entire Sheriff’s Office.

B. They will face their problems with determination and be resolute and persistent in the face of difficulty.

C. They will exert every effort to complete their assigned task.

D. They will avoid the use of obscene, profane, or violent language.

E. They will keep their mind and body sound and healthy.

F. They will strengthen their own capabilities and encourage public support through constant study and application of progressive Police techniques.

G. They will be loyal to the law enforcement service and their associates of all ranks.

H. They will encourage their associates to discharge fully the obligations of their office.

I. They will strive for a full coordination of effort in internal activities and in official relationships with other organizations.

1. They will foster in all personnel sensitivity to misconduct of associates and courage to oppose it.

K. They will take their oath of office without reservation or evasion. There can be no compromise with sincerity.

REFERENCE: SCSO GO 201.00 ETHICS

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

SEVIER COUNTY SHERIFF'S OFFICE

**TRAINING BRIEF**

TOPIC: Use of Force

OBJECTIVE: To ensure the PDS has an understanding of the use of legal force

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Department's POLICY on use of force with regard to chemical weapons, impact weapons, and firearms. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* TN code for use of force
* Force options available to officer
* Progression of force from officer presence to deadly force
* De-escalation techniques
* Approved intermediate weapons and restriction on their use

**Use of Force**

**POLICY:**

It is the policy of the Sevier County Sheriff’s Office to value and preserve human life and to provide clear procedures to sworn Officers regarding the use of force in the performance of their duties.

The main responsibility of Sevier County Sheriff’s Office Officers is to protect the life and property of citizens. In compliance with applicable law, Officers shall use only the amount of force necessary and reasonable to accomplish lawful objectives and to control a situation, effect an arrest, overcome resistance to arrest or defend themselves or others from harm. When force is necessary, the degree of force employed should be in direct relationship to the amount of resistance exerted or the immediate threat to the Officers or others.

Officers who use excessive or unauthorized force shall be subject to discipline, up to and including termination, possible criminal prosecution and/or civil liability. The use of force is only authorized when it is objectively reasonable and for a lawful purpose. Accordingly, the Sevier County Sheriff’s Office will thoroughly review and/or investigate all uses of force by Officers to ensure compliance with all legal requirements and this policy.

**PURPOSE:** To establish Sevier County Sheriff’s Office guidelines and limitations concerning the appropriate and acceptable use of deadly and non-deadly force.

**DEFINITIONS:**

**Active Resistance:** When a subject makes physically evasive movements to interfere with an Officer’s attempt to control that subject; including, but not limited to, bracing, tensing, pulling away, actual or attempted flight, or pushing.

**Authorized Weapons:** Weapons that meet agencies specifications and Officers are permitted to carry; and for which Officers successfully complete proficiency and safety training.

**Chokeholds:** Any pressure or constriction to the neck, throat or windpipe that may inhibit breathing.

**Critical Firearm Discharge:** A discharge of a firearm by a Sevier County Sheriff’s Office Officer to the extent such discharges are authorized under this policy (See General Order,300.04, Firearms and Firing Range Policy.) Range and training discharges and discharges at animals are not included under this section.

**Deadly Force (Also referred to as Lethal Force):** Any physical force that can reasonably be expected to cause death or serious physical injury. Officers must understand that deadly physical force is an extreme measure and should only be used in accordance with the law and as stated in this policy and other policies governing the use of force.

**De-escalation:** A decrease in the severity of force used in an incident in direct response to a decrease in the level of resistance. De-escalation is also a tactic designed to place Officers in a position of advantage when dealing with irrational, unpredictable or suicidal persons. De-escalation helps Officers stay focused and calm during crisis situation to bring chaotic moments to as peaceful a resolution as the suspect will afford without risking the safety of the Officer/Officers or suspect.

**Electronic Control Device (ECD):** Anincapacitating device used for subduing a person by administering an electric shock for the purpose of disrupting superficial voluntary muscle functions. This is an intermediate device and is classified as less lethal. The device should only be used when an Officer is met with a certain degree of resistance or aggression through either actions or words.

**Exigent Circumstances:** Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect or some other consequence improperly frustrating legitimate law enforcement efforts.

**Force:**Any physical strike or instrumental contact with a person; any intentional at physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes the discharge of a firearm, or pointing a firearm at or in the direction of a human being, use of chemical spray, use of impact weapons, use of electronic control device (ECD), chokeholds or hard hands, taking of a subject to the ground or the deployment of a canine. The term does not include escorting or handcuffing a person with minimal or no resistance. **Use of Force** is lawful if it is **objectively** **reasonable** under the circumstances to effect an arrest or protect the Officer or other persons.

**Hard Hand Control:** Impact oriented techniques that include knee strikes, elbow strikes, punches, and kicks. Control strikes are used to subdue a subject and include strikes to pressure points such as: the common peroneal (side of the leg), radial nerve (top of the forearm) or brachial plexus origin (side of neck).

**Defensive strikes are used by officers to protect themselves from attack and may include strikes to other areas of the body, including the abdomen or head.** **Techniques** **in this category include pressure point controls, stunning or striking actions delivered to a subject’s body with the hand, fist, forearm, legs, or feet.** **These techniques target the major muscle groups and are delivered to create muscle cramping, thereby inhibiting muscle action and allowing the Officer to subdue the subject.** **In extreme cases of self-defense, the Officer may need to strike more fragile areas of the body where the potential for injury is greater.** **The use of neck restraints****, chokeholds, or other similar weaponless control** **techniques, however, are prohibited unless the use of deadly force is authorized****.**

**Harm:** Injury inflicted upon a person, whether visible or not.

**Imminen****t Threat:**  An Officer’s reasonable perception of impending danger, death, or serious injury from any action or outcome that may occur during an encounter. A subject may pose an imminent or impending threat even if he or she is not pointing a weapon at the Officer but has, for example, a weapon within reach, is running for cover carrying a weapon or running to a place where the Officer has reason to believe a weapon is available.

**Impact Weapons:**  Agency approved tools that provide a method for gaining control of a subject when lethal force is not justified, but when empty-hand control techniques are not sufficient to effect control.

**Less Lethal Force (Also referred to as Non-Deadly Force):** Any force used by an Officer that would not reasonably be expected to cause death.

**Level of Control:** The amount of force that an Officer uses to gain control over a subject~~.~~

**Level of Resistance:** The amount of force used by a subject to resist compliance with the lawful order or action of an Officer.

**Neck Restraint/Hold (Also referred to as Vascular Neck Restraint):** Refers to one of the following types of holds: (a) arm-bar control hold, which inhibits breathing by compression of the airway on the neck; (b) carotid restraint hold, which inhibits blood flow by compression of the blood vessels in the neck; (c) lateral vascular neck restraint; (d) a hold with a knee or other object to the back of a prone subject’s neck. A neck restraint/hold shall be considered deadly force.

**Non-Verbal and Verbal Non-Compliance:** When a subject expresses his/her intentions not to comply with an Officer’s directive through verbal and non-verbal means. An Officer may encounter statements ranging from pleading to physical threats. Such statements may also include physical gestures, stances, and subconscious mannerisms.

**Objectively Reasonable** **Force:** The degree of force used in effecting an arrest, investigatory stop, or other seizure is evaluated by using an objective, reasonable Law Enforcement Officer standard. The reasonableness of each particular Use of Force will be judged from the perspective of a reasonable Officer on the scene, based on the facts and circumstances known to and confronting the Officer at the time**. (Refer to *Graham v. Connor*, 490 US 388 (1989).)** In determining the appropriate level of force to be used, Officers shall evaluate each situation in light of the unique facts and circumstances of each case. Those factors include, but are not limited to, the seriousness of the crime or suspected offense; the level of threat or resistance presented by the subject; the risk or apparent attempt by the subject to escape; and whether the subject was posing an imminent threat to Officers or others.

**Oleoresin Capsicum (OC) Spray:** An inflammatory agent that irritates the mucus membranes and eyes to cause tears and pain. It is an intermediate weapon that is classified as being less lethal. It should only be used, however, when an Officer is met with a certain degree of resistance or aggression through either actions or words.

**Passive Resistance:** When a subject does not cooperate with an Officer’s commands but does not take action to prevent being taken into custody. For example, a protestor who lays down in front of a doorway and must be carried away upon arrest.

**Reasonable Belief:** Facts or circumstances that would cause a reasonable, similarly-trained Law Enforcement Officer to act or think in a similar manner, under similar circumstances.

**Serious Physical Bodily Harm/Injury:**Serious bodily injury that creates a substantial risk of death, causes serious or permanent disfigurement or results in long-term loss or impairment of the functioning of any bodily member or organ.

**Soft Hand Control:** The use of physical strength and skill in defensive tactics to control arrestees who are reluctant to be taken into custody and offer some degree of physical resistance. Such techniques are not impact oriented and include pain compliance pressure points, takedowns, joint locks and simply grabbing a subject. Touching or escort holds may be appropriate for use against levels of passive physical resistance.

**Verbal Commands:** The use of advice, persuasion, warnings, and/or clear directions prior to resorting to actual physical force. In an arrest situation, Officers shall, when feasible, give the arrestee simple directions with which the arrestee is encouraged to comply. Verbal commands are the most desirable method of dealing with an arrest situation.

**Warning Shot:** Discharging of a firearm for the purpose of compelling compliance from an individual, but not intended to cause physical injury.

**PROCEDURE:**

1. **De-Escalation**
2. Officers shall use advisements, warnings, verbal persuasion, and verbal instructions when possible before resorting to force.
3. The degree of force used, whether it is minimum or maxium, is dependent upon the situation facing the Officer. Force shall be de-escalated immediately as resistance decreases to gain control and stabilize
4. When feasible based on the circumstances, Officers will use disengagements; area containment; surveillance; waiting on a subject; summoning reinforcements; and/or calling in specialized units, in order to reduce the need for force and thereby increase Officer, suspect and civilian safety.
5. Officers shall allow individuals time to submit to arrest before force is used, wherever possible.
6. When feasible, Officers may practice tactical repositioning in an effort to reduce the risk to their safety and the safety of others.
7. **Use of Force Authorization and Limitations**

Officers of the Sevier County Sheriff’s Office are authorized to use only the amount of force necessary to accomplish lawful objectives. (Refer to Graham v. Conner, 490 US 388 (1989).

Force may be used:

1. To effect an arrest or prevent the escape from custody of a person whom the Officer reasonably believes has committed an offense. (Reference TCA 39-11-620)
2. To defend the Officer or others from the use, or imminent use, of physical force.
3. To take persons into protective custody when authorized by law, such as persons who are a danger to themselves or others, persons incapacitated by an intoxicant, and/or runaway children.
4. To prevent someone from committing suicide or inflicting serious physical injury upon themselves.
5. To assist a licensed physician or psychologist in providing necessary medical treatment.
6. To control a situation, and to overcome passive or active resistance to a lawful order.
7. To neutralize an unlawful assault and defend themselves or others from harm.

The authorized use of physical force ends when resistance ceases and/or the Officer has accomplished the purpose necessitating the use of force. Justification for the use of force is limited to the facts known or perceived by the Officer at the time such force is used, including levels of resistance, suspect’s behavioral cues, the number of Officers and/or offenders presently engaged.

Force shall never be used to subject a person to torture and/or other cruel or inhumane or degrading treatment or punishment.

1. **Verbal Warning**

When tactically feasible, an Officer will identify him/herself as a Law Enforcement Officer and issue verbal commands and warnings prior to the use of force. When feasible, an Officer will allow the subject an opportunity to comply with the Officer’s verbal commands. A verbal warning is not required in circumstances where the Officer has to make a split-second decision, or if the Officer reasonably believes that issuing the warning would place the safety of the Officer or others in jeopardy. (Reference TCA 39-11-620).

1. **Use of Deadly Force in Defense of Human Life**

An Officer is justified in using deadly physical force only when he or she reasonably believes such force is necessary to:

1. Defend the Officer, or a third person, from the imminent threat of death or serious bodily injury.
2. Effect an arrest or prevent the escape from custody of a person whom they reasonably believe has committed, or attempted to commit a felony involving the infliction or threatened infliction of serious physical injury AND the Officer reasonably believes this person still poses a significant threat of death or serious physical injury to the Officer or other persons. Where feasible, the Officer should give warning of the intent to use deadly physical force.

*Reference Tennessee v. Garner*, 471 U.S.1, 85 (1985.) (Also reference TCA 39-11-620): The United States Supreme Court ruled that the use of deadly force to prevent the escape of a suspected felon violates the Fourth Amendment prohibition against unreasonable seizure if used against an apparently unarmed, non‑violent suspect (the case involved a burglary suspect). The Supreme Court further stated that deadly force may be used against an offender who has attempted or committed an offense involving the infliction or threatened infliction of great bodily harm. Deadly force may not be used against an unarmed, non-violent, property crime offender. The United States Supreme Court decision went on to state that when an Officer is justified in the use of deadly force he will, if feasible, first give a verbal warning. (Example: "Police Officer, Halt").

1. **Deadly Force Restrictions**

**Warning Shots Prohibited****: Officers are prohibited from discharging their firearms as a means of warning or compelling compliance from a person.**

1. Shooting at or from Moving Vehicles

Sevier County Sheriff’s Officers are prohibited from discharging their firearms at or from a moving vehicle, motorcycle, or bicycle (collectively, “moving vehicle”) unless Officers reasonably believe deadly force is necessary to defend the Officer or a third person from the use, or imminent use, of deadly force.

1. Risk to Innocent Bystanders

When Officers are about to discharge their firearms they should be aware of their field of fire, including the backdrop, so as to avoid creating an unnecessary, substantial risk of harm to innocent persons. Officers are prohibited from discharging their firearms when, based on the totality of the circumstances, discharging a firearm would constitute a greater risk to innocent human life than the risks posed by the subject’s actions. *(i.e.* *discharging a firearm into a crowd, or shooting into a building or through a wall, where the subject is not clearly identified and it is unknown if there are other occupants present.)*

1. Drawing and Pointing Firearms

Officers are prohibited from drawing and pointing their firearms at or in the direction of a person, absent an objectively reasonable determination that the situation may escalate to the point where deadly force would be authorized under this policy. When it is determined that the use of deadly force is not necessary, Officers shall, as soon as practicable, secure or holster their firearms. It is the policy of Sevier County Sheriff’s Office that drawing a firearm and pointing it at a person is considered a use of force and must be documented in a report. Drawing and/or displaying a firearm does not constitute a use of force incident and does not require a report.

1. Use of Firearm to Euthanize Animals

Officers may euthanize an animal that represents a threat to the Officer or to public safety. Whenever possible, Officers should seek the permission of their supervisor prior to euthanizing a dangerous animal.

Euthanization may also be used as a humanitarian measure, where an animal is seriously injured and humaneness demands its immediate removal from further suffering. Officers should seek the authorization of their supervisor and, whenever practical, authorization from the animal’s owner.

6. Use of Department Weapons for Training and Other Purposes

Officers may discharge their firearms for the purpose of practice, firearms training, when on the firing range or other established shooting ranges, or when authorized by the Sevier County Sheriff or his designee to participate in law enforcement competition events.

7. Use of Firearms While Under the Influence of Alcohol and/or Drugs

Officers shall not carry or use any firearms or weapons while impaired by alcohol, drugs, or any other medical condition that might interfere with their judgment or proficiency.

8. Security, Storage, and Safe Handling of Firearms

Officers shall be trained in accordance with Sevier County Sheriff’s Office guidelines and shall obey all safety rules when handling any firearm or any other weapon. No person other than Sevier County Sheriff’s Office Officers shall be permitted access to any Sevier County Sheriff’s Office owned firearm, with the exception of; Law Enforcement Officers from other jurisdictions in the official performance of their duty; for repair or maintenance as approved by the Sevier County Sheriff’s Office; or other circumstances with the express permission of the Sevier County Sheriff or his designee.

Officers will secure and store Sevier County Sheriff’s Office issued firearms, both on and off duty, in such a way as to ensure that no unauthorized person will have access to or gain control over the firearm. All Sevier County Sheriff’s Office issued firearms kept at home must be secured in a safe place inaccessible to family members, especially children.

Whenever an Officer is in a Sevier County Sheriff’s Office building and removes his/her handgun or other weapon, the item must not be left in the open and must be secured so that it is not readily accessible to civilians, suspects, victims, or witnesses.

1. **Use of Non-Deadly Force**

Officers shall only use weapons and control techniques that are issued and/or approved for use by the Sevier County Sheriff’s Office. The use of non-deadly force shall be limited to defensive and control purposes. Officers shall use only the reasonable amount of force necessary to overcome resistance or accomplish the Law Enforcement task. The use of non-deadly force shall conform to applicable Sevier County Sheriff’s Office Standards of Conduct, policies, procedures, and training. Officers shall not carry any less lethal weapons, or employ any less lethal techniques, prior to successfully completing the relevant Sevier County Sheriff’s Office approved training for each weapon or technique.

1. Authorization to Use Non-Deadly Force

Officers are authorized to use Sevier County Sheriff’s Office approved, non-deadly force techniques and authorized weapons to:

* + - * 1. Prevent the escape from custody, or to effect a lawful arrest, of a person whom the Officer reasonably believes has committed an offense; or

b. Protect or defend the Officer or others from what he/she reasonably believes to be active resistance while effecting or attempting to effect an arrest, or while preventing or attempting to prevent an escape.

1. Non-Deadly Force Restrictions

The following tactics of non-deadly force may be permitted in circumstances **ONLY** when deadly force is authorized by this policy:

a. The intentional use of a chokehold (Reference TCA 38-3-121 and TCA 38-8-113) or other method of restraint applied to the neck area of another person is prohibited, unless the use of deadly force is authorized. This includes, but is not limited to: (1) arm bar hold; (2) carotid artery hold; (3) vascular neck restraint; and (4) neck restraint or hold with a knee or other object;

b. Any strike with an impact weapon or object to a person’s head or neck; and/or

c. Any use of flashlights, radios, or any other items not issued or trained specifically as defensive weapons.

In limited circumstances when a confrontation escalates suddenly and unpredictably, however, an Officer may use any means or device at hand to defend themselves, another person, or to bring a situation under control. This decision should be based on the circumstances surrounding the Officer at the time, if the Officer determines it was reasonably necessary to do so, as long as the level of defensive action is objectively reasonable given the existing circumstances.

1. Force shall not be used against persons in handcuffs, except as objectively reasonable to prevent imminent bodily harm to the Officer or another person or persons, to prevent attempted escape, or, as objectively reasonable, where physical removal is necessary to overcome passive resistance.
2. Duty to Intervene
3. An Officer who directly observes an unreasonable, excessive, or illegal use of force, in violation of the Sevier County Sheriff’s Office use of force policy and/or state or federal law, shall:
4. act to intervene and stop the use of force by another Officer; and
5. contact a supervisor as soon as practical.
6. An Officer who has knowledge of excessive, unreasonable, or illegal use of force against a person SHALL notify a Supervisor who SHALL investigate and the Supervisor SHALL notify Internal Affairs if applicable.
7. Impact Weapons

Authorized impact weapons may be used only when an Officer is confronted with actual or imminent active aggression against him/herself or another person.

The use of a baton or similar instrument to strike a blow to a subject’s arms or legs will be considered use of non-deadly force. The use of any such items to intentionally strike a subject’s head or neck is prohibited except where deadly force is authorized by this policy.

1. Oleoresin Capsicum (OC Spray)

Authorized OC spray is an alternative to physical control techniques and the use of other intermediate weapons. As with any other use of force, however, OC spray must not be used indiscriminately or without justification. Officers must be able to articulate the reason(s) the subject was sprayed with OC spray.

OC spray shall be utilized as issued and authorized to prevent injury to the subject(s), Officers and others.

1. Electronic Control Device (ECD)

An Electronic Control Device (i.e., TASER®) is authorized for use when other less lethal options have been ineffective, or when it reasonably appears that such options will be ineffective in subduing the subject. Electronic Control Device shall only be used in situations where the subject is actively resisting or attempting to avoid arrest by escape and poses an imminent threat to the safety of him/herself, another person, or the Officer. (Refer to General Order/Standard Operation Procedure 300.05 **TASER** for specifics regarding the authorized use of an electronic device)

1. Rendering Medical Aid
2. A person that has visible injuries or complains of being injured as a result of force used against him/her by an Officer, the Officer must take appropriate actions to provide medical care for the injured person when possible. This includes providing first aid, requesting emergency medical services and/or arranging for other transportation to a hospital or emergency medical facility.
3. Officers trained in proper treatment procedures for persons exposed to chemical sprays and the effects of other non-deadly force shall render appropriate medical aid. If the person is offered and/or refuses treatment, this refusal shall be recorded in the use of force report, along with all relevant information. In addition, the Officer will also notify their Supervisor as soon as practical. If warranted, the Supervisor will arrange to have photographs taken of the person’s injuries.
4. Maintenance and Accountability for Weapons:
5. The Sevier County Sheriff’s Office Armorer will maintain a list of all authorized weapons and ammunition that will be made available to all employees. Armorer will also maintain inventory reports for all weapons authorized by the agency and update inventories annually to include the location of all firearms.
6. All weapons will be inspected by a qualified armorer or weapons instructor for proper functionality prior to issuance to an Officer. Only weapons and ammunition authorized by the agency may be used by agency personnel in the performance of law enforcement duties.
7. At each training session for lethal or less lethal weapons, the armorer or instructor will conduct an inspection of all weapons assigned to each Officer present and confirm that:
8. The weapons are properly assigned to the Officer carrying the weapon.
9. That the weapons (lethal and less lethal) are in working order; and
10. That inventory records accurately reflect weapons assigned to individual Officers.
11. The procedures listed above will also apply to any weapons authorized by the agency for off-duty carry.
12. Whenever a Sevier County Sheriff’s Office weapon is found to be unsafe or not functioning properly, it will be immediately turned in by the Officer and the Officer will be issued a replacement. The Firearms Unit will maintain an inventory of replacement firearms and ensure such firearms are available for issuance when needed.
13. **USE OF FORCE REPORTING AND INVESTIGATION (Also refer to General Order/Standard Operation Procedures 300.03 ‘Reporting Use of Force’)**

The Sevier County Sheriff’s Office shall establish a use of force reporting system that allows for the effective review and analysis of all Sevier County Sheriff’s Office use of force incidents. The reporting system shall be designed to help identify trends, improve training and Officer safety, and provide timely and accurate information to the Sevier County Sheriff’s Office. Employees shall complete the appropriate TIBRS reportwhenever they use force against a subject above un-resisted handcuffing. This includes the discharge of a firearm, including accidental discharge of a firearm, or any action that results in or is alleged to have resulted in, injury to or the death of another person. Tennessee Bureau of Investigations and/or a third party will investigate all firearms discharge resulting in death or injury. This requirement shall not apply when an Officer simply draws or transports any weapon while on scene.

1. Officer’s Responsibilities:
2. When an Officer finds it necessary to use force to affect an arrest, or for any other Law Enforcement purpose, whether on duty or off-duty, that Officer shall:
3. Notify a Shift Supervisor of the incident as soon as circumstances allow.
4. Complete a TIBRS report, which shall list all other employees involved in or witnessing the incident
5. All Use of Force Reports must be completed and forwarded to the Shift Supervisor, or designee, as soon as practical after the incident.

The Shift Supervisor will be held responsible to see that this form is completed prior to the Officer leaving their tour of duty. However, when special circumstances exist, such as those incidents resulting in the death or serious injury of a person, the Sevier County Sheriff or his designee may grant an extension, on a case-by-case basis, and assign an alternate date and time for use of force reports to be completed and submitted.

1. Shift Supervisor’s Responsibilities
2. When a use of force incident occurs, the Shift Supervisor , or designee, has the primary responsibility to make certain that all necessary Use of Force TIBRS Reports are properly completed, reviewed for accuracy, and submitted as required by Officers under their command. The Shift Supervisor will sign the report and forward it to the Patrol Captain.
3. If the use of force involves an Officer who did not report to a Patrol Supervisor at that time, the Patrol Captain or his designee shall review and sign the Supervisory portion of the report. Supervisors involved in a use of force incident will forward the Use of Force TIBRS Report to the next level of command not involved in the incident.
4. When an on-duty or off-duty employee has been involved in a use of force incident, which has resulted in death or serious injury to any person, the Shift Supervisor will immediately report the incident to the Sheriff, via the chain of command. This also includes those cases where any firearm is accidentally or purposefully discharged which results in injury or death to any person.
5. All uses of force which result in death, serious bodily injury, and/or involve suspected excessive force shall be reported and investigated.
6. Office of the Sheriff
7. The Patrol Captain with the assistance, when warranted of the Law Enforcement Services Chief Deputy and Deputy Chief, will review the Use of Force Reports to determine:
8. Whether the action was consistent with policy and procedure;
9. Whether the action warrants further administrative review/investigation; and
10. Recommendations on equipment upgrades, training, and/or policy issues, if applicable.
11. The Patrol Captain may confer with agency instructors/trainers who specialize in the field of force used, as needed. The Sheriff, Law Enforcement Deputy Chief and Chief Deputy will be informed about any incident that may not be consistent with policy and procedure or indicates the action warrants further administrative review/investigation.
12. In all cases where an Officer’s action is determined to be a violation of this General Order/Standard Operations Procedure but **NOT** a violation of state law, this distinction shall be made clear in all public discussion of such incidents and in any disciplinary action which may result.
13. Annually, the Patrol Captain will conduct an annual analysis of all “Use of Force” incidents and annually review the policy while providing a comprehensive report to the Sheriff, Law Enforcement Services Chief Deputy and Deputy Chief.

REFERENCE: SCSO GO 300.02 USE of FORCE AND SCSO GO 300.3 REPORTING USE OF FORCE

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

**SEVIER COUNTY SHERIFF'S OFFICE**

**TRAINING BRIEF**

TOPIC: Basic Arrest Procedures

OBJECTIVE: To instruct the PDS on basic arrest procedures

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of basic arrest procedures. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Be able to safely place subject in custody
* Proper search procedure
* Controlling violent subjects
* When to use leg restraints

**POLICY:**

The Sevier County Sheriff’s Office shall always endeavor to follow standard procedures in the arrest process, designed to protect the rights of the arrestee while at the same time providing protection to the community and to the arresting Officer. The Power of arrest is one of the most crucial Powers provided to Law Enforcement agencies, and gives authority to a Law Enforcement Officer to take the freedom from a person for whom there is sufficient probable cause that he or she has committed an illegal act that would require detention, or to require them to appear before a Court of Law at a later date. This authority is also one of the greatest areas exposed to liability concerns because of the Power to take away an individual's freedom. If proper processes are not followed, the arrestee will have a basis for legal action against the Officer and the Sevier County Sheriff’s Office. Proper records and procedures will be maintained to provide Officers and records personnel with timely information pertaining to persons arrested or taken into custody.

**PURPOSE:**

To establish guidelines for the proper arrest procedures and reports required in each incident when a person is arrested and taken into custody with or without a warrant.

**PROCEDURES:**

**1. Arrests**

A. An arrest is defined as the taking, seizing, or detaining of another person, either by touching or putting hands on him, or by an act which subjects the person to actual control and will of the person making the arrest. An arrest may also be viewed as the exercise of custody over a person by depriving the person of his or her freedom of action for a period longer than is required for the Officer to briefly question the person for his or her identity and activities.

B. When arresting a person, the Officer shall inform that person of the authority and the cause of the arrest and exhibit a warrant except in the actual commission of an offense, or if the person is pursued immediately after an escape.

C. Upon making an arrest, an Officer shall make all of the following advisements to the arrestee:

1. Identify yourself and show your identification if not in uniform;
2. Inform the subject that he or she is under arrest;
3. Inform the subject of the charge(s); and,
4. Inform the subject of the Miranda warnings as required in custodial interrogation situations.

D. Upon making an arrest, an Officer will implement the following procedures after making all of the advisement’s stipulated above:

1. Handcuff the subject in conformance with the guidelines established in G.O. Use of Handcuffs/Restraints;
2. Search the subject in accordance with procedures established in GO Search of Prisoners; and,
3. Immediately arrange for transportation of the subject.

E. Officers shall implement the following guidelines when making arrests:

1. Be firm and calm;
2. Avoid acting "tough" or using profanity;
3. Use force only as necessary to subdue the subject, using the procedures established G.O. Use of Force, as a guide;
4. After making the arrest, move away from the scene as soon as Possible;
5. Restrict the subject's movement during the arrest process;
6. Do not grant personal privilege to the prisoner;
7. Examine requested clothing and other items for weapons or evidence before giving them to the subject;
8. Be aware of sympathizers near the scene of the arrest; and,
9. Expect the unexpected.

**2. Statutes Concerning Arrests**

A. Tennessee Code Annotated (TCA) 40-7-101. An arrest may be made either:

1. By an Officer with a warrant,
2. By an Officer without a warrant,
3. By a private person.

B. TCA 40-7-102. When a public offense is made in the presence of a magistrate, the magistrate may, by verbal or written Order, command any person to arrest the offender and therefore proceed as if the subject had been brought before the magistrate on a warrant of arrest.

C. TCA 40-7-103. An Officer may, without a warrant, arrest a person:

1. For a public offense committed, or a breach of the peace threatened, in the presence of the Officer (misdemeanors).
2. When the subject has committed a felony, though not in the Officer's presence.
3. When a felony has in fact been committed, and the Officer has reasonable cause for believing the subject committed the felony.
4. On a charge made, based upon reasonable cause, of the commission of a felony by the person arrested.
5. Who is attempting to suicide.

D. TCA 40-7-109. A private person may make an arrest:

1. For a public offense committed in his or her presence (misdemeanors).
2. When the subject has committed a felony, although not in his or her presence.
3. When a felony has been committed, and he or she has reasonable cause to believe that the person arrested committed it.

E. TCA 40-7-118(c). Officers shall affect an arrest for a misdemeanor **ONLY** when the following conditions are present:

1. The person arrested requires medical attention, or if the subject is unable to care for themselves.
2. There is a reasonable likelihood that the offense would continue or resume, or that persons or property would be endangered by the subject if an arrest were not affected.
3. The subject will not or cannot offer satisfactory evidence of identity.
4. The prosecution of the offense for which the subject was arrested, or of another offense, would thereby be jeopardized.
5. A reasonable likelihood exists that the arrested person will fail to appear in court.
6. The subject demands to be taken immediately before a magistrate, or refuses to sign the citation.
7. See also G.O. Misdemeanor and Ordinance Citations.

**3. Warrants**

Procedures for State warrants:

1. On the occasion of the arrest of a subject for a State offense, the Officer shall prepare a warrant on the offense.
2. The Officer shall specify the name and address of the defendant on the warrant.
3. The Officer shall state the offense either by name or so that it can be clearly inferred on the warrant. TCA Codes shall also be noted.
4. The Officer shall include a written statement in the warrant to state the commission of the offense and the case against the defendant.
5. The Officer shall swear to the truthfulness of the statements contained in the warrant before a judge or other appropriate Officer of the court.
6. The Officer shall draft the warrant at the time he or she delivers the defendant to the Corrections Facility, or shortly thereafter.

**4. Arrest on Private Property**

1. It has been held by numerous court decisions that, as a general rule, Officers should obtain an arrest warrant or know for a virtual certainty that one is "outstanding" against the person to be arrested before entering any private residence to make any arrest, unless exigent, or emergency, circumstances exist. "Exigent circumstances" mean an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect or destruction of evidence, to be measured by the facts known to the arresting Officer.
2. This Order tends to conflict with, but nonetheless supersedes, an Officer's statutory authority, as established in TCA 40-7-107, which states: "To make an arrest, either with or without a warrant, the Officer may break open any outer or inner door or window of a dwelling house, if, after notice of his Office, authority, and PURPOSE, he is refused admittance."
3. In **White v. State**, as well as **Smith v. Tate**, the interpretation of the statute suggests that it authorizes warrantless "forcible entries" only in felony cases. Based on these decisions, there is reason to believe that a warrantless entry to arrest for a misdemeanor offense, except under very unusual circumstances, will be considered as "unreasonable" under the Fourth Amendment.
4. Based on **Payton v. New York** and other decisions, the Fourth Amendment prohibits Officers from making a warrantless and nonconsensual entry into a suspect's home in order to make a routine felony arrest. Only if there are exigent, or emergency circumstances do a warrantless entry to arrest justified.
5. In deciding whether or not there are "exigent circumstances" justifying a warrantless entry of private premises, an Officer must always consider the following:
6. Seriousness of the crime.
7. Strength of his probable cause.
8. Certainty of the subject being inside.
9. Risk involved, both to his self and others present.
10. Likelihood of the subject escaping.
11. Likelihood of evidence being destroyed.
12. Possibility of a peaceable entry.
13. Possibility to arrest suspect outside premises at a later date.
14. To further clarify, entering private premises to arrest will fall into one of the four (4) following categories:
15. Arrest for a felony with a warrant- When an Officer has a warrant for a person who has committed a felony, he has every right to do whatever is necessary to make the arrest, even if the person is in his home and refuses to open the door. The person is legally entitled to no more than an opportunity to peaceably submit once informed by the Officer that he has a warrant. Though an Officer should always attempt to follow the course of least resistance, whether he forcibly enters the house to make the arrest will be determined solely by the circumstances and his own judgment.
16. Arrest for a felony without a warrant- When an Officer has probable cause to believe that a person has committed a felony and exigent circumstances exist, the Officer may proceed as described above. If the Officer is not in "hot pursuit" and there are no other circumstances necessitating an immediate entry, the Officer should get a warrant.
17. Arrest for a misdemeanor with a warrant- When an Officer has a warrant for a person who has committed a misdemeanor, he should try to make the arrest in the least intrusive manner Possible. Although the home has not been declared a sanctuary for minor offenders, it is, none the less protected by the Fourth Amendment against "unreasonable" intrusions. Thus, forcible entry should be avoided even with a warrant. Whenever the warrant can be executed outside the home it should be done.
18. Arrest for a misdemeanor without a warrant - Since a misdemeanor ordinarily must be committed in the Officer's presence before he can arrest without a warrant, he will already be in a Position to avoid the problems attending the other situations. However, anytime a misdemeanant flees into his home and locks the door, the Officer should obtain a warrant. Even though the Officer may be in "hot pursuit" a forced entry is likely to be viewed as "unreasonable" by the court. Thus, he should obtain a warrant.

The underlying rationale for obtaining an arrest warrant prior to entering a private premise is to allow a "neutral" judicial authority (or magistrate) to examine the probable cause before further action is taken. As previously stated, with a warrant in hand, or known to be "outstanding,” an Officer will then only be concerned with acting in good faith, exercising proper caution to arrest the person named on the warrant, and thereafter observing the procedural laws of arrest. The arrest of a person in the residence of another person, with or without a warrant, shall be affected only by either the consent of the resident or by a search warrant. The arrest warrant does not by itself give the Officer the right to enter the residence of a second person, against that person's will.

REFERENCE: SCSO GO 302.04 ARREST

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was DISCUSSED with the PDS

\_\_\_\_ This information was DEMONSTRATED by the FTO to the PDS

\_\_\_\_ This information was DISCUSSED AND DEMONSTRATED by the FTO to the PDS.

**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Prisoner Handling

OBJECTIVE: To instruct the PDS in the procedures for handling and transporting prisoners

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Policies and procedures for handling and transporting prisoners. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Proper use of restraints
* If the prisoner gets sick
* Visual contact at all times with prisoner
* Who can be transported together

**POLICY:**

Transportation by Officers of the Sevier County Sheriff’s Office of persons who are in custody is a constant requirement and a frequent activity. In all instances of transfer of persons in custody of the Sheriff’s Office, there are concerns that should be kept in mind for the prisoner's safety and their rights while assuring that they do not escape, that they are not injured or do not injure others and the safety of the transporting Officer is not endangered.

As Officers of the Sevier County Sheriff’s Office perform prisoner transport, they should be prepared to do this in a manner that will provide adequately for the safety and security of the prisoner and the transporting Officer.

**PURPOSE:**

The PURPOSE of this POLICY is to establish procedures to ensure that prisoners are transported in a manner that will maximize their safety as well as the transporting Officer's safety.

**PROCEDURES:**

**1. General**

1. Prisoners’ transport involves individual Officer’s responsibilities for search, security and control, and understanding of how to deal with a variety of situations.
2. With only limited exceptions, all prisoners will only be transported in secure, caged vehicles.
3. In no case shall a juvenile known or believed to be under the age of 18 years old will be transported with adults suspected of or charged with criminal acts.

**2. Searching Prisoners**

The transporting Law Enforcement Officer shall always search a prisoner before placing him into the vehicle. It should never be assumed that a prisoner does not Possess a weapon or contraband or that someone else has already searched the prisoner. The transporting Officer will conduct a search of the prisoner each time the prisoner comes into the custody of the Officer after visual contact has been lost. See reference use of prisoner restraining devices.

**3. Searching the Law Enforcement Vehicles**

1. All Officers will check their respective units at the beginning of their shift to ensure that all equipment assigned to their unit is available and in good condition and that the vehicle is ready to be put into service.
2. The transporting Officer will search the vehicle prior to each prisoner transport to ensure that no weapons, contraband and other items are available to the prisoner. This search must be conducted even if the Officer did have the opportunity to search the vehicle at the start of the shift.

**4. Positioning of Prisoners in the Transport Vehicle**

1. When one Officer is transporting one prisoner, the prisoner will be Positioned on the rear seat on the side opposite the Officer driving.
2. When one Officer is transporting more than one prisoner, the prisoners will be located on the rear seat and, if circumstances warrant, the transporting Officer may utilize seat belts to better secure the prisoners.
3. If more than one Officer is involved in the same vehicle transporting prisoners, the prisoners should be Positioned on the rear seat and the assisting Officer should Position himself/herself in the front seat in order to keep constant visual contact with the prisoner or prisoners.

**5. Control of Prisoners While Transporting**

1. Visual contact:
2. While transporting a prisoner, the Officer will keep visual contact at all times Possible, even when it becomes necessary to allow the prisoner the use of toilet facilities.
3. In a situation where visual contact is not Possible (female prisoner needing toilet facilities and male transporting Officer or vice versa), the Officer should ensure that he has as much control of the situation as Possible. The prisoner should not be allowed in the facility with another person and the Officer should ensure that there are no escape routes within the facility and that there are no Potential weapons available to the prisoner.
4. Meals: If it is necessary for the transporting Officer to stop in route for a meal while a prisoner is with him, he should utilize a place not normally frequented by the Officer. This is to minimize any chance of a prearranged plan for someone to attempt a release of the prisoner.
5. Stopping to Provide Law Enforcement Services While Transporting: When transporting a prisoner, the transporting Officer will respond to the need to provide Law Enforcement services only in the following situations:
6. When there is a need for the transporting Officer to act immediately in order that a Potential victim is not harmed.
7. When a victim has been injured and assistance is required right away.
8. When a crime is in progress and there is an immediate need because of safety reasons that the suspect be apprehended.
9. In all of the above situations, the transporting Officer should ensure at all times that his prisoner is secure and protected.
10. Escape: In the event a prisoner escapes while being transported, the transporting Officer will use the following procedures:
11. Assistance will be requested immediately from the jurisdiction you may be in at the time of the escape.
12. The transporting Officer will offer his services in order to recapture the escapee as soon as Possible. If outside of the Officer’s jurisdiction. If within the Officers own jurisdiction, the following procedure should be followed:
13. Immediately notify the dispatcher of escape with complete description.
14. Notify shift Supervisor and assist in establishing the following:
15. Ensure all other units are notified.
16. Establish an immediate search area and initiate search.
17. Set up outside perimeters of search area.
18. Advise dispatch to call in off duty Officers if needed.
19. Expand Individual Areas if needed.
20. The transporting Officer will submit a written report to the Sheriff as soon as they return to the Sheriff’s Office explaining the circumstances of the escape.
21. Prisoner Communication: The transporting Officer will not allow prisoners to communicate with other people while in transit unless the situation is such that a verbal exchange is necessary. The Officer should realize that he has to use his good judgement when deciding whether to allow a conversation to take place between the prisoner and another party when the prisoner is in the process of being transported from one Point to another.
22. Arrival at Destinations: When transporting prisoners from one facility to another, the transporting Officer Upon arriving at his destination with the prisoner will follow these procedures:

1. Firearms will be secured in the designated place at the facility being entered.

2. Restraining devices will be removed only when directed to do so by the receiving facility or when the Officer is sure that the prisoner is properly controlled and secure.

3. The proper paperwork (correction facility committal, property form, etc.) will be submitted to the proper person at the receiving facility and, in situations that require it, the Officer will ensure that proper signatures are obtained on paperwork to be returned to the Sheriff’s Office.

1. Medical Facilities: When a prisoner is transported to a medical facility and is admitted to the facility by the attending physician, the Officer will immediately notify the shift Supervisor of the situation. The Supervisor will in turn use the following procedures to ensure control of the prisoner

1. Have the prisoner released from Law Enforcement custody, if Possible and appropriate, by contacting and seeking advice from the medical facility security personnel.

2. If the prisoner has to remain in Law Enforcement custody, the medical facility should be requested to put the prisoner in as secure a private room as Possible.

3. The prisoner should be kept under observation at all times and, normally, restraining devices should be utilized. Officers should consult with medical personnel in reference to best utilization of restraining devices.

4. The oncoming shift Supervisor should be notified of the situation as soon as practical and schedule of Officers assigned to the guard function should be developed and assignments made clear to all concerned.

5. The shift Supervisor should brief every Officer who assumes the guard assignment as to what restrictions and duties are expected and should ensure that every Officer is equipped with a two-way radio.

6. The shift Supervisor will ensure that the Officer assigned to guard a prisoner is checked periodically and that is relieved as necessary.

1. Transport of Dangerous/Security Risk Prisoners to Court: When a prisoner to be transported to court is considered dangerous or a security hazard, the judge will be notified before the transport takes place in order that the proper handling of the prisoner can be planned to minimize any chance of escape and/or injury to the prisoner or anyone else.

**6. Special Transport Situations**

1. Transport of Prisoner by Officer of Different Sex:

1. When transporting a prisoner of one sex by Officer of another sex an additional Officer will be requested to accompany the transport whenever Possible.

2. When it is impractical to utilize a second Officer, the transporting Officer will at a minimum:

1. Contact the dispatcher by radio and request that the time and mileage be logged.
2. The transporting Officer should proceed directly to the destination by using the shortest route practical.
3. Upon arrival at destination, the transporting Officer will contact the dispatcher by radio and request that the time and mileage be logged in the CAD system.
4. Handicapped Prisoners:
5. When transporting a handicapped prisoner, the transporting Officer will request assistance when needed in order that the transport may be completed in a manner that is the most convenient, comfortable and safe for both the prisoner and the Officer. The transporting Officer will ensure that whatever special equipment and/or medicine necessary for the prisoner to have will be transported to the destination.
6. The transporting Officer when having a handicapped person in custody must use common sense while transporting these individuals. When the handicap is such that there is no danger of escape or injury to the prisoner or Officer, then the restraining devices may be inappropriate. The Officer must determine at the time of the transport what if any device will be utilized with these special situations.
7. Injured/Sick Prisoners:

1. At any time prior to, during, or after the arrest of an individual, that individual becomes injured or sick the Officer will seek medical attention immediately. Medical attention will be obtained prior to transporting the prisoner to the booking facility if the injury/sickness occurs prior to the transporting Officer's arrival at the facility.

2. The transporting Officer must use the same discretion as previously explained in utilizing restraining devices on sick or injured prisoners. Obviously, if a prisoner is injured or sick enough to be totally incapacitated, restraining devices may not be appropriate. It is left to the Officer's discretion at to when to use restraining devices in these particular situations.

1. Transporting prisoners in special situations

Transportation of prisoners in special situations, such as visiting a critically ill person, attending a funeral, or attending the reading of a will, will be the responsibility of the Sevier County Sheriff's Office

1. Transportation Procedure

If an Officer or Corrections Officer is notified of a special transport situation they will notify the Shift Supervisor. Any and all information pertaining to the transport will be forwarded to the Sheriff or his designee by the Shift Supervisor. The Sheriff will then determine if the transport request is consistent with the Sevier County Sheriff’s Office POLICY and Procedures.

**7. Restraining Devices**

1. To ensure the safety of the transporting Officers and the prisoners being transported, Officers will handcuff all prisoners being transported except when physical injury or deformity exist making handcuffing impossible.
2. When prisoners must be restrained during transport, the following procedures will normally be followed:
3. A single prisoner should be handcuffed with both hands behind his back. However, on long trips, hands may be cuffed in front, and the prisoner's belt reversed and used to hold handcuffs secure in front, or a body belt utilized.
4. Leg restraints and waist belt restraints may also be utilized as needed in order to minimize the risk of injury and/or escape.
5. If the prisoner is to be transported for a long distance that may require being restrained for long periods of time, the transporting Officer should utilize available restraining devices in order to make the prisoner as comfortable as Possible but at the same time not lessen his control over the prisoner.
6. Under no circumstances will a prisoner be handcuffed to a part of the transport vehicle itself, such as the door Post, protective barrier, etc.
7. Ankle shackles shall be used by Officers when transporting any prisoner, they have reason to believe might be an escape risk.
8. **CAUTION:** “**HOG TYING”** **has been found to cause death or serious physical injury. Practice of this nature may cause "Positional asphyxia" and should be avoided if Possible.**
9. Mentally Disturbed Prisoners: If the Officer encounters a mentally disturbed prisoner that needs to be transported, he will notify the Shift Supervisor and request assistance if needed.

**8. Transportation Equipment**

1. Law Enforcement vehicles used primarily for prisoner transport are equipped with a barrier separating the front and rear compartments. Normally, these vehicles will be utilized in all prisoner transports in order to prevent prisoner’s access to the driver's compartment.
2. All vehicles equipped with barriers and utilized in transporting prisoners will have the rear interior door handles removed/nonfunctional, window handles removed/nonfunctional, and Power windows deactivated, in order to minimize the risk of escape by prisoners while transporting.

**9. Documentation**

1. Prisoner Identification: When picking a prisoner up for transport at a detention facility, the transporting Officer should ensure that he has the correct person. This can be accomplished by:

1. Officer's personal knowledge of the prisoner.

2. Requesting verification by the jail custodian of the prisoner's identity.

1. Prisoner Paperwork: When transporting a prisoner from a detention facility to court or from one detention facility to another, the transporting Officer should request from the custodian of the prisoner any paperwork, property, medical records, etc., that should accompany the prisoner.
2. When transporting a prisoner and there is knowledge of Potential medical or security problems with the prisoner, the transporting Officer will ensure that the facility receiving the prisoner is made aware of the situation. This also includes any knowledge relating to suicidal tendencies or any other unusual circumstances in regard to the prisoner.

**10. Searching of prisoner by arresting agency prior to entering booking.**

**POLICY:** It shall be written policy that no prisoner will be allowed in the secured area of either one of the Sevier County Correction Facilities until the arresting agency has performed a pat search of the prisoner(s) for weapons and /or narcotics.

**PROCEDURE:** The Sevier County Sheriff will provide an area located inside the sally port of the Sevier County Jail for agencies to pat search prisoners, and remove any loose property and belts before entering the Sevier County Jail. Property bags will be provided for arresting agency to place all loose property into before entering facility. Any weapons shall be secured by the arresting officer and not placed back on the prisoner. Once a pat search has been completed on the jail surveillance system, the officer will then be allowed entry with prisoner into the booking area of the Sevier County Jail. At this time a corrections officer will then perform a second pat down of the prisoner, and remove the restraints from the prisoner.

Also, for the safety and security of the facilities and due to limited storage space, the Sevier County Correction Facilities will no longer accept backpacks, trash bags of property, tents or any large items that cannot fit in the inmate’s pockets (i.e., cell phones, Driver’s license, wallet or currency). The Sevier County Correctional Facilities will not accept any secondary property dropped off after the inmate’s intake. Special circumstances will be considered by the supervisors at the Sevier County Correctional Facilities.

The Sevier County Correctional Facility will operate a purse policy to limit to one purse no larger than 12 inches or one-gallon.

REFERENCE: SCSO GO 302.08 Transporting Prisoners

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ The information was **DISCUSSED** with the PDS.

\_\_\_\_ The information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ The information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Juvenile Arrest and Processing

OBJECTIVE: To acquaint the PDS with the unique features involved in processing juvenile arrests.

SCHEDULE: Phase Zero Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the procedures to follow when arresting a juvenile offender. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* When to contact juvenile detention
* Arrest or Citation?
* Who needs to be present to question juvenile
* How to handle incidents on school grounds

**Arresting Juveniles**

1. No juvenile may be taken into immediate custody except, in accordance with Tennessee Code Annotated, 37-1-103.
2. With a legal juvenile petition,
3. When child is alleged to be in need of services, and
4. There is a clear and substantial danger to child’s life or health, or the Officer determines the juvenile is alleged to have been harmed or to be in danger of harm, or
5. Custody is necessary to ensure child’s appearance before court, or
6. When, in presence of arresting Officer, child commits a crime and Officer believes custody necessary for protection of public interest, or
7. Officer has probable cause to believe child has committed an offense which if done by adult could be a misdemeanor or felony, or
8. Officer has probable cause to believe child is an escapee from Juvenile Corrections, Sevier County Juvenile Detention Facility, home or court-placed residential family, or
9. Officer has probable cause to believe child has either run away from home or is without adult supervision at night and in circumstances Officer reasonably concludes there is clear and substantial danger to child’s welfare.
10. A juvenile petition must be completed and signed by the arresting Officer before the Sevier County Juvenile Detention Center authorities will accept the juvenile. The juvenile petition must accompany the juvenile to the Juvenile Detention Center. Juveniles are to be taken to the Juvenile Detention Center without delay, unless the juvenile is in need of emergency medical treatment.
11. Notification of parents or guardians is required in every case of a juvenile being taken into custody in order to inform them of circumstances and/or to pick up juvenile.
12. If it is necessary to take juvenile into custody, it should be done with least Possible embarrassment to juvenile and his/her family.
13. **Note: In no case shall a juvenile known or believed to be under the age of 18 years old be transported or incarcerated with adults suspected of or charged with criminal acts.**

**Interrogations/Questioning**

1. Normally, Officers should contact parents or guardians of a juvenile prior to questioning and parents given an opportunity to both understand what questioning will cover and to be present during questioning. If this is not feasible, the Officer may go ahead and question anyway, but must very carefully ensure that all rights of juvenile are protected.
2. When questioning a juvenile in custody, the same rules and procedures used for an adult must be followed. Under **NO** circumstances should the child, any more than the adult, be compelled to answer questions either by physical force or psychological pressure or deceptions.
3. No juvenile can be compelled to answer any questions that may tend to incriminate him/her. Juveniles are entitled to the full Miranda Warnings and these rights must be explained in presence of parents, guardian or counsel, not just routinely read. If the juvenile waives his/her rights, he/she is requested to sign the waiver form. If the juvenile’s parents are present, they should be requested to sign waiver form also.
4. Officers should keep in mind that when questioning a juvenile, they should not prolong the interview period any longer than is needed in order to complete their investigation. After a two-hour period, the Interrogating Officer must stop the interrogation and to review their materials with the appropriate Supervisor and determine if the interrogation should continue. Also, the interrogation should be handled by one Officer, but no more than two, in order to lessen the chance of the juvenile feeling intimated or pressured.
5. Because in many cases, juveniles may not understand what is happening to them during interrogation process, the Officer should explain to them what to expect as far as procedures are concerned and how the court system works. Procedures should also be explained to the juvenile’s parents and guardians.

**Written Citations/Summons**

1. An Officer may utilize the standard citation form, just as for an adult, for violation of traffic laws. For violation of prosecution by private citizens, Officers should utilize the Sevier County Juvenile Court Petition.

REFERENCE: SCSO GO 402

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**PHASE ZERO**

**WEEK 2**

Beginning with week two, the Probationary Deputy Sheriff (PDS) will begin operating the Police vehicle. The Field Training Officer should ensure the PDS becomes involved in activity such as stopping traffic violators and suspicious individuals for investigation, practicing good patrol techniques, operating the Police vehicle within the guidelines of Departmental policy, comprehending and acknowledging radio transmissions and responding to scenes of criminal activity as a back-up officer or primary officer.

The PDS's decision making abilities and field performance will be developed by a working knowledge of the criminal codes, traffic codes and Departmental POLICY and procedures. The Field Training Officer should continue to review the past training briefs to ensure this knowledge is developed. During week two, the following training briefs will be discussed with the PDS by the Field Training Officer.

* **Orientation and Geography**
* **Police Vehicle Operations**
* **Commonly Encountered Traffic Violations**
* **Vehicle Stops and Occupant Control**
* **Vehicle Towing**
* **Commonly Used Forms, Reports and Criminal Charges**

**SEVIER COUNTY SHERIFF'S OFFICE**

**TRAINING BRIEF**

TOPIC: Orientation and Geography

OBJECTIVE: To instruct the PDS in the various methods used to determine geographic locations, the most efficient routes of travel through the county and beat zones.

SCHEDULE: Phase Zero, Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure the officer has an appreciation for the importance of county geography and is able to find destinations within the county. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Proper use of GEO sync
* Zone lines for each zone

1. Constant awareness of the officer's present location
2. Officer safety enhanced
3. Relating the present location with the call destination assists in determining response time and the best route
4. Receiving radio broadcasts
5. Ensure the correct address / cross street or location is received and written down
6. If unclear, have dispatch repeat address
7. County Map
8. How is it used?
9. How is the call destination related to the officer’s present location
10. How is North, South, East and West determined?
11. Identify the major streets
12. Numbers located on homes/businesses outside
13. Mailboxes
14. Curb numbers
15. Telephone/Utility Poles
16. **Look for signs of the Call location**
17. Porch lights turned on
18. People outside
19. Open doors
20. Other units on the scene
21. **Identify to PDS particular features of county, such as:**
22. High crime or Potential problem areas
23. Natural and man-made barriers
24. Rivers
25. Railroad tracks
26. Dead-end streets
27. Highways and overpasses
28. Business locations that can be used as landmarks
29. Banks or Financial Institutions
30. Convenient stores
31. Service stations
32. Parks, Libraries and Schools
33. Zone and County boundaries
34. Most direct or efficient route to opposite ends of the zone or county
35. Traffic congestion and concerns
36. Rush hour
37. Special Events
38. Routine Problems
39. School ones

**V. Use of GPS or GEO Sync.**

REFERENCE: Map book of Sevier County; Sevier County Sheriff's Office Zone Map

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF'S OFFICE**

**TRAINING BRIEF**

TOPIC: Police Vehicle Operations

OBJECTIVE: To instruct the Probationary Deputy Sheriff in the proper use of the Police vehicle in both emergency and non-emergency situations.

SCHEDULE: Phase Zero Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the procedures to be followed when operating a Police vehicle under emergency and non­emergency conditions. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* SCSO POLICY on emergency traffic
* Care and maintenance of patrol car
* Rules for driving off duty

**POLICY:**

All Sevier County Sheriff’s Office personnel who operate Law Enforcement vehicles will comply with the safe driving procedures outlined herein with particular attention paid to procedures for responding to calls for Law Enforcement service or engaging in pursuits. Emergency warning devices shall be used in a manner consistent with legal requirements, safe performance of the Law Enforcement function, and the safety of the public and Law Enforcement personnel**. In accordance with TCA 55-8-194 (Vanessa K Free Emergency Services Training Act of 2005) all personal who drives an emergency vehicle in an Official capacity shall attended at least 2 hours of training per year usually during in-service training.**

**PURPOSE:**

The PURPOSE of this POLICY is to establish procedures governing the operation of Law Enforcement vehicles with special attention to emergency situations and pursuits.

**PROCEDURES:**

**1. General**

A. **All Sevier County Sheriff’s Office vehicles will be driven in a safe and proper manner, with the driver acting in** **full compliance with all traffic laws and regulations.** Law Enforcement vehicles are conspicuous symbols of authority on the streets and the actions of Law Enforcement drivers are observed by many. **This places the responsibility on each Law Enforcement driver to set a visible example of good driving behavior and habits.**

B. Law Enforcement vehicle costs and operating expenses represent a significant Portion of the Sheriff’s Office budget. Safe, proper, efficient, conservative driver habits and behavior will stretch the limited dollars available and allow us to perform our Law Enforcement mission in an economical manner.

C. Under certain emergency situations as defined below, the Tennessee Code Annotated authorized disregard of traffic regulations, however, both the individual operator and the Sevier County Sheriff’s Office are not released from civil liability for failure to use reasonable care in such operation. Improper driving can cost each Law Enforcement driver, personally, in terms of civil damages while inflicting harm or injury to the driver, other Law Enforcement personnel, other citizens, and/or property damage, as well as causing great damage to the image of the Sevier County Sheriff’s Office and Law Enforcement in general.

D. Vehicles used in general patrol service will be conspicuously marked mounted with appropriate emergency lights, the emergency telephone number and the vehicle number. All vehicles contain a mobile radio transceiver and siren. Some patrol units will be equipment with in-car cameras along with the Officer being equipped with a body-worn camera.

**2. Routine Operations**

A. All members of the Sheriff’s Office, who operate a Sheriff’s Office motor vehicle, must Possess a valid Tennessee operator's license.

B. Members must wear seat belts when operating or riding in Sheriff’s Office vehicle. Failure to comply with this order shall be considered wrongful use of equipment.

C. Members shall not use Sheriff’s Office vehicles to push other vehicles.

D. Members should secure their vehicles when they leave the immediate vicinity of the vehicle.

E. **Under ordinary conditions, members of the Sheriff’s Office will obey all provisions of the law relating to the operation of motor vehicles.**

F. Sheriff’s Office vehicles will not be used to transport injured persons. An ambulance will be called if required. Exceptions to this rule may be granted by the Officer's Supervisor.

G. At the beginning of each tour of duty, members shall inspect their vehicles and report any damage, malfunctions, or unsafe conditions to their immediate Supervisor.

H. At the beginning of each shift, members shall inspect their vehicles for any evidence or contraband that may have been left in the vehicle. Members shall also inspect the interior of their vehicles for evidence or contraband immediately after transporting any prisoner.

I. Members are responsible for removing all trash and debris from their vehicle along with keeping interior and exterior clean.

J. On routine calls for service, Officers will proceed to the scene observing all traffic regulations and without the use of blue lights and/or siren. Routine calls will be given as a priority 2 call.

K. When responding to an urgent call the Officer shall exercise judgment and care with due regard for the safety of life and property. Officers may use emergency lights and siren to enable them to obtain right of way over cross intersection traffic and other congested intersections. However, it is not intended that the Officer run stop signs or red lights without due regard for the safety of life and property. Emergency or urgent calls will be given as a priority 1 call. On emergency or urgent calls reports will be required on calls such as Vehicle Crashes (with or without injury), Burglary, Stabbing/Shootings, Domestic Situations, Robbery, Rape/Sexual Assault, Structure Fire, Aggravated Assault, Homicide/Suicide, Bomb Threat, Officer Down or any other call that responding Officer or Shift Supervisor deems that a report will be necessary.

L. Officers should not lead either civilian or commercial emergency vehicles to the hospital or on other emergency runs. Officers may lead transporting vehicles to the hospital under the following conditions only:

1. The person's life would be jeopardized by any delay in obtaining medical services.

2. The Officer does not exceed the speed limit by more than twenty (20) miles per hour.

3. The Officer does not continue through traffic control devices unless the road is clear enough for two vehicles to proceed safely.

M. No Officer shall permit a citizen or any non-commissioned person to be a passenger in any Sheriff’s Office vehicle without authorization from the Sheriff. When authorization is granted, those passengers shall remain in the vehicle on traffic stops or calls for service. Specific exceptions to this Order are: when lending assistance to a citizen; transporting a prisoner or witness to or from court; or when obtaining information from an informant and this is the only way to obtain the information. Chaplains who are passengers may exit the vehicle on calls for service when their services are requested to by the Officer.

N. Officers may transport interns from various schools in Sheriff’s Office vehicles. The intern must be approved for transport by the Sheriff. The shift Supervisor shall issue all assignments of interns to a specific Officer.

O. Fleet safety dictates that members have a duty to operate Sheriff’s Office vehicles in a legal, safe and courteous manner. Their responsibility is especially great in view of the tactical situations and traffic conditions in which Sheriff’s Office vehicles are operated. Vehicle safety involves the establishment of standards, vehicle inspections, preventive maintenance, and defensive driving. Defensive driving is a matter of personal practice that involves personal motivation and the development of a Positive mental attitude toward driving.

P. Routine maintenance and repairs on Sheriff’s Office vehicles should be scheduled through Sevier County Fleet Service.

Q. Emergency maintenance and repairs on Sheriff’s Office vehicles shall be performed at the discretion of the shift Supervisor.

R. Modifications and/or alterations to Sheriff’s Office vehicles may be performed only as authorized by the Sheriff.

S. When transporting a child under the age of one and through the age of eight in a Sheriff’s Office a child restraint device meeting the Federal Motor Vehicle Safety Standards will be used, as per TCA 55-9-602. After the child has been transported the child restraint device will be returned to the Traffic Division Supervisor or member of the Traffic Division immediately.

**3. Emergency Operations Defined**

Emergency operating conditions are defined as any situation where the immediate presence of the Law Enforcement is required in order to protect a person from Possible death or injury. Or, where the pursuit and stop of a vehicle is deemed necessary (in accordance with Sevier County Sheriff’s Office POLICY regarding pursuits) due to the nature of the violation or suspected violation by the driver or occupants. While operating a Law Enforcement unit in an emergency situation, Officers may disregard certain traffic regulations as authorized by TCA 55-8-108. The safety of the public and the Law Enforcement Officer must be the primary concern in emergency and pursuit responses. Officers must remember that the careless or reckless operation of a Law Enforcement vehicle may jeopardize citizen and Officer’s safety.

**4. Emergency Response**

1. Emergency equipment shall be defined as follows: Primary Devices - consisting of the blue/red lights and siren; Secondary Devices - consisting of headlights, emergency flashers, auxiliary or Portable blue/red light and the spotlight and horn.
2. **Both the blue/red lights and siren must be engaged during all emergency vehicle operations to signal other motorists that emergency conditions exist and the right of way should be relinquished to the Law Enforcement vehicle. The simultaneous use of the blue/red lights and siren shall be required in all emergency responses when the speed of the Law Enforcement vehicle exceeds the Posted speed limit.**
3. In addition to the required use of primary emergency devices, all members of the Sevier County Sheriff’s Office are encouraged to use the secondary emergency devices during all emergency vehicle operations.
4. Emergency vehicle operations may be justified if any of the following elements are present: the threat of loss of life; crime of violence in progress; the prevention of a crime of violence; a unit at the scene requires emergency assistance. Other conditions may also justify emergency vehicle operations.
5. An Officer who receives a call from the dispatcher that an emergency response is required is justified in accepting the communications center decision with the consent of the shift Supervisor.
6. When a call is based on information received from sources other than the Law Enforcement radio, the determination as to whether the call constitutes an emergency rest with the shift Supervisor. This decision must be predicated on information sufficient to justify that emergency response is required.
7. Emergency response to calls does not override the requirements of public safety. Officers shall use due regard for traffic, pedestrians, road conditions, weather and other hazards in each instance of emergency vehicle operations.

**5. Pursuit Driving**

A. General

1. Officers may engage in the pursuit of known or suspected felons with the consent of the shift Supervisor. Pursuit of known non-violent felons will be determined by the totality of the circumstances.

2. Officers shall not engage in the pursuit of misdemeanors or traffic law violators unless the actions of the violator clearly Pose a threat to the community.

3. Pursuit defined: A pursuit shall be defined as the attempt to apprehend a known or suspected violator who the Officer has reasonable grounds to believe is deliberately trying to avoid capture.

B. Pursuit Considerations: Prior to beginning in a pursuit, Officers shall know and consider all of the following conditions. Officers may engage in a pursuit under favorable conditions only. These conditions are:

1. Safety of the public and of the Officer.

2. Seriousness of the offense.

3. Road conditions.

4. Traffic density and conditions.

5. Weather conditions.

6. Time of day.

7. Nature of the area through which the pursuit could travel.

8. Opportunity for a delayed arrest of the subject.

C. Emergency Equipment

1. Upon engaging in a pursuit, Officers in marked Law Enforcement vehicles shall immediately activate the primary emergency devices of both the blue/red lights and siren.

2. Upon engaging in a pursuit, Officers in unmarked Law Enforcement vehicles shall immediately activate the secondary emergency devices of Portable blue/red lights, siren, emergency flashers, and headlights. Unmarked Law Enforcement vehicles must drop out and turn the pursuit over to a marked patrol unit as soon as Possible

3. All units actively engaged in a pursuit shall activate said emergency equipment and shall continuously operate same throughout the duration of the pursuit.

D. Pursuit Tactics

1. Officers initiating a pursuit shall immediately notify the shift Supervisor and dispatcher of as many of the following as Possible:

a. Unit (radio) number.

b. Basis for the pursuit.

c. Description of the fleeing vehicle.

d. Present location and direction of travel.

e. Number and sex of occupants of the fleeing vehicle.

2. The dispatcher shall immediately notify the shift Supervisor of any pursuit and the shift Supervisor will determine any further action.

3. The pursuing Officers shall maintain radio contact with the dispatcher and inform them of the route of travel and status of the pursuit. Dispatch will input the necessary information pertaining to the pursuit into the CAD System.

4. Officers of any other unit joining the pursuit shall activate their primary emergency devices and shall notify the Shift Supervisor and dispatcher of their participation in the pursuit to assure that no additional units engage in the pursuit.

5. The secondary pursuit Officer shall be responsible for broadcasting the progress of the pursuit. The primary pursuit Officer shall be responsible for controlling pursuit tactics and terminating the pursuit unless relieved by a Supervisor. Supervisors shall continually monitor the pursuit until terminated.

6. Officers shall immediately notify the Shift Supervisor and dispatcher when a pursuit is terminated.

E. Pursuit Limitations

1. Law Enforcement vehicles shall never approach or enter an intersection at a speed greater than that at which they could stop if another vehicle should enter the intersection.

2. Law Enforcement vehicles other than those engaged in the pursuit shall not caravan with the pursuing vehicles.

3. Law Enforcement vehicles other than those engaged in the pursuit shall not parallel the pursuit at pursuit speeds.

4. The secondary Officer in the pursuit shall not attempt to pass the primary pursuit vehicle unless authorized to do so by the primary Officer.

5. Law Enforcement vehicles transporting non-certified personnel (civilians, suspects, informants, prisoners, etc.) shall not engage in any pursuit.

6. Officers engaged in a pursuit shall not shoot at a moving or fleeing vehicle unless as a last resort to stop a fleeing vehicle that Possess an imminent threat to the citizens or community.

7. Officers shall not establish a road block for the PURPOSE of stopping a fleeing vehicle without leaving the fleeing vehicle an escape route.

8. Spike strips and pit maneuvers shall be used with proper training and only with authorization of the Sheriff, Chief Deputy of Law Enforcement Services or Shift Supervisor and only in extreme cases where the Officer determines that the fleeing vehicle must be stopped immediately to safeguard life and preserve public safety.

9. Officers shall not commandeer a third-party vehicle to engage in a pursuit.

10. Officers shall not actively engage in any pursuit which has been initiated by another agency, unless specific approval to do so is obtained from the shift Supervisor.

F. Pursuit Termination

1. A pursuit may be terminated at any time by a supervisor or pursuing Officer.

2. Officers will terminate pursuits whenever the danger of the pursuit itself is greater or

terminate an Officer’s pursuit. TCA 55-8-108 addresses due regard for public safety and the Tennessee Municipal League periodically publishes guidelines as part of the liability protection program.

3. All Officers engaged in a pursuit shall discontinue the pursuit immediately when so ordered by a Supervisor.

4. The shift Supervisor shall when appropriate respond immediately to the termination Point of the pursuit and shall assume responsibility for Law Enforcement action at the scene.

5. The Officer who initiated the pursuit shall when appropriate respond immediately to the termination Point of the pursuit.

6. The initiating Officer shall draft a full written report of the pursuit notating in narrative that dispatch and shift Supervisor were advised immediately of the pursuit and shall submit that report to his or her Supervisor before the end of his or her shift.

7. A Supervisor’s Vehicle Pursuit Report will be completed as soon as Possible by the shift Supervisor and the report will be forwarded to the Sheriff or Chief Deputy of Law Enforcement Services for review. The report contains information about the pursuit, including the date and the times, Officers involved and a description of any personal injury or property damage that resulted from the pursuit. The report identifies any problems that occurred during the pursuit regarding communication, POLICY, procedure, other area that presented itself. Finally, there is a section to critique Officer’s actions during the pursuit.

8. Sheriff’s designee shall annually review all Sheriff’s Office pursuit incidents and forward a written report to the Sheriff. The report shall contain analysis information such as, justified pursuit (were state law and agency Policies adhered to), proper pursuit driving, any future training or remedial training needs.

G. Special Usage Vehicles

1. The Sheriff’s Office currently utilizes a Mobile Command Post Vehicle, SORT vehicle, Crime Investigation vehicle, CID vehicles, Fire Investigation Unit trailer, Meth Response vehicle, E.O.D. Response trailer, Hazardous Device Unit vehicle and K-9 vehicle. If any of these vehicles engage in any type of Law Enforcement pursuit, the pursuit will be terminated at the earliest Possible moment Upon the arrival of a marked Law Enforcement vehicle, which will assume the pursuit.

2. Operators of these vehicles must be employees of the Sheriff’s Office and must Possess a valid Tennessee Driver’s License. The shift Supervisor of each division will designate drivers of these vehicles if they are utilized in the tour of duty, unless they have previously been assigned for special usage or training.

H. Pursuits Involving Other Agencies

1. If an Officer engaged in a pursuit and arrives in another jurisdiction, they shall terminate the pursuit if the other agency engages in the pursuit. The Officer will then follow at a safe distance and speed until notified by their supervisor as to what action to take.

2. If another agency is engaged in a pursuit and pursues within Sevier County Officers will not engage in the pursuit unless, otherwise authorized by the Shift Supervisor, but may assist with activities to assist the pursuing Officer and take action to ensure the safety of the public.

3. If another agency enters Sevier County and terminates the pursuit Officers of the Sheriff’s Office shall follow the guidelines of this POLICY to determine the appropriate action to be taken.

REFERENCE: SCSO GO 302.01

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

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**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Commonly Encountered Traffic Violations

OBJECTIVE: To familiarize the PDS with the commonly encountered traffic laws.

SCHEDULE: Phase Zero Week Two

INSTRUCTION: The Field Training Officer shall discuss the following traffic laws with the PDS to ensure the PDS has an adequate understanding of traffic law and Possible violations. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* The most commonly encountered violations
* Use of radar/lidar
* Procedure for writing and turning in citations
* Arrest versus citation for driving offenses

**POLICY:**

Traffic Law Enforcement involves all Law Enforcement activities or operations which relate to observing, detecting, and preventing traffic law violations and taking appropriate action under the circumstances. Enforcement not only involves arrests and citations; it includes effective warnings to drivers and pedestrians which help prevent them from committing minor unthinking violations. Traffic law compliance is promoted through the judicious use of verbal warnings in place of traffic citations or arrests. Traffic enforcement can be reactive to observed violations, at crashes, or in response to community concerns, or may be proactive, to effectively prevent traffic violations. Enforcement should be in proportion to traffic crashes with respect to time, place, and type of violation. However, overzealous enforcement without considering whether the violator is familiar with the legal requirements or without regard for the circumstances surrounding the violation causes disrespect for the law and Poor relations between the Sheriff’s Office and community it serves.

**PURPOSE:**

The PURPOSE of this General Order is to prescribe procedures for Traffic Law Enforcement, preventive patrol, proactive enforcement, and relationships with motorist, pedestrians and the courts.

**PROCEDURES:**

**Types of Enforcement Actions**

1. Warnings - A warning may be issued to a violator whenever there is a minor traffic infraction in those areas where traffic crash experiences are minimal, or when the act may be due to ignorance of local/state ordinances which may be a unique violation or a violation of which the driver may not be aware. An effective warning, properly given by an Officer, can be more effective, while building Positive rapport with drivers, than any other type of enforcement action.
2. Traffic Citations - A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.
3. Physical Arrest - Officers will make a physical arrest, in compliance with TCA 40-7-103 and 40-7-118(c) of:

1. Violators of traffic laws pertaining to Driving under the Influence of Alcohol or other intoxicants.
2. Whenever a felony has been committed, involving a vehicle.
3. When the operator refuses to sign the promise to appear in court.
4. Whenever the operator is licensed by a non-reciprocal state.
5. When the Officer has reason to believe the person will not comply with the summons if issued.

**Handling: Special Categories of Violators**

1. Nonresident: Officers may want to consider using warning for nonresidents visiting from outside the Sevier County area, who commit a minor, non-hazardous violation.
2. Juveniles: Officers may consider use of warnings for juveniles who commit a minor, non-hazardous violation. Warnings, if given, may include notification of legal guardians.
3. Foreign/ Diplomats/ Families/ Servants, and other consular officials.
4. Members of Legislature, under Article 2, Section 13, Constitution of Tennessee. During the session of the General Assembly shall be privileged from being taken into custody except for treason, a felony or a breach of the peace. The issuance of a traffic citation for a moving traffic violation offense is allowed, as is a physical arrest in case of an offense involving DUI.
5. Military Personnel: Military Personnel who are first passing through the county treated as nonresident, in prior section, or, if from this area, as resident. (Officers have discretion of actions.)

**Information Concerning Traffic Citations**

A traffic citation will be completed whenever a motorist is to be charged with a motor vehicle violation. Officers will advise the motorist of the following:

1. Court appearance schedule.
2. Whether court appearance by motorist is mandatory.
3. Whether the motorist may be allowed to prepay the fine prior to court and enter a guilty plea.
4. Any other information necessary prior to release of the motorist.

**Uniform Enforcement Policies for Traffic Law Violations**

The following guidelines for uniform Traffic Law Enforcement actions in routine situations are provided to assist Officers in making decisions as to whether or not a traffic citation is warranted.

1. Speed violations - Should be a clearly convictable speed in court. May depend on location of violation (congested area, school zone, etc.).
2. Other hazardous violations - Consider degree of hazard, place, previous crash history of location, current directed patrol emphasis, etc.
3. Equipment violations - Consider issuance of a citation for any essential equipment defects.
4. Other non-hazardous violations - Consider warning unless repetitive or flagrant.
5. Multiple violations - May cite all if deemed necessary. Normally pick the most serious violation and warn on others.
6. Newly enacted laws and/or regulations - Normally, a grace period is established during which only warnings will be given.
7. DUI: See paragraphs 12 and 13, following.

**Traffic Law Enforcement Practices**

1. Normal traffic enforcement involves visible traffic patrol by Officers who observe and handle traffic violations during the performance of their normal duties.
2. Area patrol involves traffic enforcement within the Officer’s assigned area of responsibility (zone).
3. Line enforcement: Involves traffic enforcement along and concentrating on a particular section of roadway. (Usually predetermined by either Supervisor or complaints or both).
4. Selective enforcement for a certain violation; i.e., DUI, Red Light, Stop Sign, Reckless Driving.
5. Directed patrol: includes assignments or requests for increased traffic patrol coverage, coming from supervisors or dispatch during the shift.

1. Stationary observation, either covert or overt, may be used as a technique to make observations about the flow of traffic at a particular location. Officers are encouraged, when completing reports or doing other activities which will keep them out of service for a short while, to park their patrol vehicle in a conspicuous location, where just the presence of the vehicle will serve to remind other drivers of the need for compliance with traffic laws. Traffic Division Supervisor may consider, if sufficient vehicles are available, the parking of a "ghost car" at an appropriate location. Enforcement which requires the use of covert location is less well accepted by the motoring public, but may, at times, be the only way to address a particular problem.
2. Unmarked vehicles may be utilized in Traffic Law Enforcement activities. The Sevier County Sheriff’s Office does conduct roadside safety checks as a part of Traffic Law Enforcement.

**Objective and Goals of Traffic Stops**

There are two major objectives of a traffic stop. The attainment of these two objectives depends Upon the Officer’s ability to evaluate the violator’s mental outlook, physical condition, and facts concerning the violation. This requires a thorough understanding of human relations and demands flexibility on part of the Officer. Enforcement procedure should minimize conflict which may develop between the Officer and violator and assist in achieving the two major objectives, which are;

1. Immediate objective - To enforce the laws and ordinances that have been violated.
2. Ultimate Goal - To have a Positive impact on one’s ability to operate a motor vehicle within the guidelines stated in State law as well as county ordinances.

**Persons Charged with Revoked/Suspended Operators License**

1. A citation may be issued when an Officer has stopped a vehicle and identified the driver as driving with a revoked or suspended operator’s license in accordance with TCA 40-7-118.
2. An Officer who sees an individual driving, who is known to be under suspension or revocation, if not able to stop the individual in a timely manner, may swear out a warrant for violator.

**Speed Enforcement**

Excessive speed is the second greatest cause of death and injuries on American highways. Uniform methods of enforcement of speed laws within Sevier County should be applied by all Officers. Procedures for enforcement of laws applying to speed will vary in accordance with type equipment utilized.

A. Pacing - The Officer should follow vehicle being paced at a constant interval for a distance adequate, normally two or more blocks, to obtain a reading on speedometer indicating a speed exceeding that Posted.

B. Radar - Radar enforcement is not to be utilized for "filler" or "slack" Officer time, but should be planned and normally where vehicle speed is excessive or of a hazard to other motorists or pedestrians. The following guidelines are established for use of the radar, which will always be operated in compliance with manufacturer’s instructions. All Sheriff’s Office radar units meet current NHTSA standards. Generally, the following procedures are applicable to operation of radar units:

1. The radar must be properly installed in the vehicle and connected to appropriate Power supply.
2. The effective range of a particular radar unit must be thoroughly understood by operator, so visual observations can support speed meter readings.
3. The operator must choose an appropriate location in accordance with directions of his/her supervisor relative to traffic crash experience in which speed has been identified as a factor. The location must also be conductive to the effective and safe operation of radar.
4. The radar unit will be properly tested for calibration to ensure accuracy in checking speed. The operator must follow manufacturer’s recommended specific methods of checking calibration without exception. Any problems with operation of radar units or apparent malfunction should be promptly reported to Traffic Division Supervisor.
5. The following elements must be established in court by the Officer, when radar speed violation charges are placed:
6. Radar training is given to Officers, from Sheriff’s Office Radar Instructor. Officers in court

testimony should be able to cite/display training or certificate issued if compelled.

1. Radar Instructor is responsible for ensuring that radar units receive proper care and upkeep, that all required maintenance and calibration of units is performed annually, records kept, and that appropriate certificates are on file with Sheriff and/or Training Officer along with the Traffic Division Supervisor.

**Countermeasure Programs against Alcohol and Drug Impaired Traffic Offenders and Other Traffic Violation Offenses**

1. The arrest of an individual for driving under the influence differs significantly from other traffic law violations. Any person who operates a motor vehicle while under the influence of alcohol or other self-administered intoxicants or drugs Possess an unpredictable hazard to law-abiding motorists; therefore, each Officer of the Sevier County Sheriff’s Office will make an intensified effort to remove this type of driver from the highway. The Sheriff’s Office has established a proactive alcohol/drug enforcement program that has as its goal the reduction of traffic crashes involving alcohol and drugs. The program components are listed below.
2. Traffic Division Supervisor or the Sheriff’s designee will review traffic offense violation and crash data though the Tennessee Integrated Traffic Analysis System (TITAN) and internal records to determine areas with the highest concentrations of traffic law offenses, alcohol and drug related crashes, and times and days of week most appropriate for enforcement
3. Recommendations, check Point location recommendations, and suggestions as to patrol techniques to Shift Supervisors.
4. Traffic Division Supervisor will be responsible for; Assignment of personnel for enforcement duty, design of check Points, liaison with District Attorney’s Office, the Courts, and:
5. Deployment of regular patrols to cover the high crash locations times/days within the county, with emphasis on violations that have caused crashes.
6. Deployment of targeted DUI patrols to concentrate on violation areas, times, and days that relate to Alcohol violations. All such Officers must have completed DUI Apprehension/Counter Measures training program.
7. Establishment of bar checks to intercept Potential impaired operators before getting behind wheel.
8. Make available to schools, and other community groups speakers and demonstration on the subject of impaired driving by Alcohol or Drugs.
9. Cooperation with local DUI Prevention Groups and Organizations.

**D.U.I. Enforcement Procedures**

1. General: Driving under the influence has been interpreted by various courts to mean that the ability to operate a motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. It does not imply that the operator of a motor vehicle be in a state of alcoholic or drug-induced stupor or entirely incapable of exercising physical control of his/her vehicle. Driving under the influence of intoxicants is an offense generally associated with leisure-time activity. Consequently, most arrests are made during the evening hours or early in the morning hours after bars close or social gatherings end. Although the intoxicated operator may be observed any day of a week, weekends as well as holidays reflect an increase of offenses and arrests.
2. State Law: Each Officer will be familiar with (TCA 55-10-401) Tennessee’s Driving under the Influence Statute.
3. Locating and Stopping:
4. As soon as an Officer suspects an operator of a motor vehicle of being under the influence, observations should be documented for future reference.
5. In most cases an Officer will observe deviations from normal operating behavior. The following deviations are some of the indicators that an operator might be suffering some form of impairment:
6. Sitting through a green light
7. Weaving
8. Very slow speed
9. Excessive speed
10. Disregard for stop signs or signals
11. When you observe an operator of a motor vehicle whose actions are similar to above clues or not consistent with sound motor vehicle operating procedures, an immediate stop should be made.
12. Be alert and use extreme caution when stopping a suspected intoxicated operator. Keep in mind that alcohol or drugs affect judgement and may result in erratic and foolish behavior.
13. Follow established procedures set forth in GO for stopping traffic violators.
14. Officer-Operator Contact:
15. Officers **WILL** be Polite and business like, remaining aware that the operator’s judgement, self-restraint, and self-confidence are the first faculties to be distorted by alcohol, creating the setting for lack of cooperation, belligerency, and even physical contact. **DO NOT** allow yourself to be drawn into an argument.
16. Officers should get the violator out of the vehicle and to a safe location, carefully observing all statements and actions.
17. Obtain persons Operators license or other identification, if you have not previously done so.
18. Suspected intoxicated operators of motor vehicles will be requested to perform Field Sobriety tasks unless safety of operator or Officer is in doubt.
19. Task results {clues} and operating behavior should be collectively weighed in decision process to make an arrest. However, the suspect operator may refuse these tasks. If so, the Officer may arrest on basis of observations of operator behavior. The suspect operator, whose dexterity performance is unacceptable, should be carefully observed for signs indicating drug usage or abuse. Officers may also arrest in this case on the basis of observations of operating behavior and dexterity alone.
20. Handcuffing DUI Suspects: See ‘Use of Handcuffs/Restraints’
21. Transporting DUI Suspects: See ‘Transporting Prisoners’
22. Arrested Suspect’s Vehicle: See ‘Towing/Wrecker Service’
23. Processing DUI:
24. Provisions and procedures outlined in TCA 55-10-401 should be applied without regard to age, to any suspected intoxicated operator of a motor vehicle.

Every operator arrested for Driving under the Influence will be advised of the law requiring a submission of the following tests; blood, breath, urine. Refusal of above tests could result in loss of driving privileges. (Implied Consent Law) TCA 55-10-405; 55-10-412.

1. If the violator submits to a chemical test for intoxication, it will be administered by a qualified physician, nurse, lab technician or breathalyzer operator. Normally, the test will be conducted at the hospital.
2. If a violator does not submit to a chemical test after having been advised of implied Consent Law, the Officer will deliver the arrested person before a committing magistrate who will further advise the violator of the law. If the violator further refuses to take a test, the Officer will execute a refusal form.
3. Agency forms will be provided and completed accounting for the incident and indicating the results of any tests that have been administered. The following are examples:
4. The usage of DUI Investigation Field Notes is valuable in processing the impaired operator. These notes may be completed, to the extent the cooperation of the suspect allows, on persons arrested for Driving under the Influence. Officers should retain copies of these forms for use in court.
5. Implied Consent Form will be completed and submitted with warrant when case goes for trial.
6. After forms are completed and suspect is incarcerated or released. If a blood sample was taken, the arresting Officer will complete the address label on box containing sample and mail evidence or make arrangements to be taken to lab for analysis. Either way, this agency assumes all costs in delivery for analysis.

**Special Traffic Problems**

1. Identification and referral of a driver recommended for reexamination to the Department of Safety. During traffic Law Enforcement activities, Officers frequently encounter person(s) who are suspected of being incompetent, physically or mentally disabled or having other conditions that might prevent the person from exercising reasonable and ordinary care of a motor vehicle. In all such cases, in addition to enforcement action by an Officer, the Officer will notify the Department of Safety of these findings or suspicions, giving individual violator’s full name, date of birth, operator license number and a brief description of disability noted. The Driver Improvement Form may be used for this PURPOSE.
2. Pedestrian and Bicycle Safety
3. The Sheriff or Traffic Division Supervisor will review the traffic crash records at least semiannually to determine what measures if any are needed to provide a proactive pedestrian/bicycle safety enforcement program. The proactive counter measures recommended to the Shift Supervisor should include ways to:
4. Reduce or eliminate human or environmental factors leading to crashes.
5. Reduce or eliminate the behavioral actions, decisions, and events that lead to the crashes.
6. Reduce or eliminate the type of crashes by counteracting precipitating factors.
7. Shift Supervisors will direct appropriate patrol activity based on recommendations made.
8. Off Road Vehicles, including dirt bikes, snowmobiles, and mopeds;
9. Crashes involving off road vehicles that do not occur on a public highway or private property open to the public do not require a Traffic Crash Report. If responding Officer finds it convenient, he/she may complete a Crash report.
10. Any Officer observing an unlicensed off-road vehicle that cannot be legally operated on public highways, shall order vehicle to be removed and take appropriate enforcement action.
11. Officers should take appropriate enforcement action to ensure compliance with vehicle registration laws as they pertain to off road vehicles. Enforce law, rules and regulations concerning operation of off-road vehicles on public owned trails, parks or property.
12. Enforce traffic way crossing rules and regulations.
13. Parking Enforcement Activities. It is the responsibility of all Officers to be familiar with parking restrictions in accordance with State laws and to take proper enforcement actions in cases of violations. Special attention should be given to the following: (See GO ‘Parking Enforcement’.)
14. Parking citations shall be issued for violations in all time zones and for other violations under this section.
15. Particular emphasis will be placed on improper parking in handicapped spaces and fire lanes, and citations may be written for these offenses on both public and private property.

**State Traffic Citation**

1. The Citation Form and Arrest Forms preparation requires that the Officer provide as much information as Possible which is listed on the form or forms for all offenses and violations of traffic laws charged by members of this Agency. The Citation:

1. Provides a uniform method of submitting information to court system.

2. Provides an orderly method of collecting and compiling statistical information concerning arrests made and citations issued.

3. Serves as a record for Officers concerning arrests made and citations issued

1. To facilitate the accountability and auditing of citations, the following procedures will be utilized:
2. Officers will receive citation books and warning citations from the Traffic Division Supervisor in the Sheriff’s Office. The Traffic Division Supervisor will document Officers’ Citation Book number and review all citations processed through the Sevier County Sheriff’s Office. Once reviewed they will be given to the records clerk for processing to the court. This POLICY is to establish accountability for each citation.
3. Citation Books will be issued in numerical sequence.
4. Officers receiving books will check the numbers of each to ensure that there are no missing citations.
5. In the event a citation or several citations are lost or stolen, Officers will immediately report loss to his/her Shift Supervisor, who shall notify the Traffic Division Supervisor of numbers of missing citations as soon as Possible.
6. Each Officer is responsible for making sure he/she has a supply of citations in order to have an adequate supply during their normal work weeks and holidays.
7. Completion of Traffic Citations: A traffic citation will be completed for every charge where a violator is cited for a traffic violation. Citations will be completed for charges which are referred Sevier County General Sessions Court. Citations will be completed as follows:
8. Offense Time: enter day of week, date, month, year and time offense occurred.
9. Name: Enter name that appears on operator’s license. When violator advises of name change (i.e., recently married female), enter name in parenthesis.
10. Address: Enter address as appears on operator’s license. When violator advises of a change of address, new address may be entered in parenthesis.
11. Phone: Enter either residence or work phone number if applicable.
12. City and State of violator.
13. Social Security number of violator.
14. Violator Descriptions: Enter date of birth, race, sex of violator.
15. Driver’s License Information: Enter number, state and type of license.
16. Vehicle License Information: operator license number, state and year of vehicle license.
17. Location: where violation occurred.
18. State T.C.A. Code: that was violated.
19. Officers Signature/number.
20. Date to Appear in Court.
21. Violator’s Signature: When violator is to be released via citation, the violator must sign citation prior to release. Refusal to sign citation is addressed in GO, ‘Arrests’. When a violator is arrested for not signing citation a warrant is to be issued.
22. Docket number: to be completed by General Sessions Employee.
23. Court Reference: For changes to be referred to General Session Court, the citation will remain unchanged.
24. All traffic citations must be signed by the Officer and a magistrate or representative of the General Sessions Court Office.
25. Citation Issuance: You may issue up to (5) different charges on one citation form.
26. Distribution of Copies: Tennessee Multiple Offense Citations.
27. Original citation (white) and copy #1 (white) - submitted to General Sessions Court via records office and once in the Court’s Possession the information is placed into computerized files on citations.
28. Copy #2 (green) – District Headquarters Copy submitted to General Sessions Court via records office
29. Copy #3 (yellow) – is retained by the Officer for his/her use (Officer notes, comments about incident, etc.).
30. Copy #4 (pink) – is issued to violator at time of issuance. (Summons to court)
31. Voiding Citations:
32. Violator gave false information, such as wrong name, address, etc.
33. Officer entered wrong information which caused citation to be invalid. (When voiding a citation, indicate cause for voiding).
34. Violation occurred outside legal jurisdiction.
35. Stopped wrong vehicle.
36. Traffic signs missing or obscured.
37. Officer misread restriction.
38. Error in computing vehicular speed.
39. After issuing citation on vehicle, Officer is covered previous citation had been issued by another Officer.
40. Officer unable to complete citation because of receiving an emergency call in progress, assist another Officer.
41. The following procedures will be adhered to when voiding summons issued in error by members of this agency. A traffic citation may be voided if written in error or if extenuating circumstances listed above make it necessary. In voiding a traffic citation, the following steps should be taken:
42. The Officer will contact his/her Shift Supervisor as soon as Possible to explain the reason citation was voided and to permit Shift Supervisors to review Officer’s actions.
43. Officer shall write **"VOID"** and a concise statement of reason for voiding on all copies of citations and give to shift Supervisor.
44. Shift Supervisors shall review and forward all copies to Traffic Division Supervisor office.
45. All void citations will be retained by Traffic Division Supervisor in same manner as valid citations.

**Citation Follow-up**

1. Violators cited to General Session Court or Juvenile Court have the option either to appear in court to answer charge(s) or pay cost of citation which will be forfeited as fine and cost at scheduled court date. Either action fulfills violator’s responsibility.
2. Violators may communicate with General Session Court Clerk in order to obtain a continuance of court date to a later setting. This communication must be accomplished prior to time of court hearing.
3. On occasion that the violator fails to meet requirements of either appearance or prepayment, and otherwise makes no communication with Court Clerk for rescheduling of the hearing, the Court Clerk shall complete and properly issue copies of notice of failure to comply with terms of citation. The Court Clerk shall issue a copy of document as follows:

Citation copy #1 (white - Department of Safety Court Action Report) shall be mailed to the State Department of Safety.

1. The consequences of this inaction are the Department of Safety shall suspend the violator’s driving privileges for failure to answer citation. The Department of Safety will also require a reinstatement fee plus all fines and costs before reinstatement of driving privileges.
2. When the defendant resolves the unpaid citation matter with the General Sessions Court Clerk, the Clerk shall contact the Department of Safety that fines and cost have been met.
3. In cases where other violations exist {Public Intoxication, Disorderly Conduct, Open Display, etc.} where fines and costs are not paid, the General Sessions Court Judge shall issue an Execution with defendant’s name and violation. When arresting Officer sees the defendant in public the Officer is instructed take defendant into custody and transport to Sevier County Corrections facility.

REFERENCE: SCSO GO 303.00

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Vehicle Stops and Occupant Control

OBJECTIVE: To ensure the PDS has an understanding of the procedures to follow when making a low risk stop.

SCHEDULE: Phase Zero Week Two

INSTRUCTION: The Field Training Officer shall discuss the following Points with the PDS relating to low-risk vehicle stops. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Safely performing a low-risk traffic stop
* Positioning for different stops/roads
* Proper car Positioning
* Alert dispatch of vehicle description, location, # of occupants ETC.

**Stopping the Traffic Violator**

The following steps in stopping and approaching traffic are intended to provide maximum safety for the Officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of the particular traffic artery, the urgency to stop the violator (drinking driver) and the existing volume of traffic may require adjusting or altering the recommended procedure. These procedures are to be followed when Possible, and are presented from the perspective that ideal conditions exist:

1. Upon the Law Enforcement Officer stopping the traffic violator, the Officer shall Position himself/herself behind the violator to begin traffic stop procedures.
2. At this Point, the Officer **shall** notify the Communications Center of the intended location of the traffic stop, license number, make, model of vehicle and number of occupants. For use of lights and siren, see G.O. ‘Operation of Law Enforcement Vehicles’.
3. The Officer should note the license number of the vehicle on a note pad, to be left inside the patrol vehicle if the Communications Center cannot be notified.
4. The Officer should be thoroughly familiar with the area, and anticipate the appropriate location with ample space, appropriate lighting, and should avoid stops on hills, curves, intersections, private drives and business locations which have limited parking spaces.
5. The Officer should signal the violator to stop. This task should be accomplished by activating the emergency lighting system, hand signals, sounding horn and, if necessary, sounding siren. These signals also alert other drivers of the intent of an Officer and will usually facilitate securing the right of way for the stopping maneuver.
6. The violator should be signaled and directed to the right side of the roadway close to the curb or onto the shoulder if engineering design of the roadway permits this.
7. On multi-lane roadways the Officer should ensure the safety of the violator during changes by gradually changing from lane to lane with violator until the right side of the roadway is reached.
8. Should the violator stop abruptly in the wrong lane or in another undesirable location, he/she should be promptly directed to move to a safer location. Officers should use public address system to instruct violators to move to a safer location. If the Officer’s verbal directions and gestures are insufficient to bring understanding, the Officer should quickly dismount from the patrol vehicle and give verbal instructions to the violator.
9. The violator should not be permitted to move his/her vehicle once it has stopped, if it is suspected the operator is drinking to the extent that his/her operation abilities are impaired.
10. Once the violator has stopped in an appropriate location, the Officer should Position the patrol unit approximately 12 feet behind the violator’s vehicle. The patrol unit should be Positioned so that it will offer the Officer some protection from oncoming traffic as well as cover from the violator. This Position should be 2 feet outside and to the left of the violator’s vehicle. This Position provides maximum safety to the violator, the Officer and all other traffic.
11. The Officer should exit from the patrol vehicle and be continuously alert for any suspicious movement or actions on part of the violator or other occupants in the violator’s vehicle.
12. The Officer should approach from the rear of the violator’s car, looking into the rear seat area, and stop at a Point to the rear of the tailing edge of the front door. This Position should be maintained if there are only occupants in the front seat of the vehicle. From this Position, the Officer can communicate with the violator, keeping him/her in a slightly awkward Position, and at the same time keep all occupants of the vehicle in view.
13. In those cases where the violator’s vehicle has occupants in both the front and rear seats, the Officer should approach to a Point near the leading edge of the front left door. This Position should be maintained if there are only occupants in the front seat of the vehicle. From this Position, the Officer can communicate with the violator, keeping him in a slightly awkward Position, and at the same time keep all occupants of the vehicle in view.
14. In those traffic stops made by two or three more Officers, one Officer should be responsible for all radio communications, writing all notes and messages relayed from the communications center, and during the traffic stop should dismount from the vehicle and act as an observer and cover his fellow Officer. At no time should the two Officers approach the violator together unless assisting another Officer.
15. At night, the procedure is basically the same with the additional necessary of exercising caution in selecting an appropriate place for the traffic stop, signaling the violator and Positioning the Law Enforcement vehicle. After the stop, the head lights should be on low beam for the safety of oncoming traffic, and emergency lights in use on patrol vehicle. Officers may want to utilize a shining spotlight in rearview mirror of vehicle being stopped. This technique will make visibility in stopped vehicle clearer and help the Officers be more concealed.

**NOTE: Unknown Risk Violators: Upon the Officer stopping a traffic violator of unknown risks, the Officer must be more aware of any unknown factors but shall uneasy due to the occupants or other circumstances that might occur. At this Point, the Officer shall change his mode from traffic violation to a high-risk violation and shall treat it as such and according to the procedures for Stopping a Known or Suspected Felon (High Risk Stops).**

**Approaching the Traffic Violator/Officer Violator Relations**

Once the Officer has stopped the violator and approaches to a Point where communications can begin, the following guidelines should be followed in terms of Officer-Violator relationships:

1. Be alert at all times for the unexpected, but do not be obviously apprehensive.
2. Be absolutely certain the observations of the traffic violation were accurate, without reservation.
3. Present a professional image in dress, grooming, language, bearing, and emotional stability.
4. Be prepared for the contact by having necessary equipment and forms, if they are to be used, immediately available.
5. Decide on the appropriate enforcement action based Upon the violators driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to initial contact with violator. An exception to this would be, when the Officer, through conversation, finds an out-of-state driver performing a violation that would not constitute a violation in his/her jurisdiction and the Officer then decides to issue a warning rather than a citation as intentionally intended.
6. Greet the violator with an appropriate title and in courteous manner.
7. Inform the violator of the traffic law he/she violated and the intended enforcement action. The violator should not be kept in suspense.
8. Ask for the violator’s operator’s license, vehicle registration, proof of insurance and accept only these forms. Any attempt by operator to offer money to the Officer should be quickly refused; any persistence in offering should be treated as an attempted bribery.
9. If the operator has no driver’s license, obtain another document of identification.
10. Allow the operator to discuss the violation. Do not argue, berate, belittle, or otherwise verbally abuse the violator.
11. Complete the forms required for the enforcement action taken or exercise a verbal warning, if this is the decision.
12. Explain to the violator exactly what he/she is supposed to do in response to the action taken and how this action will affect him/her. (Example- a first violation remaining in the agencies record system for one year).
13. If the enforcement action requires a court appearance, make sure the violator knows where and when to appear. Explain any alternatives to the violator, but do not predict the actions of the court.
14. Be alert to any emotional stress exhibited by the operator. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.
15. Return the violators Operator’s license, registration, proof of insurance and a copy of citation.
16. Assist the violator in safety reentering traffic flow.
17. Do not follow the violator.

**Stopping a Known or Suspected Felon (High Risk Stops)**

Special procedures should be used in vehicle stops when the occupants of a vehicle are known to be armed and dangerous. When a vehicle driven by a known or suspected felon is located by a Law Enforcement Officer, he/she will notify the dispatcher immediately of his/her location, and give a thorough description of the vehicle, and of occupants. The Officer will keep the suspect vehicle in view and request sufficient assistance in making the stop. The Officer will keep support units informed of location and direction of travel to facilitate their approach with minimal use of emergency equipment. The suspect vehicle will not be stopped, unless absolutely necessary, until adequate support is available and in Position. The following procedures will be used in effecting the stop:

1. The Officer will plan to stop the suspect vehicle in a location that presents minimal danger to other citizens.
2. When conditions are appropriate, and support units are available, the Officer will move into Position to the rear of the suspect vehicle.
3. The Officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic.
4. The violator will be stopped on the extreme right side of the road.
5. If the violator is believed to be armed and dangerous, the Officer will have his/her weapon easily accessible and ready for immediate use.
6. When the suspect’s vehicle begins to stop, the Officer will turn off siren "if applicable" and actuate public address system.
7. The Officer will park the vehicle so that it provides maximum protection and cover for him/her.
8. At night, all lights will be focused on the interior of the suspect vehicle, including spot lights, to the disadvantage of the violator.
9. The Officer will dismount the Law Enforcement vehicle quickly, but remain behind cover and accessible to the public address system.
10. The Officer making the stop is in command and will direct each occupant, utilizing the public address system, to get out of vehicle individually according to specific directions and into the appropriate search Position, after which the approach may be made.
11. If a public address system is not available, the Officer will give voice commands if they can be heard; if this fails, the Officer will cautiously approach the vehicle, keeping all occupants in view, to a Point where he/she can be heard.
12. The Officer will also give instructions to support Officers, even if not needed, to assure the suspects that additional support is available.
13. Support Officers will cover arresting Officer and remain on curb side of the vehicle until all occupants have dismounted and are in search Position.
14. Support Officers will not give additional commands as this would tend to confuse the suspect(s), but will make their presence known by responding to commands given by arresting Officer.
15. Extreme caution will be exercised by Officers not to get within each other’s **line of fire!**
16. When all occupants have been removed from the vehicle, support Officers should move to cover arresting Officer.
17. Arrestees will be handcuffed and searched prior to being transported.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (CHECK ONE):**

\_\_\_\_ This information was DISCUSSED with the PDS.

\_\_\_\_ This information was DEMONSTRATED by the FTO to the PDS.

\_\_\_\_ This information was DISCUSSED AND DEMONSTRATED by the FTO to the PDS.

**SEVIER COUNTY SHERIFF'S OFFICE**

**TRAINING BRIEF**

TOPIC: Vehicle Towing

OBJECTIVE: To instruct the PDS on the procedures to follow when towing a vehicle

SCHEDULE: Phase Zero Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Policies and procedures with regard to towing vehicles. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

THE PDS SHOULD UNDERSTAND AND BE FAMILIAR WITH

* Filling out a tow in report
* Private property situations
* Vehicle holds
* Abandon vehicles

**Towing Situations**

There are the occasions when an Officer assists the owner/operator of a vehicle in obtaining towing services. Examples of this would be to remove a damaged vehicle from the scene of a traffic crash, or in providing assistance to the operator’s otherwise disabled vehicle. Frequently a minor violation of law will be involved in the situation. However, the Sheriff’s Office goal of providing assistance to the stranded motorist takes precedence over the enforcement of an unintended violation of the law.

**Towing Procedures**

1. Officers shall allow the motorist to request the towing service to be called. Officers will honor and communicate this request and shall not summon a wrecker until motorist has voiced his/her preference.
2. When the motorist is unable or unwilling to state a preference, the Officer will advise dispatch to send the NEXT SCHEDULED WRECKER on rotation list.
3. In extreme emergencies, Officers may summon the nearest wrecker service to the scene or disregard the owner’s choice if it would produce an unreasonable delay.
4. An Officer should remain with the motorist until the wrecker arrives. If the motorist requests transportation after vehicle has been towed, Officers may provide this service Upon receiving approval of shift Supervisor. Permission will be granted only if other means will take too long or if other means are not available.
5. Officers will wait 30 minutes for the requested wrecker to arrive. After that time, the Officer may summon a wrecker from the rotation list. Officers shall make their shift Supervisor aware of the delayed response from the first wrecker service summoned. Officers will follow the same procedure if a wrecker from the rotation list takes longer than 30 minutes to arrive.
6. If the owner of the vehicle arrives before a wrecker from the rotation list has hooked-up to the vehicle, the wrecker will not be paid for the tow, but the wrecker service will be kept on the rotation list. Wreckers will not be allowed to tow a vehicle if they arrive after the 30-minute cut-off and the next wrecker service on the rotation list has been called.
7. If the disabled vehicle can be either pushed by hand or moved by another wrecker to the shoulder of the roadway while waiting for the requested wrecker to arrive, this should be done to open the roadway(s).
8. Officers shall not prepare a TOW-IN-REPORT for any vehicle which is towed by way of owner’s request.
9. Absent lawful justification to the contrary, Officers shall not search any vehicle which is towed by way of motorist request.

**3. Impound Situations**

These are occasions when an Officer may lawfully seize a vehicle as a result of a violation of a statute, ordinance or traffic regulation where this is provided. Examples of impound situations may be on the arrest of a D.U.I. driver, or the recovery of a stolen vehicle. When impounding vehicles, Officers shall comply with all areas of this General Order in respect to the Tow-In Report information sheet, requests for wrecker services, etc. TCA 55-6-03 and 55-6-04 provide definitions and the authority to impound vehicles under certain circumstances. The Sevier County impound lot will located on the county maintenance garage property and secured by fencing and a coded key pad.

**4. Impoundment Procedures**

1. Officers must have proper knowledge that the seizure of the vehicle is lawful. If the Officer has any questions on this, he/she should communicate his/her concerns to the shift Supervisor.
2. Officers shall complete an inventory/tow sheet on every impounded vehicle.
3. Officers shall summon the on-call wrecker from rotation list whenever Possible.
4. Officers shall notify wrecker operator at time of call of any unusual circumstances which may impact the wrecker operator’s decision on which equipment to utilize, such as an unusually large vehicle or presence of hazardous materials.
5. Impounded vehicles shall be stored at the Sevier County impoundment area at the Fleet Service Center. If involved in traffic crash, owner/operator can have vehicle transported wherever requested.
6. Officers shall notify wrecker operator on when to secure a vehicle for evidence processing.
7. When a vehicle is placed in the county impound, the vehicle will be locked and the keys will be left at the Sheriff’s Office in a secure lock box.
8. Procedures for impounding abandoned vehicles are as follows:
9. An Officer may have any motor vehicle which has been determined to be abandoned,

immobile, or unattended on any road, street or alley for more than 72 consecutive hours towed and impounded by the wrecker service unless it is a road hazard at which time the Officer may tow the vehicle with approval of the shift Supervisor.

1. The Officer must notify the Sheriff’s Office Dispatch Center of the abandoned vehicle’s location and other general vehicle information in order for the Dispatch Center to enter information into the Sheriff’s Office record system. This must be done in order for a record to be made of the date and time of the Officer’s initial contact with the abandoned vehicle before impoundment.
2. The Officer must make a reasonable attempt to locate the owner of the vehicle

before impoundment of the abandoned vehicle.

1. Which wrecker company to be called to tow the abandoned vehicle will be according to the Sheriff’s Office wrecker rotation list.
2. The abandoned vehicle shall be stored in the wrecker service lot until the owner has claimed it, gives evidence of ownership, and pays all applicable fees and costs, or until the sale of the abandoned vehicle at a public auction (as per TCA 55-16-105-Notification of owners and lien holders). The fee for impounding abandoned vehicles will be the same as other impounded vehicle fees.
3. Once a vehicle has been determined to be abandoned property but before the vehicle is towed, it will be inventoried, and a Vehicle Inventory/Tow Form shall be completed as per Item 6-Inventory/Tow-In Form below.

**5. Alternative to Impoundment**

If vehicle is not retained by Sheriff’s Office for arrest, evidentiary or forfeiture PURPOSEs, Officers shall first attempt to dispose of vehicle prior to impoundment as follows:

1. Release to Owner- if owner can be located and is able (not impaired and licensed) to operate vehicle, Officers should give owner a reasonable opportunity to move vehicle in order to avoid impoundment if Possible. Examples of this would be vehicles illegally parked.
2. Alternate Driver- if owner is present but unable (i.e., sick, intoxicated, etc.) to operate vehicle, Officers shall request motorist to designate a person to drive vehicle from scene. Officers shall make a reasonable effort to communicate the motorist wishes to the designated driver and shall afford that person a reasonable opportunity to arrive at the scene. Prior to releasing a vehicle to a third party, Officer shall conduct an inventory of the vehicle with the consent of the owner.
3. Park the Vehicle- if vehicle is in place where it can remain lawfully parked, Officers may leave vehicle where it is, at the motorist’s request. Officers shall **NOT** allow operator to drive vehicle to a parking place after having placed under arrest, nor shall any Officer drive a citizen’s vehicle for this PURPOSE. Officers shall lock all doors and otherwise secure any vehicle so parked.
4. Release to Wrecker Company- the motorist may request that the vehicle be towed away by the wrecker company of his/her own choice. Officers shall comply with these requests when presented by the motorist.

**6. Inventory/Tow-In-Form**

1. Every Officer who impounds a vehicle must complete a vehicle Inventory/Tow Form. This should be immediately before vehicle is towed. Officers shall not complete a Tow-In Form for vehicles that are towed as a service to a motorist, and the vehicle is not impounded.
2. Officers shall enter all of required information concerning the vehicle on Inventory/Tow Form, giving particular attention to entering correct, complete license number and VIN number.
3. Officers shall make a complete inventory of all property in the vehicle and on Tow-In-Form. Officers may open locked compartments (with keys) and may open closed containers to inventory their contents but shall not force open any locked containers by breaking the lock.
4. When wrecker operator transports vehicle, that company accepts responsibility for damage to vehicle in route to storage of vehicle and property contents inside of vehicle.
5. Before going off duty, Officers shall check both license number and VIN for stolen through NCIC and shall indicate results if any on Tow-In Form.
6. Before going off duty, Officers shall turn completed Tow-In Forms to collection tray where reports are submitted.
7. The shift Supervisor shall inspect the Vehicle Tow-In Form for complete information and Upon so verifying shall place in records file.

REFERENCE: SCSO GO 303.05

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF’S OFFICE**

**TRAINING BRIEF**

**TOPIC:** Commonly Encountered Forms, Reports, and Criminal Charges

**OBJECTIVE:** To acquaint the PDS with the commonly used forms, reports, affidavits, and criminal charges used

in Sevier County.

**SCHEDULE:** Phase Zero, Week Two

**Probationary Deputy Sheriff’s Paperwork, social media, and Website Familiarization**

1.     Citation Book

2.     Warning Book

3.     Property Check Cards

4.     Incident Cards

5.     Property Receipts

6.     Tow Slips

7.     Implied Consent Book

8.     BAC Kit

9.     Driver’s License Receipt Book

10.    Abandoned Vehicle Tags

11.    Website Employees Password

Probationary Deputy Sheriffs is also shown department website & fillable forms, social media accounts, and email.

**Sgt. Phillip E. Davis, Jr.**

**Director of Community Relations**

**Sevier County Sheriff’s Office**

**Special Operations Center**

735 Middle Creek Road

Sevierville, TN 37862

Office: 865-774-3958

Cell: 865-755-0221

www.seviercountysheriff.com

**PHASE ONE**

**WEEK 0NE**

At the beginning of the third week the PDS should be practicing the basic skills acquired in the first two weeks. The PDS should begin to develop a practical understanding of the way his/her academic knowledge relates to street situations. The topics outlined in this week will become increasingly more difficult and complex for the PDS. The basic concepts presented in the first two weeks will be expanded and the PDS will be required to perform multiple task functions. During this week the Field Training Officer should instruct the PDS in the proper response under stressful conditions. The PDS should begin to develop his/her skills in this area.

During week three, the PDS should be conducting routine investigations with little assistance from the Field Training Officer. The PDS should also be assisting the Field Training Officer in resolving violent or potentially violent situations.

The following training briefs will be discussed with the PDS during week three.

* **Patrol Procedures**
* **Suspicious Activity**
* **Field Investigations**
* **Domestic Violence**
* **Response to Calls**

**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Patrol Procedures

OBJECTIVE: To instruct the PDS in various patrol techniques and the responsibilities of the beat officer.

SCHEDULE: Phase One Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure the officer has an understanding of basic patrol procedures and responsibilities. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

1. Use a systematic patrol, without setting a pattern.
2. Check the high-crime areas frequently.
3. Patrol side streets.
4. Maintain a patrol speed that allows time to adequately view the surrounding environment.
5. Avoid tunnel vision.
6. Maintain contact with other officers and shifts.
7. Become familiar with the criminal codes and how they relate to activities observed in the field. This will assist in developing probable cause for arrests.
8. Keep an activity log to record information about your patrol beat.
9. Record information obtained from traffic stops for future reference.
10. Be aware of beat responsibility as it relates to calls and reports.

**Patrol Coverage**

The Sevier County Sheriff’s Office operates 24 hours a day, seven days a week, 365 days a year to provide the citizens and visitors with Law Enforcement services. The Sheriff’s Office will provide the same services around the clock, day or night, such as answering calls for service, preventive patrol, traffic enforcement and responding to emergencies.

Continuous patrol coverage is provided, and the following procedure will be utilized during shift change:

1. Each oncoming shift will begin their tour of duty at a roll call session at the beginning of each shift. (See Roll Call for further details.)
2. On duty Officers shall remain in their assigned zones until shift change and on coming Officers shall begin as soon as roll call has ended.
3. If there are calls for service during shift change the on-coming or on-duty Supervisor shall assign an Officer to take the call, either an on-duty or on-coming Officer depending on the situation. Supervisors may assign additional units on the early or hold units over as needed.
4. Officers will be assigned to zones daily to ensure proper coverage of the entire county. It will be the responsibility of the Supervisors for these assignments based on the following criteria:
5. Number of calls for service
6. Number of offenses/incidents
7. Number of businesses
8. Number of residences
9. Available manpower
10. Special events
11. Other specific needs
12. Patrol Zone Boundaries

At the start of each shift, the Shift Supervisor will determine how patrol zones will be covered by Officers. The Shift Supervisor may assign Officers to a single zone, multiple zones, or roaming patrol to assure proper zone coverage. The county is divided 6 zones which are the Wears Valley area, two zones in the Seymour area, the Kodak area zone, and two which are split from the Newport Highway area to Highway 321.

F. Officer Zone Assignment

1. Officers are normally assigned to zones by shift Supervisors, who will determine which officer works best in each assigned zone. The Sheriff may make changes at his discretion. Officers may be required to change zones during their shift when overlap occurs and/or when better coverage may be obtained through switching zones.
2. Officers assigned to zones are encouraged to share significant Law Enforcement information concerning their zone with the Officers relieving them on the same shift or other Officers covering the same zone. This information should also be passed on at shift change either through the Supervisor or personally through verbal communication.

G. Zone Patrol Procedures

On duty Officers shall comply with the following procedures concerning patrol zones:

1. While on duty Officers shall remain in their assigned patrol zone.
2. Officers may leave their assigned patrol zones only under the following conditions:
3. Upon receiving approval from their Supervisor.
4. When assigned a call outside their zone.
5. When requested or ordered to assist another Officer outside their zone.
6. On occasion of an emergency where any delay would hamper the Officer’s successful resolution of the matter. On these occasions the Officer must notify the Shift Supervisor of their activity and the nature of the emergency (following a suspicious vehicle, DUI, etc.)
7. Officers shall keep all activity outside of their zone as brief as Possible and immediately return to their zone when it is concluded.
8. Officers shall notify their Supervisor when they return to their zone.
9. Periodically throughout the shift Officers should complete all required paperwork and may return to the station if needed with the shift Supervisor’s approval.
10. Supervisors will cover a zone or assign another Officer when the zone Officer is away from their zone.

**Roll Call**

A. Immediately prior to each shift going on duty, roll call will be conducted. Roll call is paid duty time and is mandatory for each Officer.

B. Roll call will accomplish, at a minimum, the following basic tasks:

1. Briefing Officers with information regarding daily activity, with particular attention given to unusual situations, directed patrol activity, changes in the status of wanted persons, stolen properties, stolen vehicles and major investigations.
2. Notifying Officers of schedule and assignment changes.
3. Informing Officers of new directives or changes in directives.
4. Evaluating Officer’s readiness to assume patrol duties.
5. Providing roll call training as deemed necessary by the Shift Supervisor, Training Officer or the Sheriff.

C. Roll call briefing information may come from a number of internal and external sources (i.e., e-mails, regular mail, investigators, shift Supervisors, dispatchers, administrative personnel, etc.)

**Day to Day Patrol Activities**

A. Immediately following Roll Call and prior to going to their assigned zone, each Officer’s is required to check their personal and vehicle equipment must and report any problems or malfunctions to their supervisor. If during the shift the patrol vehicle becomes inoperable or the Officer must change to a different vehicle it will be the Officer’s responsibility to ensure the vehicle’s equipment is checked and report any malfunctions to the shift Supervisor.

B. Upon leaving the station Officers will report immediately to their assigned zone and make an initial patrol check before taking any breaks.

C. Officers will respond to calls for service in their zone as quickly, efficiently, and safely as Possible considering the type of call and whether it is an emergency or non-emergency.

D. Officers will respond to calls for service in their zone as quickly, efficiently, and safely as Possible considering the type of call and whether it is an emergency or non-emergency.

E. Response to certain incidents may require several Officers to deal effectively and safely with the problem. During these incidents the dispatcher will notify the shift Supervisor who will determine the appropriate action. These incidents may include Officers in trouble or needing assistance, felony in progress, other life-saving situations, or if Officer has activated his/her emergency alarm. The dispatcher will utilize the communications POLICY and procedure manual.

REFERENCE: SCSO GO 302

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF'S OFFICE**

**TRAINING BRIEF**

TOPIC: Suspicious Activity

OBJECTIVE: To acquaint the PDS with activity that may give rise to probable cause for an arrest.

SCHEDULE: Phase One Week One

INSTRUCTION: The following circumstances shall be discussed with the PDS to ensure an understanding of the various types of activity which may warrant further investigation. These activities may create a reasonable suspicion based upon an officer's training and experience that a crime is being or has been committed. The necessary probable cause for an arrest may result from further investigation. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

**I. Suspicious activity involving persons which may require further** **investigation:**

1. Loitering near vehicles and/or passing items between persons and vehicles
2. Heavy pedestrian traffic and vehicular traffic near a residence
3. Carrying property in/out of residence/business on a regular basis
4. Signaling (such as whistling, waving or yelling), when the Police are observed
5. Persons/vehicles near vacant houses/buildings
6. Walking only in alleys instead of on the street
7. Carrying property in garbage bags, pillow cases, large bags
8. Abandoning property or vehicles when Police are observed
9. Inappropriate dress for the weather (long coat in summer, carrying an umbrella on a clear day)
10. The driver of a vehicle observes the Police, then turns off the roadway, parks the vehicle and walks away
11. When Police are observed, the person avoids eye contact and tries to walk away
12. Loitering near areas known for vice/narcotics/gambling activity
13. Loitering near closed businesses
14. Closing the trunk of a vehicle when the Police are observed
15. Standing between houses/businesses
16. Person running while wearing street clothes
17. No identification or multiple pieces identification
18. Individuals with a scanner near the scene of a crime-in-progress
19. Individuals with a large sum of money separated into equal increments

II. Suspicious activity involving juveniles

1. See the activity listed in Section I
2. Juveniles outside late at night
3. Juveniles outside during school hours
4. Juveniles loitering near liquor stores/taverns/vice and narcotics areas

**III. Suspicious activity involving vehicles**

1. Vehicles parked in alleys
2. Vehicles which appear out of context with the surrounding environment
3. Characteristics of a stolen vehicle
4. Broken windows or vents
5. Cardboard, Plexiglas, or towels over windows
6. No wheel covers and few lug nuts on the wheels
7. Towels or clothing placed over the steering column on parked vehicles
8. Vehicles running without a key in the ignition
9. No turn signals or turn signals working continuously
10. No ignition keys/broken ignition
11. Bright lights on or lights on during the day
12. Vehicle with a blank or altered temporary license tag
13. Punched trunk lock or door locks
14. Broken steering column
15. Old or mutilated license plate on a new vehicle
16. Several lug nuts missing from the vehicle's tires
17. Improperly attached plate
18. Vehicles with out-of-town plates and in-town bumper stickers
19. Clean plate on dirty car or a dirty plate on a clean car
20. Driving at night without the headlights operating
21. Vehicles abandoned behind houses/buildings
22. Vehicles unattended and running
23. Vehicles stripped and on blocks

**IV. Abandoned property that appears to be expensive**

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**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: Field Investigations

OBJECTIVE: To instruct the PDS on the proper procedure for conducting a field investigation involving suspicious person or situations.

SCHEDULE: Phase One Week One

INSTRUCTION: The Field Training Officer shall discuss the following Points with the PDS as they relate to field investigations. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

**POLICY:**

Officers who conduct field interviews (also referred to as contacts and/or stops) must understand the legal basis and authority for these actions. Such documented interviews can contribute greatly to crime analysis/solution if the information obtained is properly recorded, collected, and analyzed. In addition, the field interview program may deprive actual and Potential offenders of some of their initiative in selecting the time, place, and circumstances for the commission of crimes.

**PURPOSE:**

The PURPOSE of this Order is to establish POLICY and procedures for conducting field interrogations and collecting field interview information.

**PROCEDURES:**

**1. PURPOSE of Field Interviews and Field Interviewer’s Summary**

A. A Source of Information: The field inquiry is based on the principle that the opportunity to apprehend criminals and to prevent crime increases with the number and frequency of persons interviewed. One way an Officer can expand his Power of observation is to obtain information from persons living or working within his patrol area.

B. A Means of Identifying the Suspect: An on-view arrest is not always based Upon the immediate recognition of a wanted criminal. Frequently, it is the outgrowth of the action taken by an Officer who stops to question a person who has aroused his/her suspicions. Information obtained during a field contact may also be used later to identify a criminal.

C. A Means of Obtaining Suspects or Witnesses: The value of reported field inquiries becomes very pronounced when a crime is committed and there are but a few investigative leads. The Investigator must then rely on the field interview reports to sift out any information. A review of these reports will show if anyone had been questioned in the vicinity and at the approximate time of the crime.

D. A Crime Preventive: The aggressiveness of the patrol activity may be brought to the attention of the criminal and of his/her friends. The criminal can also observe the activities of the Law Enforcement and conclude that the Possibility of escaping detection and apprehension is not favorable.

**2. Conducting the Field Interview**

A. There is a fine line drawn between a field interview and a lawful detainment. Reasonable suspicion is the key element on which the Officer should base his/her action. **Terry v. Ohio** gives Law Enforcement Officers the authority to stop, question, and search suspicious persons provided that:

1. It is a public place.

2. The Officer reasonably suspects that the person has committed or is about to commit a   
 crime.

3. The Officer reasonably suspects that the person is carrying a concealed weapon and intends

to do him bodily harm.

B. The field interview may not meet the above requirements, but the Officer may still seek to talk to the individual while realizing that the person is under no obligation to answer his questions or remain with the Officer. The Officer should recognize that some citizens are sensitive to any Law Enforcement contact and an overly aggressive approach may result in a loss of important support from the person being stopped.

C. The unusual or suspicious actions of people should trigger a field interview. Felony arrests are made consistently by Officers who are quick to recognize something unusual in the actions or the appearance of a person or of a vehicle.

D. The person not fitting the place or time should be questioned. Personal appearances, the area, the time of day, the information being sought, and other factors will determine who is to be questioned.

**3. Approaching the Subject**

A. As many field inquiries result in an arrest, the field contact location must be selected with care. Consider Possible escape routes, to the lighting, and to the safety of bystanders, as well as to your own safety. Furthermore, the approach must afford the greatest element of surprise. On foot or in a vehicle, the approach is usually made from the rear. This technique provides a tactical advantage. At night, the headlights of the Law Enforcement vehicle can be used to provide added illumination. It is imperative to have decided Upon a plan of action before attempting to stop a suspect. Vigilance must be maintained to guard against any violent or evasive action.

B. The PURPOSE of the field inquiry will determine the method of contacting the subject. It may vary from an authoritative command of "Stop, Law Enforcement!" to a diplomatic request of "Good evening, may I speak to you for a moment?" Officers working in civilian dress have the added responsibility of identifying themselves as Law Enforcement Officers before stopping a person for questioning.

**4. Use of Field Interview/Observation Report**

A. Officers will enter field interview information into the automated file system for each individual whom the Officer stops for a field interview.

B. A field interview summary may be completed on a subject who is charged with a traffic violation or who is stopped on a routine traffic stop if the situation appears to warrant such an entry. This will be largely a matter of the Officer's judgement.

C. A field interview summary may also be used as a field observation summary. In these instances, the Officer should enter data as completely as Possible, using prior knowledge of the individual or vehicle and the current observation of the individual or vehicle. This will not eliminate the necessity of asking the dispatcher to log individuals and/or vehicles at specific locations. Examples of instances when the field observation entry should be used include, but are not limited to, the following:

1. An Officer stops an individual for the PURPOSE of conducting a field interview, but the individual refuses to give the Officer any information and the Officer has no reasonable cause to pursue the matter further.

2. An Officer wishes to make note of a subject in a specific place at a certain time, and the Officer has completed a field interview report on the same subject on another occasion.

3. An Officer observes a vehicle which arouses his/her suspicions, but the owner of the vehicle cannot be interviewed (e.g., a "strange" vehicle parked near a business after business hours).

4. An Officer observes a known criminal in or around a suspicious place or at a suspicious time but is not able to stop to talk with the individual.

**5. Field Interview Files System**

A. Sheriff’s Office personnel who need field interview information may access the automated file

system for same either through the Sheriff’s Office secretary or a Supervisor.

B. Field interview summaries may routinely be purged after having been stored for six (6) months.

C. Report will be filed electronically by the name of the interviewee, as listed on the report, or the location of the interviewee.

D. Any Officer who needs access to the field interview report files should contact the record’s clerk during Sheriff’s Office business hours or contact the shift Supervisor.

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Domestic Violence

OBJECTIVE: To ensure the PDS has a proper foundation of knowledge for the investigation of domestic violence disturbances.

SCHEDULE: Phase One Week One

INSTRUCTION: The following Points shall be discussed with the PDS as they relate to the proper investigation of domestic violence disturbances. The FTO should emphasize to the PDS that domestic violence calls are very complex investigations and these calls should be treated like any other crime. Also, the FTO should emphasize the dangerous nature of domestic violence calls and the increased civil liability for the responding officer. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

**POLICY:**

Domestic Violence is an increasing occurrence in all communities and is Potentially on a call of violence for Law Enforcement agencies. It is essential that all Sevier County Sheriff’s Office Officers are prepared for any circumstance that might arise when responding to such calls. Special care and safety awareness should be utilized in such incidents to prevent Potential hazards from occurring.

**PURPOSE:**

In 1986 the General Assembly of the State of Tennessee officially enacted material which supplemented the Tennessee Code Annotated giving Law Enforcement Officers instructions for responding to Domestic Violence calls and in doing so permitting Officers to make arrest without a warrant. In July 1995, the General Assembly again modified the Code entitling it Domestic Abuse with the intention of the official response to be an arrest. This General Order will be reviewed annually by the Chief Deputy of Law Enforcement Services to ensure compliance with Tennessee State Laws 36-3-601 through 36-3-624 and 40-7-103

**PROCEDURES:**

**1. Terminology and Definitions**

1. **Domestic Abuse:** Inflicting or attempting to inflict physical injury on an adult family or household member by other than accidental means, physical restraint, or malicious damage to the personal property of the abused party.
2. **Adult:** Any person 18 years of age or older, who is otherwise emancipated.
3. **Family or Household Member:** Spouses, persons living as spouses, persons related by blood or marriage, a respondent who is the parent of the petitioner’s child, persons whose sexual relationship has related in a current pregnancy, and other persons jointly residing in the same dwelling unit, who are 18 years of age or older, or who are emancipated.
4. **Petitioner:** The person alleging abuse in a petition for order of protection.
5. **Preferred Response:** Means Law Enforcement Officers **SHALL** arrest a person committing domestic abuse unless there is a clear and compelling reason not to arrest.
6. **Respondent:** The person alleged to have abused another in a petition for Order of Protection.
7. **Weapon/Firearm:** Means any weapon designed to cut, puncture, slash, or designed to strike with, hit, bludgeon, or designed to or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

**2. Preferred Response**

If a Law Enforcement Officer has probable cause to believe that a person has committed a crime involving domestic abuse, whether the crime is a misdemeanor or felony, or was committed within or without the presence of the Officer, the preferred response of the Officer is to arrest. The Officer may arrest pursuant to TCA 40-7-103 (grounds for arrest by an Officer without a warrant).

**3. Primary Aggressor**

If a Law Enforcement Officer has probable cause to believe that two or more persons committed a misdemeanor or felony, or two or more persons make complaints to the Officer, the Officer shall try to determine who the **primary aggressor** was. **Arrest is the preferred response only with respect to the primary aggressor.** The Officer shall presume that arrest is not the appropriate response for the person or persons who were not the primary aggressor. If the Officer believes that all parties are equally responsible, arrest is not the preferred response for any party, and the Officer shall exercise his or her best judgement in determining whether to arrest both parties.

1. To determine who the primary aggressor is, the Officer shall consider:
2. The history of domestic abuse between the parties
3. The relative severity of the injuries inflicted on each person
4. Evidence from the persons involved in the domestic abuse
5. The likelihood of future injury to each person
6. Whether one of the persons acted in self-defense and,
7. Evidence from witnesses of the domestic abuse
8. A Law Enforcement Officer shall not:
9. Threaten, suggest, or otherwise indicate the Possible arrest of all parties to discourage future requests for intervention by Law Enforcement personnel, or
10. Base the decision of whether to arrest on:
11. The consent or request of the victim, or
12. The Officers perception of the willingness of the victim or of a witness to the domestic abuse to testify or participate in a judicial proceeding.

**4. Domestic Abuse Reports**

1. When an Officer investigates an allegation that a domestic abuse occurred, **the Officer shall** **make a complete report**. If an Officer decides not to make an arrest or decides to arrest two or more parties, the Officer shall include in the report the grounds for not arresting anyone or for arresting two or more parties.
2. **T.C.A. 36-3-601 requires Officers responding to domestic abuse calls to make a complete report to be filed with the Officer’s Supervisor and that the report will be filed in such a manner that it will permit compilation of data on domestic abuse cases.** An Offense Report **and** a Domestic Abuse Complaint Form will be filed by the Officers and after Supervisors approval will be forwarded to the Sheriff’s Office records clerk and filed accordingly**. Officers shall prepare and file reports on all calls of Domestic Abuse even if an arrest is not made.**
3. The Reports or Records Clerk will cross reference the reports so that they can be located by offense, classification and victim.

**5. Transporting the Victim**

A. When an Officer responds to a domestic abuse call, the Officer **shall** offer to transport the victim to a place of safety such as a shelter or similar location or the residence of a friend or relative, unless it is impracticable for the Officer to transport the victim, in which case the Officer shall offer to arrange for transportation as soon as Possible.

B. In the event the victim needs to be transported outside Sevier County, the transporting Officer must first obtain permission from his/her supervisor.

C. If the victim declines the Officer's offer to transport, the Officer shall advise the victim of the availability of shelter or other services in the community and give the victim a written copy of their legal rights and remedies (a statement of which is contained in the law).

**6. Arrests and Warrants**

1. If the Officer's investigation reveals that domestic abuse has occurred and that probable cause exists for a lawful arrest, the **arrest shall be the preferred course of action.**
2. Officers not making an arrest where alleged domestic abuse has occurred shall document on the Domestic Violence Supplement the reasons why arrest was not made.
3. A suspect who is arrested for domestic abuse shall be properly charged. Suspects may not be charged with "Domestic Abuse" since T.C.A. 36-3-601 is a criminal procedure for arrest rather than criminal offense. Suspects in domestic abuse situations must be charged under the appropriate status. (Example: Assault, Reckless Endangerment).
4. As always, Officers may make a felony arrest based on probable cause. In this situation, the Officer must obtain his or her own affidavit and warrant for the charge and must follow through with court appearances and presentment of evidence as may be necessary for prosecution of the assailant.
5. Any warrants issued in domestic abuse cases should be served without delay.
6. Any time Officers acts to make a misdemeanor arrest regarding domestic abuse, the Officer shall use good judgement in determining the reasonableness of the time frame of the complaint. In cases that may require entry into a premise, the Officer shall be governed by all current laws regarding search and seizure.

**7. Victim’s Rights**

1. In all cases of domestic abuse, Officers shall advise the victim, and give in writing, the following statements.
2. An Officer shall say to a victim of domestic abuse: "If you are the victim of domestic abuse, you can ask the District Attorney General to file a criminal complaint. You also have the right to go to the Court having jurisdiction over domestic relations and file a petition requesting an order of protection from domestic abuse, which could include the following:
3. An Order restraining the abuser from further acts of abuse.
4. An Order directing the abuser user to leave your household.
5. An Order preventing the abuser from harassing your or coming about you for any reason.
6. An Order awarding you or the other parent custody of or visitation with your minor child or children.
7. An Order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so.
8. It is also permissible for you to make a citizen’s arrest of the assailant and I will transport the assailant.
9. Copies of these written legal advisements shall be found on the Bond Release Notification Request with a copy being issued to each complainant.

**8. Procedures for Victim Notification**

1. Officers responding to a complaint where the offense falls under criteria of the domestic abuse offenses T.C.A. 40-38-103(b) and an arrest made, the victim shall be asked if they desire to be notified when the defendant makes bond release. In doing so, the Officer shall complete the Bond Release Notification Request Form acquiring the victim's signature and pertinent information for notification. This form shall be considered confidential whereby the defendant shall not be given access for review.
2. The Officer shall complete the form in detail and issue the third copy of the form to the victim. The second page of the form shall be routed to the Records Division attached with the Arrest, Offense, and Domestic Abuse form and the original filed with the intake form located in the corrections facility.
3. It will be the responsibility of the on-duty Corrections Officer to oversee the notification procedure to the victim. If the defendant is transferred to another correctional facility, it will be the responsibility of the on-duty Corrections Officer to indicate on the form that the prisoner has been transferred and to make a copy of said form to be sent with the MITTIMUS regarding the defendant.
4. When attempting to notify the victim, the on-duty Corrections Officer shall attempt to call by phone all numbers indicated on the form to advise the victim of the defendant's release. If the on-duty Corrections Officer is unsuccessful in contacting the victim by phone, the on-duty Corrections Officer shall contact the shift Supervisor to have an Officer attempt to make contact in person by the addresses indicated on said form.

**9. Orders of Protection**

1. Orders of Protection shall remain filed in alphabetical order in the Communications Center.
2. **Tennessee Code Annotated 36-3-611 must be followed regarding Orders of Protection.** It states:

An arrest for violation of an order of protection issued pursuant to this part may be with or without a warrant. Any Law Enforcement Officer shall arrest the respondent without a warrant if:

1. The Officer has proper jurisdiction over the area in which the violation occurred;
2. The Officer has reasonable cause to believe the respondent has violated or is in violation of an order of protection; and
3. The Officer has verified whether an order of protection is in effect against the respondent. If necessary, the Officer may verify the existence of an order of protection by telephone or radio communication with the appropriate Law Enforcement agency.
4. No ex parte order of protection can be enforced by an arrest under this section until the respondent has been served with the order of protection or otherwise has acquired actual knowledge thereof. (Acts 1979, Ch.350, and 13; T.C.A., and 36-1213; Acts 1987, Ch. 270, and 9, 10)

**10. Weapons**

1. If an Officer has probable cause to believe that a criminal offense involving abuse against a family or household member, has occurred, the Officer shall seize all weapons that are alleged to have been used or have been threatened to be used by the abuser in the commission of a crime.
2. The Officer may seize a weapon which is in plain view incident to an arrest or discovered pursuant to a consensual search if necessary for the protection of the Officer or other persons. The Officer is not required to remove the weapon if the Officer believes it is needed by the victim for self-defense. The seizure of weapons shall be listed on the incident report and processed as evidence. The judge shall determine disposition of such weapons as provided by law.

**11. Review of Process**

The Chief Deputy of Law Enforcement Services or his designee shall conduct an annual review of this Order and shall make necessary revisions.

**NOTE: THIS GENERAL ORDER SHALL REMAIN IN FORCE UNTIL REVOKED OR REVISED BY COMPETENT AUTHORITY.**

REFERENCE: SCSO GO 302.11

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

This information was **DISCUSSED** with the PDS.

This information was **DEMONSTRATED** by the FTO to the PDS.

This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

**SEVIER COUNTY SHERIFF’S OFFICE**

**TRAINING BRIEF**

TOPIC: Officer Needs Assistance Response

OBJECTIVE: To instruct the PDS on the proper response when responding to an officer calling for assistance.

SCHEDULE: Phase One Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the correct procedure to follow when responding to an Officer needs Assistance. The PDS and the FTO shall sign at the end of this training brief. Your signatures acknowledge that the training brief has been discussed and that the PDS understands these procedures.

1. Non-uniform or off-duty personnel should not respond unless in the immediate area or dispatched to the scene. Advise Dispatch that you are en-route, and make contact with the first officer on the scene or the on-scene supervisor.
2. Off-duty officers should not respond unless it is in close proximity to their location.
3. Plan the quickest route of travel.
4. Use all emergency equipment while operating the police vehicle within guidelines of General Order 302.01.
5. Monitor Police Radio for updates:
   1. Suspect description
   2. Condition of officer on the scene
   3. Sufficient number of officers on the scene
6. Responsibilities of the first unit on the scene:
   1. Advise communications of the situation
   2. Advise if additional units are needed such as a supervisor or medical help
   3. Advise Communications exact location and where you need other units
   4. Assist in the arrest
   5. Practice Basic Officer Safety concepts discussed in the earlier Training Brief covering Basic Officer Safety
7. Discuss the force options available to the officer to effect an arrest and the times when the use of these options is appropriate.
   1. Refer to SCSO GO 300.00
8. Protect the crime scene and secure the perimeter for the follow-up investigation.

REFERENCE: SCSO GO 302.01 300.00

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

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**PHASE ONE**

**WEEK TWO**

During Week Four, the PDS (Probationary Deputy Sheriff) should be able to respond to radio calls, conduct routine investigations, initiate field stops and interviews, interrogate arrested suspects, and organize routine reports. The Field Training Officer will still need to assist the PDS in stressful situations.

The following training briefs are discussed with the PDS during Week Four:

* **High Risk Vehicle Stops**
* **Warrant Service**
* **Alarm Calls**
* **Court Procedures**
* Shoplifting

SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF

TOPIC: High-Risk Vehicle Stops

OBJECTIVE: To instruct the PDS on the procedures used when stopping vehicles occupied by known offenders.

SCHEDULE: Phase One Week two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Policies and procedures used when making a high-risk vehicle stop. The PDS and FTO shall place their initials and the date in the left margin next to the section number.

**Stopping a Known or Suspected Felon (High Risk Stops)**

Special procedures should be used in vehicle stops when the occupants of a vehicle are known to be armed and dangerous. When a vehicle driven by a known or suspected felon is located by a Law Enforcement Officer, he/she will notify the dispatcher immediately of his/her location and give a thorough description of the vehicle and of its occupants. The Officer will keep the suspect vehicle in view and request sufficient assistance in making the stop. The Officer will keep support units informed of location and direction of travel to facilitate their approach with minimal use of emergency equipment. The suspect vehicle will not be stopped, unless absolutely necessary, until adequate support is available and in position. The following procedures will be used in effecting the stop:

1. The Officer will plan to stop the suspect vehicle in a location that presents minimal danger to other citizens.
2. When conditions are appropriate, and support units are available, the Officer will move into Position to the rear of the suspect vehicle.
3. The Officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic.
4. The violator will be stopped on the extreme right side of the road.
5. If the violator is believed to be armed and dangerous, the Officer will have his/her weapon easily accessible and ready for immediate use.
6. When the suspect’s vehicle begins to stop, the Officer will turn off siren "if applicable" and actuate public address system.
7. The Officer will park the vehicle so that it provides maximum protection and cover for him/her.
8. At night, all lights will be focused on the interior of the suspect vehicle, including spot lights, to the disadvantage of the violator.
9. The Officer will dismount the Law Enforcement vehicle quickly but remain behind cover and accessible to the public address system.
10. The Officer making the stop is in command and will direct each occupant, utilizing the public address system, to get out of vehicle individually according to specific directions and into the appropriate search Position, after which the approach may be made.
11. If a public address system is not available, the Officer will give voice commands if they can be heard; if this fails, the Officer will cautiously approach the vehicle, keeping all occupants in view, to a Point where he/she can be heard.
12. The Officer will also give instructions to support Officers, even if not needed, to assure the suspects that additional support is available.
13. Support Officers will cover arresting Officer and remain on curb side of the vehicle until all occupants have dismounted and are in search Position.
14. Support Officers will not give additional commands as this would tend to confuse the suspect(s) but will make their presence known by responding to commands given by arresting Officer.
15. Extreme caution will be exercised by Officers not to get within each other’s **line of fire!**
16. When all occupants have been removed from the vehicle, support Officers should move to cover arresting Officer.
17. Arrestees will be handcuffed and searched prior to being transported.

**REFERENCE: SCSO GO 303.00**

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

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\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

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SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF

TOPIC: Warrant Service

OBJECTIVE: To ensure the PDS has an understanding of the basic procedures to follow when serving an arrest warrant.

SCHEDULE: Phase One Week Two  
  
INSTRUCTION: The following points shall be discussed with the PDS to ensure an understanding of the Policies and procedures to be followed when serving arrest warrants. The PDS and FTO shall place their initials and the date in the left margin next to the section number.

The Sevier County Sheriff’s Office shall always endeavor to follow standard procedures in the arrest process, designed to protect the rights of the arrestee while at the same time providing protection to the community and to the arresting Officer. The Power of arrest is one of the most crucial Powers provided to Law Enforcement agencies, and gives authority to a Law Enforcement Officer to take the freedom from a person for whom there is sufficient probable cause that he or she has committed an illegal act that would require detention, or to require them to appear before a Court of Law at a later date. This authority is also one of the greatest areas exposed to liability concerns because of the Power to take away an individual's freedom. If proper processes are not followed, the arrestee will have a basis for legal action against the Officer and the Sevier County Sheriff’s Office. Proper records and procedures will be maintained to provide Officers and records personnel with timely information pertaining to persons arrested or taken into custody.

**PURPOSE:**

To establish guidelines for the proper arrest procedures and reports required in each incident when a person is arrested and taken into custody with or without a warrant.

**PROCEDURES:**

**1. Arrests**

1. An arrest is defined as the taking, seizing, or detaining of another person, either by touching or putting hands on him, or by an act which subjects the person to actual control and will of the person making the arrest. An arrest may also be viewed as the exercise of custody over a person by depriving the person of his or her freedom of action for a period longer than is required for the Officer to briefly question the person for his or her identity and activities.
2. When arresting a person, the Officer shall inform that person of the authority and the cause of the arrest and exhibit a warrant except in the actual commission of an offense, or if the person is pursued immediately after an escape.
3. Upon making an arrest, an Officer shall make all of the following advisements to the arrestee:
   1. Identify yourself and show your identification if not in uniform;
   2. Inform the subject that he or she is under arrest;
   3. Inform the subject of the charge(s); and,
   4. Inform the subject of the Miranda warnings as required in custodial interrogation situations.
4. Upon making an arrest, an Officer will implement the following procedures after making all of the advisement’s stipulated above:
   1. Handcuff the subject in conformance with the guidelines established in G.O. Use of Handcuffs/Restraints;
   2. Search the subject in accordance with procedures established in GO Search of Prisoners; and,
   3. Immediately arrange for transportation of the subject.
5. Officers shall implement the following guidelines when making arrests:
   1. Be firm and calm;
   2. Avoid acting "tough" or using profanity;
   3. Use force only as necessary to subdue the subject, using the procedures established G.O. Use of Force, as a guide;
   4. After making the arrest, move away from the scene as soon as Possible;
   5. Restrict the subject's movement during the arrest process;
   6. Do not grant personal privilege to the prisoner;
   7. Examine requested clothing and other items for weapons or evidence before giving them to the subject;
   8. Be aware of sympathizers near the scene of the arrest; and,
   9. Expect the unexpected.

**2. Statutes Concerning Arrests**

1. Tennessee Code Annotated (TCA) 40-7-101. An arrest may be made either:
2. By an Officer with a warrant,
3. By an Officer without a warrant,
4. By a private person.
5. TCA 40-7-102. When a public offense is made in the presence of a magistrate, the magistrate may, by verbal or written Order, command any person to arrest the offender and thereupon proceed as if the subject had been brought before the magistrate on a warrant of arrest.
6. TCA 40-7-103. An Officer may, without a warrant, arrest a person:
7. For a public offense committed, or a breach of the peace threatened, in the presence of the Officer (misdemeanors).
8. When the subject has committed a felony, though not in the Officer's presence.
9. When a felony has in fact been committed, and the Officer has reasonable cause for believing the subject committed the felony.
10. On a charge made, based Upon reasonable cause, of the commission of a felony by the person arrested.
11. Who is attempting to suicide.

D. TCA 40-7-109. A private person may make an arrest:

1. For a public offense committed in his or her presence (misdemeanors).
2. When the subject has committed a felony, although not in his or her presence.
3. When a felony has been committed, and he or she has reasonable cause to believe that the person arrested committed it.

E. TCA 40-7-118(c). Officers shall affect an arrest for a misdemeanor **ONLY** when the following conditions are present:

1. The person arrested requires medical attention, or if the subject is unable to care for themselves.
2. There is a reasonable likelihood that the offense would continue or resume, or that persons or property would be endangered by the subject if an arrest were not affected.
3. The subject will not or cannot offer satisfactory evidence of identity.
4. The prosecution of the offense for which the subject was arrested, or of another offense, would thereby be jeopardized.
5. A reasonable likelihood exists that the arrested person will fail to appear in court.
6. The subject demands to be taken immediately before a magistrate or refuses to sign the citation.
7. See also G.O. Misdemeanor and Ordinance Citations.

**3. Warrants**

Procedures for State warrants:

* 1. On the occasion of the arrest of a subject for a State offense, the Officer shall prepare a warrant on the offense.
  2. The Officer shall specify the name and address of the defendant on the warrant.
  3. The Officer shall state the offense either by name or so that it can be clearly inferred on the warrant. TCA Codes shall also be noted.
  4. The Officer shall include a written statement in the warrant to state the commission of the offense and the case against the defendant.
  5. The Officer shall swear to the truthfulness of the statements contained in the warrant before a judge or other appropriate Officer of the court.
  6. The Officer shall draft the warrant at the time he or she delivers the defendant to the Corrections Facility, or shortly thereafter.

**4. Arrest on Private Property**

1. It has been held by numerous court decisions that, as a general rule, Officers should obtain an arrest warrant or know for a virtual certainty that one is "outstanding" against the person to be arrested before entering any private residence to make any arrest, unless exigent, or emergency, circumstances exist. "Exigent circumstances" mean an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect or destruction of evidence, to be measured by the facts known to the arresting Officer.
2. This Order tends to conflict with, but nonetheless supersedes, an Officer's statutory authority, as established in TCA 40-7-107, which states: "To make an arrest, either with or without a warrant, the Officer may break open any outer or inner door or window of a dwelling house, if, after notice of his Office, authority, and PURPOSE, he is refused admittance."
3. In **White v. State**, as well as **Smith v. Tate**, the interpretation of the statute suggests that it authorizes warrantless "forcible entries" only in felony cases. Based on these decisions, there is reason to believe that a warrantless entry to arrest for a misdemeanor offense, except under very unusual circumstances, will be considered as "unreasonable" under the Fourth Amendment.
4. Based on **Payton v. New York** and other decisions, the Fourth Amendment prohibits Officers from making a warrantless and nonconsensual entry into a suspect's home in order to make a routine felony arrest. Only if there are exigent, or emergency circumstances do a warrantless entry to arrest justified.
5. In deciding whether or not there are "exigent circumstances" justifying a warrantless entry of private premises, an Officer must always consider the following:
6. Seriousness of the crime.
7. Strength of his probable cause.
8. Certainty of the subject being inside.
9. Risk involved, both to his self and others present.
10. Likelihood of the subject escaping.
11. Likelihood of evidence being destroyed.
12. Possibility of a peaceable entry.
13. Possibility to arrest suspect outside premises at a later date.
14. To further clarify, entering private premises to arrest will fall into one of the four (4) following categories:
15. Arrest for a felony with a warrant- When an Officer has a warrant for a person who has committed a felony, he has every right to do whatever is necessary to make the arrest, even if the person is in his home and refuses to open the door. The person is legally entitled to no more than an opportunity to peaceably submit once informed by the Officer that he has a warrant. Though an Officer should always attempt to follow the course of least resistance, whether he forcibly enters the house to make the arrest will be determined solely by the circumstances and his own judgment.
16. Arrest for a felony without a warrant- When an Officer has probable cause to believe that a person has committed a felony and exigent circumstances exist, the Officer may proceed as described above. If the Officer is not in "hot pursuit" and there are no other circumstances necessitating an immediate entry, the Officer should get a warrant.
17. Arrest for a misdemeanor with a warrant- When an Officer has a warrant for a person who has committed a misdemeanor, he should try to make the arrest in the least intrusive manner possible. Although the home has not been declared a sanctuary for minor offenders, it is, none the less protected by the Fourth Amendment against "unreasonable" intrusions. Thus, forcible entry should be avoided even with a warrant. Whenever the warrant can be executed outside the home it should be done.
18. Arrest for a misdemeanor without a warrant - Since a misdemeanor ordinarily must be committed in the Officer's presence before he can arrest without a warrant, he will already be in a position to avoid the problems attending the other situations. However, anytime a misdemeanant flees into his home and locks the door, the Officer should obtain a warrant. Even though the Officer may be in "hot pursuit" a forced entry is likely to be viewed as "unreasonable" by the court. Thus, he should obtain a warrant.

The underlying rationale for obtaining an arrest warrant prior to entering a private premise is to allow a "neutral" judicial authority (or magistrate) to examine the probable cause before further action is taken. As previously stated, with a warrant in hand, or known to be "outstanding,” an Officer will then only be concerned with acting in good faith, exercising proper caution to arrest the person named on the warrant, and thereafter observing the procedural laws of arrest. The arrest of a person in the residence of another person, with or without a warrant, shall be affected only by either the consent of the resident or by a search warrant. The arrest warrant does not by itself give the Officer the right to enter the residence of a second person, against that person's will.

**5. Arrest Procedures**

All Officers shall utilize the following procedures for all adults (and juveniles with the permission of the court) who are arrested in connection with all felony and serious misdemeanor investigations. Officers shall:

1. Transport the subject to the desired location (Sheriff’s Office, Corrections Facility, juvenile detention center, crime scene, hospital, etc.) and make the required notifications of the destination to the dispatcher. If it is a juvenile or member of the opposite sex, give dispatcher the beginning and ending odometer reading of Officer’s vehicle.
2. Request the subject to sign waiver of rights and make a statement concerning the matter under investigation.
3. Allow the subject to contact an attorney if he or she so desires.
4. Have jail personnel fingerprint and photograph the subject.
5. Either incarcerate the subject at the correctional facility, juvenile detention center or release him or her pending further investigation of the matter.
6. Draft and sign all necessary warrants or juvenile petitions.
7. Assist corrections personnel in arraignment processing during the daytime business hours when the courthouse is open.
8. Enter booking information on the arrest report.
9. Complete and submit all required reports.
10. In compliance with a new law regarding Child Welfare Checks, effective July 1, 2018, whenever a person is arrested and taken into custody, they **shall** be asked whether they are the parent or legal custodian of any children that will be left unattended by virtue of their arrest. Based on the person’s response, the Officer shall determine, in consultation with their Supervisor, whether any children will be endangered by the parent or legal custodian’s absence and take appropriate steps to ensure the child’s welfare. Appropriate steps could include but are not limited to:

* Conducting a welfare check by sending another Sevier County Sheriff’s unit, other Law Enforcement Agency, or an agency responsible for the health and safety of children to the location of the child.
* Assisting the parent, legal custodian, or government agency with ensuring the child is in the care and/or custody of a responsible adult.
* Initiating a criminal investigation into an unattended and endangered child.

If determination is made that a child is unattended and endangered, then the Department of Children Services (DCS) personnel shall be notified.

Officer **must** properly notate in their arrest report narrative that the person being arrested was asked whether they are the parent or legal custodian of any children that will be left unattended by virtue of their arrest and, if so, what action was taken regarding the child or children along with whether it was necessary to notify the Department of Children Services.

**6. Prisoners Requiring Medical Attention**

1. Any prisoner of the Sevier County Sheriff’s Office who requests or otherwise requires medical treatment shall be transported to Leconte Medical Center or any facility ordered by the medical staff at the corrections facility for said medical treatment. Any prisoner who refuses to accept treatment shall not be forced to accept medical treatment except in cases where the prisoner's life would be in jeopardy without receipt of medical treatment.
2. Medical treatment shall be made available to prisoners before they are transported to the jail. After a prisoner has been transported to and admitted into the jail, the responsibility for the prisoner's medical treatment shall rest with the jail personnel.
3. Prisoners seeking admission and emergency treatment at the Hospital will be accompanied by an Officer of the Sheriff’s Office; Prisoner/patients will be routed to the ambulance entrance of the Hospital
4. Prisoner/patients will be searched, and harmful objects will be removed by Sheriff’s Office personnel before entrance into a patient care area or holding room.
5. No prisoner will be left unattended by the guarding Officer. Hospital Security Officers may assist guarding Officers by relieving them for a short break.
6. "Law Enforcement Hold" information will be given to the head nurse by the guarding Officer.
7. When a prisoner/patient is secured to the bed by restraints (handcuffs or leg irons), the key must be left with the head nurse for emergencies. Should the restraints need to be removed, the guarding Officer should be present.
8. Patients/prisoners are not allowed visitors without permission from the Sheriff or his designee.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

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**SEVIER COUNTY SHERIFF’S OFFICE**

**TRAINING BRIEF**

TOPIC: Alarm Calls

OBJECTIVE: To instruct the PDS on the procedures to follow when responding to alarm calls.

SCHEDULE: Phase One Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the procedures to be followed when responding to alarm calls. The PDS and FTO shall place their initials and the date in the left margin next to the section number.

**POLICY:**

Alarm devices are a means of notifying Law Enforcement that a robbery or burglary is in progress when the use of a telephone is impractical or impossible. Officers of the Sevier County Sheriff’s Office will exercise sound judgement and proceed with extreme caution when answering any type alarm call. Despite the large number of false alarms, no Law Enforcement Officer can afford to give up their life when the alarm turns out to be real and the Officer thought it was false.

**PURPOSE:**

To establish a plan of action to be taken in response to activated alarms.

**PROCEDURES:**

**1. Activated Alarms**

Dispatching/Response/Notification:

1. When a silent alarm is activated at the Communications Center, the alarm will be dispatched to a unit in that zone; whenever Possible another unit will be dispatched to back-up the unit assigned.
2. Normally, responding units will respond under "silent response conditions," however, in an emergency situation lights and siren may be utilized with the authorization of the Shift Supervisor, but the siren should be turned off within hearing distance from the location of the alarm.
3. After responding units have arrived and are in Position, the dispatcher will immediately initiate and maintain telephone contact with business or home until such time that the responding Officer clears the situation. Dispatchers will telephone businesses only during working hours.
4. If the telephone call goes unanswered, responding units shall be advised of such.

**2. Bank Alarms**

1. Officers should respond to these locations without sirens and **WILL NOT** drive in front of the bank. This is to prevent suspects from taking hostages in the bank. Dispatcher will then call the bank and ask “do you sell foreign stamps”. If response is “no” then everything will appear to be secure. If the response is “yes but you will need to come in” then there is a robbery in progress.
2. After Positions are taken, the dispatcher will phone the bank and ask if they sell foreign stamps to determine if there is an actual robbery. If everything is alright, they will answer no. If the answer is yes, there is a robbery and the procedures from General Order ‘Specialty Calls’ should be implemented. However, if a “no” answer is given, the zone Officer will still walk through the bank to make sure all is secure
3. Upon notification of an alarm or robbery the Officer will respond as quickly and safely as Possible. The office will not use emergency equipment within five miles of the bank. Once deployed the Officer will be alert for persons in or around cars or cars left running. The Officer will not approach the bank after the all clear is given then an employee will come to the Officer and once the Officer has the employee in a safe place will ascertain that all is clear inside. The Officer is to do nothing to the safety of the people inside the bank and will use invisible deployment techniques. For the following banks Officers shall use the following routes and deployment locations whenever Possible;
4. SEVIER COUNTY BANK - Seymour Branch – The primary unit will approach northbound Chapman Highway and deploy at the rear on the southbound shoulder of Chapman Highway and deploy at the Easy Stop Market side of the bank.
5. BANK EAST – Seymour Branch – The primary unit will approach northbound Chapman Highway and deploy in the parking lot of the garage just south of the bank. Secondary unit will approach northbound on Old Sevierville Pike using the rear entrance to the bank and will deploy in the second corner of the bank parking lot.
6. HOME FEDERAL BANK – Seymour Branch – The primary unit will approach from the south side of Chapman Highway or East side of Boyd’s Creek Road and deploy in the southeast side of the parking lot. Secondary unit will approach from the north side of Chapman Highway and deploy in the northeast corner of the parking lot.
7. TENNESSEE STATE BANK – Seymour Branch – The primary unit will approach from the north on Chapman Hwy and proceed through the Macon Crossing parking and deploy on the northeast corner of the parking by Kroger. Secondary unit will Position themselves on the southeast side of the bank on Chapman Highway.
8. CITIZENS NATIONAL BANK – Seymour Kroger Branch – The primary unit will approach through the front entrance of the Kroger store. Deployment will depend on the crowd inside the store.
9. FIRST TENNESSEE BANK – Seymour Branch – The primary unit will approach from the north on Chapman Highway and deploy in the Dominos parking lot. Secondary unit will approach from the south and deploy at the intersection of Chapman Highway and Macon Lane.
10. If the suspects are still in the bank and come out before backup arrives it will be judgment call whether to take the suspect or suspects in the parking lot or follow them and wait for help. Among the factors that are to be considered by the responding Officer are:
11. Number of suspects;
12. How they are armed;
13. Whether they have hostages;
14. The number of Officers on hand and/or the ETA of back up Officers.

**NO OFFICER SHOULD FEEL COMPELLED TO TRY AND ARREST MULTIPLE SUSPECTS OR ATTEMPT TO CONTROL A SITUATION IN WHICH HE OR SHE IS OVERMATCHED.**

1. Inner and outer security perimeters will be established as necessary to limit the number of motorist and pedestrians at risk during the bank robbery incident. If the suspects barricade inside the bank, then all available units will respond to the scene. A command Post will be set up and off-duty personnel may be called to assist in the operation. Recommended sites for the command Post are:
2. SEVIER COUNTY BANK – Primary site will be Seymour Heights Christian Church on Boyd’s Creek Road. Alternative will be parking lot of Walgreens.
3. HOME FEDERAL BANK – Primary site will be Seymour Heights Christian Church on Boyd’s Creek Road. Alternative will be parking lot of Walgreens.
4. TENNESSEE STATE BANK – Primary site will be south side of Macon Crossing at Kroger.
5. CITIZENS NATIONAL BANK – Seymour Kroger Branch - – Primary site will be south side of Macon Crossing at Kroger.
6. BANK EAST – Primary site will be parking lot on the restaurant south of the Tire Store. Alternative will be Way Oma Motel on Chapman Highway.
7. FIRST TENNESSEE BANK – Primary site will be Macon Crossing parking lot between oil change business and Papa John’s Pizza.

**Citizens National Bank in Blount County on Chapman will be the responsibility of Blount County Sheriff’s Office although our office may be first responders as the bank is located at the county line. Sevier County Sheriff’s Office role will be to assist.**

1. Once the bank is secure all other units will report to the command Post for assignments. The Shift Supervisors on duty will establish and maintain a log of responding units and Position of assignment. The Sheriff or his designee will have control of the overall situation. The following assignments will be designated:
2. NEGOTIATOR - Establishes contact with suspect/suspects and begins or continues dialogue if contact has already been made with the goal of a peaceful resolution.
3. OPERATIONS COMMANDER – Responsible for coordinating intelligence, establishment of plans to contain and resolve situation and will coordinate with other agencies on tactical planning.
4. MEDIA LIAISON – Will respond to media inquiries under the direction of the Sheriff or his designee.
5. FIELD OPERATIONS COMMANDER - Is responsible for traffic control, security of the command Post area and pedestrian control.
6. Shift Supervisor will notify the Sheriff, Chief Deputy, Detective Captain, on duty Investigators and the FBI if a robbery is indicated by the proper response given to dispatch. The Supervisor will also see that all available information regarding the suspects descriptions and vehicle information is relayed to the proper agencies and responding units. If the incident becomes a barricaded situation the Supervisor will all do the following:
7. Notify the FBI and request their SWAT Team, Highway Patrol, Ambulance Service, Rescue Squad, Utility Company, appropriate Fire Department and instruct them to report to the command Post;
8. Call additional personnel as directed;
9. Handle media calls that come into the Sheriff’s Office.
10. INVESTIGATION:
11. Initial responding Officer will protect the scene and prevent and witnesses from leaving until interviewed by the appropriate authorities;
12. Investigation of the incident will be a joint effort between the FBI and Sevier County Sheriff’s Office and in accordance to the Sheriff’s Office General Orders regarding Crime Scene and Investigation Procedures.

**3. Business Alarms**

1. All Possible exit areas should be covered.
2. If the business is closed, the owner or individual on the call card should be notified immediately.
3. A business, showing no physical signs of a break-in, should be entered only after the owner arrives and Officers should conduct a complete and thorough search of the premises.
4. Officers at the scene knowing that a break-in has occurred and perpetrator is still inside the building should take appropriate action to apprehend suspect(s).

**4. Residential Alarms**

1. Attempts should be made to contact owner or person left in charge of the residence before entering.
2. The area should be checked for suspicious persons or vehicles.
3. Unescorted entry should only be made if a suspect is believed to be still on the premises.

**5. Robbery/Burglary**

1. If a robbery or burglary has taken place, and such notice is conveyed by telephone, dispatch will attempt to obtain any available information as to suspect’s description, mode and direction of travel; and will advise business or home to keep everyone out except authorized personnel.
2. Officers shall proceed with caution in the event suspects are in immediate area.
3. Secure crime scene and all physical evidence and summon appropriate personnel, see GO ‘Investigations/ Responsibilities’.

**6. False Alarms**

1. If responding Officers determine the situation to be a false alarm, they will advise dispatcher by telephone or radio that alarm was false.
2. The responding Officer shall advise the dispatcher when finding an alarm to be false, if known, the cause of the alarm activation and have dispatcher enter the findings into the CAD system for access by the Professional Standards/Accreditation Manager and other interested parties.

**7. Locator System**

1. The Sheriff’s Office has established a location system for owners of businesses within the county. The PURPOSE of this system is to facilitate communications with business owners in the event of an emergency.
2. Officers will communicate any new or updated business owner information to dispatch. Periodically, the Sheriff’s Office will update this information for current names and telephone numbers of business owners.

REFERENCE: SCSO GO 302. 12

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE OF INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

\_\_\_\_ This information was **DISCUSSED AND DEMONSTRATED** by the FTO to the PDS.

SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Court Procedures

OBJECTIVE: To instruct the PDS on the Policies and procedures regarding court appearance and proper demeanor.

SCHEDULE: Phase One Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the proper procedures to follow regarding court appearance in Sessions, Criminal and Juvenile Courts. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**Court Appearance for On-Duty Officers**

State and Federal Courts - The State courts require the presence of the Officer for the direct presentation of testimony in all State cases. Attendance in State court is a duty requirement. Officers shall maintain contact with the court clerk’s Officer to ensure that the Officer is aware of the times and locations of all cases where the Officer’s presence is required. Officers shall make timely notification of their court obligations to their Supervisor. It shall be the obligation of the Supervisor to ensure that there are adequate patrol personnel on duty to cover the temporary absence of Officers who are called for court duty. The same rules apply to appearances in Federal court.

REFERENCE SCSO GO 302.00

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**PHASE TWO**

**WEEK ONE**

During Week Five, the PDS should be handling all routine investigations and activity which he/she confronts. The Field Training Officer may still be required to assist the PDS in stressful investigations. However, the Field Training Officer's involvement in the daily activities should be limited.

The PDS will be instructed on the following briefs during Week Five.

* **Bomb Threats**
* **DUI Investigations**
* **Crash Investigations**
* **Seizure of Property**

SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Bomb Threat

OBJECTIVE: To acquaint the PDS with the bomb threat procedures.

SCHEDULE: Phase Two Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Policies and procedures to be followed when receiving a bomb threat investigation. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. A supervisor is notified through communications of the bomb threat**

SCSO will respond to any Bomb Threat at a Public School in Sevier County. This includes schools located inside the city limits of Sevierville (private schools).

**II. The officers will encourage and coordinate the search of the premises.**

If available the preferred search is an explosive K-9, if not available search teams should include the officer and a building representative. A detective will be called on all bomb threats.

III. Locating and identifying devices:

A. If a device or suspicious item is located, a 300-foot perimeter will be established.

B. Notify Communications, Hazardous Devices Team (Bomb Squad), K-9, and responding officers on the scene.

C. On private property, the person in charge of the premises makes the decision to evacuate, unless a bomb, or what is believed to be a bomb, is found.

D. On public property, the search is coordinated with the person in charge of the premises.

E. If an evacuation is ordered, make sure to search the evacuation site for secondary devices before bringing people to the site.

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SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: DUI Investigations

OBJECTIVE: To ensure the PDS is able to properly conduct a DUI investigation, following the correct procedures.

SCHEDULE: Phase Two Week One

**INSTRUCTION**: The following Points shall be discussed with the probationary officer to ensure an understanding of DUI Procedures. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**Part One – Vehicle in Motion**

1. Identifying Possible impaired drivers through traffic violations and driving behaviors.
   1. Vehicle speed; fast or slow; fluctuating back and forth.
   2. Weaving or failing to maintain lanes of travel
   3. Failure to signal in advance or follow indicated signal
   4. Failing to use headlights or wipers when applicable
   5. Failing to dim lights
   6. Start/stop problems
   7. Wide turns/ abrupt movement
2. Attempting to stop vehicle
   1. Given time to adequately observe driving behavior.
   2. Selecting safe location for stop
   3. Taking stop location into consideration for administration of SFST
   4. Proper radio communication
   5. Requesting additional officer for SFST tests if Possible.
   6. Pat down for weapons

**Part Two – Personal Contact**

1. Interviewing driver to determine if SFST is needed
   1. Odor of alcohol/intoxicants coming from driver
   2. Visual of alcohol/intoxicants coming from driver
   3. Slurred/incoherent speech
   4. Glassy/bloodshot eyes
   5. Inability to find requested documents
   6. Inability to answer simply questions
   7. Inability for follow simple commands
2. Pre-Exit test
   1. When to administer
   2. What tests to conduct and are properly administered
3. Medical Considerations
   1. Alternatives to impaired driving understood
   2. Diabetic of cardiac incident
   3. Calling for medical assistance if needed.

**Part Three – Pre-Arrest Screening**

1. Having subject exit vehicle
   1. Observations of driver’s ability to stand and walk
   2. Observations of driver’s obvious medical issues
   3. Driver’s dress and footwear considerations
2. Medical interview
   1. Interview to determine what medical issues driver has
   2. What medications driver is prescribed, takes and last consumed in what amount.
   3. What is driver being treated by a doctor for
3. Administration of the SFTSs
   1. Proper location selected with dry/flat/level surface as best possible
   2. Tests conducted in proper order
   3. First test – Horizontal Gaze Nystagmus
      1. Instruction Position correct?
      2. Asked about contacts
      3. Asked to remove glasses if applicable
      4. Instructions properly explained
      5. Stimulus properly held
      6. Stimulus properly moved
      7. Number of Clues to be observed correct?
      8. Number of clues needed to indicate impairment
      9. Can PDS properly administer test?
   4. Second Test – Walk and Turn
      1. Instruction Position correct?
      2. Instructions properly explained?
      3. Test properly demonstrated?
      4. Test properly administered?
      5. Number of clues in indicate impairment
      6. Number of clues to be observed
      7. Can PDS properly administer test?
   5. Third Test – One Leg Stand
      1. Instruction Position correct?
      2. Instruction properly explained?
      3. Test properly demonstrated?
      4. Test properly administered?
      5. Number of Clues to be observed?
      6. Number of clues to indicate impairment?

**Part Four – If arrested, Post arrest procedures**

1. Cuffed, searched and placed in vehicle
   1. Proper arrest procedures followed
   2. Search incident to arrest of driver’s person
   3. Search of vehicle for evidence of alcohol/intoxicants
   4. Vehicle tow inventory completed if applicable

\*\*\* Must have breath on all DUIs obtained or attempted\*\*\*

1. If alcohol based
   1. Taken to Intoximeter and instructed to perform
   2. Certified to operate machine?
   3. Proper operation of Intoximeter
   4. If refuses, proper advisement of TN Implied consent form
2. If alcohol/drug combo or drug based
   1. Taken to Intoximeter and instructed to perform
   2. If BAC is above .08, proceed with arrest procedures.
   3. If BAC is below .08, proceed to Leconte for consensual legal blood draw.
3. If blood draw is refused
   1. Proper advisement of TN Implied consent form
   2. How to obtain a search warrant
   3. Warrantless draws based on exigency
   4. Mandatory draws based on DUI crimes
4. Breath Reciept/Blood alcohol Kit paperwork
   1. Blood receipt copies
   2. BAC paperwork
   3. Evidence entry and property receipts
5. Charging
   1. DUI and subsequent offenses (10 years plus 10 years)
   2. Implied consent charges
   3. Juvenile BAC level ( .02 or greater)
   4. Habitual Motor Offender if applicable
6. Incident Reports

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**SIGNATURE OF PDS**

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SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Crash Investigations

OBJECTIVE: To instruct the PDS on the procedure to follow when investigating a crash accident.

SCHEDULE: Phase Two Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the various types of crash accidents an officer encounters and the proper procedures for handling each type of crash. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**POLICY:**

The Sevier County Sheriff’s Office has as one of its goals and objectives the reduction of motor vehicle Crashes. To accomplish this, the Sheriff’s Office performs a variety of traffic crash investigation functions including providing emergency service to the injured, protecting the crash scene, conducting crash investigations and follow-ups, and preparing reports and taking proper enforcement action relative to incidents. The PURPOSE of crash investigation is to properly determine the causative factors involved in an automobile crash and utilize these factors to develop enforcement that will reduce the incidence of crashes. Crash reports taken are utilized by the Department of Public Safety and the Department of Transportation at the state level, and by the Sevier County Sheriff’s Office at the local level, to study the frequency of crashes at a given location and time, the causes, the conditions that exist at the time, etc. The reports are also used by the Sevier County Sheriff’s Office to develop selective enforcement programs, engineering studies, and to promote street and highway safety.

**PURPOSE:**

The PURPOSE of this POLICY is to establish guidelines for the proper handling of traffic crashes and for the collection and utilization of data that will reduce the probability of a citizen being involved in an automobile Crash that will result in property damage, injury or death.

**PROCEDURE:**

**1. Crash Report and Investigation General**

1. The State of Tennessee requirements concerning the reporting of traffic crashes include:
2. The driver of any vehicle involved in crash resulting in death or injury or total property damage to an amount of four hundred dollars ($400) or more shall immediately notify Law Enforcement.
3. The driver of any vehicle involved in crash resulting in injury or death or total property damage to an amount of four hundred dollars ($400) or more shall, within 20 days, make a written report of it to the Department of Safety.
4. Law Enforcement Officers who investigate a crash, for which a report must be made, either at the time of and at the scene of the crash, or thereafter and elsewhere, by interviewing participants or witnesses, shall with 48 hours submit a report to the TITAN System for Supervisor approval.
5. Law Enforcement Officers will be assigned and respond to and prepare a crash report of crashes involving any of the following:

1. Death or injury
2. Property damage in excess of $400
3. Hit and run
4. Impairment due to alcohol or drugs
5. Hazardous materials
6. Any crash involving city or county property, vehicles, equipment, or facilities.
7. Any crash, public or private property in which the owner or operator request a report.
8. Law Enforcement will be assigned and respond to and prepare a report of crashes which have not resulted in death, or injury, or total property damage in excess of four hundred ($400) dollars, when so requested by the owner or operator of an involved vehicle or the owner of any involved property.
9. Law Enforcement Officers should also be assigned to respond to any crash involving disturbances between principals, or which create major traffic congestion as a result of the crash or where vehicles are damaged to the extent that towing is required. Law Enforcement Officers may be assigned to report any other crash, not listed above, to assist persons involved with information exchange, etc. Time permitting, Officers may investigate and report such crashes for agency use.
10. The first Officer on the scene is responsible for the scene and his/her duties include:
11. Placing cruiser in a safe location at the crash scene in order to be the most

visible to other traffic on the roadway.

1. Administering emergency medical care (basic life support measures) pending arrival of emergency medical services.
2. Summoning additional help as required (Officers, rescue, tow truck, etc.).
3. Establishing a safe traffic pattern around crash scene to include:
4. Assessing the situation to see if the vehicle(s) can be moved to a safer location
5. If needed, have other Officer(s) direct traffic in a passable traffic lane or direct traffic around the crash scene.
6. Reroute or detour traffic if needed
7. For more serious crashes, close the roadway if no lanes are passable.
8. Several Officers of this agency have advanced training in traffic crash investigation and reconstruction techniques. These Officers will be utilized to assist the Investigating Officer. Their specific expertise in this area of operations makes them a valuable asset to the Sheriff’s Office and the community it serves. A member with advanced crash investigation training or a member of the Tennessee Highway Patrol may be summoned to the scene of all traffic crashes involving the following type crashes if deemed appropriate by the Traffic Division Supervisor.
9. Fatality;
10. Serious injury reasonably expected to result in a fatality;
11. Traffic crash involving a Sevier County Sheriff’s Office vehicle as defined in Paragraph 2.F of this General Order; and,
12. Major crash involving multiple vehicles.
13. The Officer assigned to the zone in which a crash occurs shall normally be responsible for the investigation of any crash that occurs during his tour of duty if a Traffic Division Officer is not available. The first Officer on the scene shall have the responsibility and authority to request assistance from any other Officers as needed. They are then also the primary investigating Officer and in charge at the scene, unless the shift Supervisor deems it more appropriate to assign another Officer these responsibilities. In the case of a serious crash involving multiple vehicles with personal injury, the dispatcher may assign several units to respond. Under such circumstances, the shift Supervisor will designate one of the Officers as the primary investigator if the need arises. If a Traffic Officer is dispatched or arrives on the scene and assumes the investigation they are now in charge of the scene and other units will assist the investigating Officer if necessary.
14. In cases of vehicle crashes that occur on private property, Law Enforcement Officers shall investigate and report all crashes as defined in Paragraph 1.A and 1.B., preceding.
15. In case of extremely inclement weather, and an crash involves only property damage, the dispatcher or Officer may, with the shift Supervisor's approval, obtain information over the phone to complete the crash report and/or request that the involved parties come to the Sheriff’s Office and file a report in person within 48 hours of the incident. The employee taking the telephone report shall record the name, address, operator license number and telephone number of all involved drivers and shall forward them to the shift Supervisor or Traffic Division Supervisor who will confirm the filing of the required reports.

**2. Crashes involving Sevier County Sheriff’s Office Vehicles**

1. Every traffic crash involving a Sevier County Sheriff’s Office vehicle resulting in any property damage and/or complaint of personal injury or death must be reported immediately to the Shift Supervisor.

1. If the Crash has occurred inside or close to the county, the shift Supervisor shall proceed immediately to the scene of the crash.
2. The shift Supervisor shall ensure that all notifications shall be made as soon as Possible.
3. Crashes that occur inside the county shall be investigated and reported by the Tennessee Highway Patrol, if there is injury or serious property damage over the amount of $500.00, otherwise the shift Supervisor will be responsible for the crash investigation and crash report. If on occasion a highway patrol Officer is unavailable, the shift Supervisor will be responsible for the investigation.
4. Crashes that occur inside city limits shall be investigated and reported by the agency of jurisdiction.
5. In the following instances, a representative of the Tennessee Highway Patrol (if Possible) and an agency photographer shall be summoned to the scene if requested by the Supervisor:
6. Crashes resulting in total property damage of $1,500 or more.
7. Crashes resulting in any complaint of injury.

NOTE: If the crash is investigated by the Tennessee Highway Patrol the Sheriff’s Office will also acquire photographs:

1. The shift Supervisor should not allow the vehicles or property involved to be moved or disturbed until after the support Officers summoned to the scene have completed their functions. Exceptions to this Order shall be allowed on occasion that the safety of persons in the area would require the removal of same.
2. Officers involved in the crash shall make no statements concerning the crash except to the investigating Officers or Supervisor.
3. If uninjured, the Officer shall remain at the scene until the on-scene investigation is completed or until released by the investigating Officer or Supervisor.
4. The Officer/operator shall submit a detailed, written statement about the crash to the Sheriff before the end of the Officer's tour of duty. This statement shall include a detailed description of the events surrounding the crash.
5. Photographs will be taken of the scene and of the damaged vehicle or vehicles and attached to the crash report. This will be the responsibility of the shift Supervisor to ensure that photographs and reports are completed by the end of their tour of duty.
6. Any crash involving any Sheriff’s Office vehicle will be reviewed by the Sheriff or his designee. If an employee is found to be negligent in a crash, disciplinary action may be taken as deemed necessary by the Sheriff.
7. Supervisors will be responsible for the Supervisor’s Crash Report and the Sevier County Employee Injury Report. The injury report is only in cases of employee injury.

**3. Crash Scene Information Collection**

At the scene of the crash, the investigating Officer must gather information concerning the crash for subsequent use in completing necessary report forms. Information to be collected at the scene may include, but is not limited to:

1. Interviewing principals and witnesses and securing necessary identity/address information.
2. Examining/recording vehicle damage.
3. Examining/recording effects of the crash on the roadway or off the roadway on other property/structures, etc.
4. Taking measurements as appropriate.
5. Taking photographs as appropriate.
6. Collection/processing evidence.
7. Exchanging information among principals.

**4. Crash Scene Procedures**

1. Upon the receipt of a report of a motor vehicle crash that requires the services of an Officer, the Officer assigned shall proceed as expeditiously as Possible to the scene. The Law Enforcement vehicle should not be parked at the scene in a manner that will endanger other pedestrians, motorists, or citizens. The Officer should consider using the Law Enforcement vehicle as a shield to protect the scene as well as themselves.
2. Officers shall wear reflective safety vest at all crash scene investigations. Traffic cones may be used in creating a warning pattern to alert other motorists. The objective is to protect the scene and participants and to temporarily detour traffic safely around the scene.
3. In case of injuries, persons trapped in vehicles, etc., the Sevier County Rescue Squad and Sevier County Fire Department should be called out.
4. In case of danger of fire from leaking ruptured gas tanks or where there is any major crash entanglement of two or more vehicles, or where there is any sign of hazardous materials having been transported, the Sevier County Fire Department should be called out.
5. All supervisory and marked Law Enforcement vehicles should be equipped with a copy of the current Emergency Response Guidebook, which permits both rapid identification of DOT placards which identify hazardous materials and gives information concerning the nature of the hazard, emergency procedures, evacuation concerns, etc. Any Officer arriving at the scene of such a crash and seeing hazardous materials placards should immediately request the Sevier County Fire Department. The Fire Chief or other command Officer will assume control of any scene involving hazardous materials, and all Officers will provide support as required. Any investigation of the crash will only occur after such has been approved by the Fire Chief.
6. Any valuable property belonging to crash victims will be protected from theft or pilferage if victims are not present and should be brought to the Sheriff’s Office, properly tagged, and held for the victims.
7. Any person removing a wrecked or damaged vehicle from a highway is to remove any glass or other injurious substance dropped Upon the highway from such vehicle. Where the quantity of crash debris is too great for the wrecker operator to do this, the County Highway Department should be requested. The Sevier County Fire Department will assist in washing down combustible substances.

**5. Hit and Runs**

1. Initial Evaluation - The investigating Officer must make certain it is a hit and run crash, i.e., that the operator knowingly caused physical injury or property damage through his operation of his motor vehicle and failed to stop at the scene as required by law.
2. On-Scene Investigations - The investigating Officer shall:
3. From the available witnesses and from other sources obtain and record a full description of the car and operator. Immediately communicate such to the dispatcher.
4. Determine the type and amount of damage sustained by the suspect car.
5. Examine the victim's vehicle or person to recover and secure trace evidence.
6. Search the area for any personal property which the suspect may have left behind.
7. Be on the lookout for persons who are foreign to the area and for other suspicious persons at the scene, especially those who appear interested in specific information.
8. Search for the car and driver, checking garages, body repair shops, and other Possible sources for reliable information.
9. After a reasonable effort to apprehend the suspect without success, contact the shift Supervisor and request instructions whether to continue the investigation.
10. Follow-Up Investigation:
11. The Officer in charge of the initial investigation shall be in charge of the follow-up investigation. On more serious or involved crashes he may be assisted or replaced by another Officer who has received advanced training in crash investigation techniques.
12. Duties during the Follow-Up Investigation:

a. Compare records for stolen cars with that of the vehicle which fled the scene.

b. Check for escaped prisoners, recent crime, etc.

c. Revisit the scene of the crash to make another search, this time covering a wider area.

d. If necessary, revisit the scene each day at the hour of the occurrence of the crash.

e. When a suspect car is found, it should be exposed to daylight and closely examined for dents, broken or missing parts, any recently made repairs, evidence of blood, hair, flesh, paints, clothing, dirt, soil, etc.

f. A follow-up report is to be submitted by the investigating Officer in accordance with Sheriff’s Office procedures for reporting investigations.

g. Follow up activities which may be necessary include:

* 1. Collecting off-scene data
  2. Obtaining/recording formal statements from witnesses
  3. Reconstructing crashes
  4. Submitting evidentiary materials for laboratory examination
  5. Preparing crash and/or offense reports to support criminal charges that have arisen from the crash.

h. In a particularly serious crash involving severe injuries, fatalities, multiple vehicles, etc., it may be necessary to summon expert or technical assistance from assistance should be requested through the Shift Supervisor, Traffic Division Supervisor and/or the Sheriff.

j. Enforcement action should be taken whenever believed appropriate by the investigating Officer, when that officer has detected a violation of a traffic law or ordinance and when evidence exists to satisfy all the elements of that particular violation.

1. At the scene of the crash, the officer may take immediate enforcement action and issue a traffic citation.

2. If an officer at the scene concludes the driver is DUI and defendant is still there, a DUI arrest should be made prior to transport.

3. If a driver is transported to the hospital prior to the arrival of an Officer, and the Officer later at the hospital concludes that the driver was DUI, an arrest warrant should be obtained.

4. On other traffic related investigations, when the Officer leaves the scene of the offense and follows up and later identifies an offender or offense, an arrest warrant should be obtained.

**6. Crash Report (TITAN Electronic Reporting System)**

1. The Motor Vehicle Laws of Tennessee require that every Law Enforcement Officer who, in the course of duty, investigates a motor vehicle crash, for which a report must be made, either at the time of and at the scene of the crash or elsewhere and thereafter, by interviewing participants and witnesses, shall as soon as Possible after completing the investigation, submit a report of the crash to the TITAN Electronic Reporting System.
2. A crash report will be filed on all crashes that occur on public property within Sevier County, which involves personal injury or property damage is over the amount of $400.00. Public property is defined, for the PURPOSE of crash reports, as any highway, roadway, street or public parking lot maintained by the State, County or City.
3. In the event of a crash that occurs on private property, a crash report will be filed if it meets any of the normal reporting criteria (death, personal injury, property damage, in excess of $400.00, or involves government operated vehicles). The reports filed on any other type of a crash on private property shall be used for agency use only and not forwarded to the Department of Safety.
4. Crash Form: Is an electronic form on the TITAN Electronic Reporting System and will be submitted electronically through that system.
5. Detailed instructions for preparation of the TITAN Crash Report are available on the TITAN System by clicking on the help icon while in the system.
6. Coding of the Tennessee Crash Report is standardized as well as mandated by the Tennessee Department of Safety.

**7. Supplemental Reports**

The Sheriff’s Office also utilizes the following supplementary reports in traffic crash investigations:

1. Vehicle Supplement (TITAN System Generated).
2. Narrative/Diagram Supplement (TITAN System Generated).
3. Vehicle Occupant Supplement (TITAN System Generated).
4. Coordinates/Triangulation Supplement.

REFERENCE: SCSO GO 303.04

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SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Seizure of Property

OBJECTIVE: To ensure the PDS has the knowledge to complete the paperwork to properly seize property.

SCHEDULE: Phase Two Week One

INSTRUCTION: Using General Orders 4-003 & 4-004 as reference, the Field Training Officer shall discuss the following topics with the PDS as they relate to seizure of property. The PDS and FTO shall place their initials and date in the left margin next to the section number.

Asset Forfeiture

* All seizures will be approved by Shift Sergeant or Patrol Lieutenan per chain of command.
* Make sure you get a complete and current address including zip code, correct city/state, area code and telephone # of defendants.
* When there is more than one vehicle seized, you must use a different form for each vehicle. Make sure you do not staple these seizure forms together. Forms for each vehicle should be submitted separately.
* Please record the state that is on the license plate on the notice of seizure form.
* You must check the vehicle for the VIN number: Do not use the tag to get the VIN number The response to the VIN/registration check must be in writing.
* Make sure the information on the forfeiture warrant matches the information on the notice of seizure warrant:
* You have:
  + Five working days from date of seizure to get the warrant signed
  + seven working days after it has been signed by the judge to get the seizure paperwork to the department of safety, unless you get an extension
* If the seizure is denied completely, do not send the paperwork to the state
* You can only do a settlement with the person who filed the petition. All parties need to sign the settlement form.
* Please keep copies of everything you generate and any paperwork you receive from the state or from owner/defendant.

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**PHASE TWO**

**WEEK TWO**

By the beginning of the sixth week, the PDS should have a thorough understanding of the training briefs outlined in the past weeks. The PDS should begin to feel confident when confronted with multiple task functions and stressful investigations. However, he/she may still need some prompting from the Field Training Officer in stressful and complex investigations.

The training briefs in week six outline complex and detailed investigations. This will require the PDS to draw Upon previous experience and instruction, if the investigation is to be completed successfully. During week six, the PDS should begin to function as the principal officer in the patrol vehicle. The training briefs to be covered by the Field Training Officer in week six are listed below:

* **Responding to Criminal Activity**
* **Response to Major Incidents**
* **Crime Scene Protection**
* Fire Investigations

SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Responding to Criminal Activity

OBJECTIVE: To ensure the PDS has the ability to respond safely and properly to criminal investigations or crimes in progress.

SCHEDULE: Phase Two Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the correct procedures to follow when responding to criminal activity. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Initial Response**

1. Acknowledge the radio call with unit number
2. Request communications keep the complainant on the line to advise any further information about the call, suspect description, direction of travel and vehicle information
3. Determine the correct mode of response based Upon the crime
4. Normal driving procedure
5. Emergency Run vs. Silent run
6. Coordinate with other responding units
7. Use the quickest and safest route
8. Consider the type of crime
9. Consider the existing conditions
10. Observe the surrounding activity when responding and as approaching. Be aware of Possible escape routes
11. Maintain a safe and quiet approach, undetected
12. Upon arrival
13. Advise dispatch that you are 10-97 as soon as practically Possible.
14. Position the vehicle for cover
15. Coordinate the arrival and subsequent investigation with the assisting units

II. Crimes in-progress (additional considerations after arriving on the scene)

1. Consider lookouts may be present and using scanners or other devices
2. Assisting units should be advised of how to approach (direction of approach and whether emergency equipment should be operating)
3. Units not responding must use radio discretion
4. Notify a supervisor and request any needed units
5. K-9 (if K-9 begins a search, advise all assisting units)
6. Additional back-up
7. Aviation
8. Traffic control
9. Medical attention
10. Assisting units should avoid causing excessive noise when responding to the scene (engine noise, slamming car doors, radio)
11. Advise the dispatcher of any changes in the situation
12. Establish a temporary perimeter and ensure all Points are covered, anticipating

all avenues of escape

1. Identify and interview witnesses for additional information
2. Avoid approaching the suspects until a plan of apprehension is developed
3. Consider using secondary radio channel

**III. Crimes which have recently occurred**

1. Locate the victim and/or witnesses and obtain a description of the suspects and any property taken
2. Broadcast as soon as Possible the suspect's description, direction of travel, type of vehicle, property taken, and weapons involved
3. Assisting units should search the surrounding area for the suspects
4. Remember, some suspects may still be on the scene or in the immediate area
5. If the suspects are located in the area, take the witnesses to the suspects for identification
6. Secure the crime scene
7. Request any needed medical attention
8. Witnesses to the crime should be separated and should not be permitted to discuss the crime with each other

**IV. Reporting procedure**

1. Classify the offense report correctly
2. Ensure the location, date, time and the elements of the criminal charge are contained in the report
3. Suspect information must be detailed
4. Information on property should be detailed, include all serial numbers if available
5. Include all witness information

**V. Specific consideration dealing with Robbery, Burglary and Auto Theft** C**ases**

1. Burglary
2. In-progress
3. Consider talking the suspect out of the building.
4. If the suspect is barricaded, advise a supervisor that you may need SWAT or a negotiator
5. Searching for the suspect
6. Use a K-9, if Possible
7. Aviation
8. Basic officer safety principles apply
9. Determine the number of officers needed
10. Only uniformed officers should search
11. If searching a building, the entire building should be searched regardless of the number of suspects found early in the search
12. Request a Burglary detective.
13. Reporting
14. Determine the entry and exit locations
15. List the items taken
16. Interview neighbors and search for witnesses
17. Robbery

1. In-progress

1. Watch the business to determine if the crime is in progress
2. Individuals in the building
3. Customer traffic
4. Odd behavior of employees
5. Request Aviation assistance
6. Consider having the dispatcher telephone the business
7. Do not enter the building. Let the suspects exit the building to prevent a hostage situation.
8. Vehicle Theft
9. Approach on foot to observe the scene.
10. Do not approach the suspects until the perimeter is established unless the suspects attempt to leave.

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Response to Major Incidents

OBJECTIVE: To instruct the PDS on the Policies and procedures used when responding to a major incident.

SCHEDULE: Phase Two Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the Policies and procedures to be followed when responding to a major incident. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. The first officer responding to the scene of a major incident shall:**

1. Notify Communications of existing conditions and immediately request a field supervisor to be dispatched to the scene;
2. Request necessary assistance to treat injuries and control property damage (ambulance, fire department, HAZMAT team, Hazardous Devices Team, etc.)
3. Advise assisting units, through Communications, of the safest entry route to the scene of the incident; and
4. Establish a tentative perimeter

II. **10-40/Hostage situation, specific considerations**

1. Non-uniform personnel or off duty personnel should not respond to a hostage situation unless they are dispatched to the scene
2. All cars shall remain in their assigned area unless dispatched to the scene by communications or a supervisor

**III. Officers being officially dispatched to investigate any incident or crime scene shall handle the initial investigation until the appropriate investigative** **authority arrives on the scene**

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Crime Scene Protection

OBJECTIVE: To instruct the PDS on the correct method of securing a crime scene.

SCHEDULE: Phase Two Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the procedures to follow to properly secure a crime scene. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Arrival on the scene**

1. Determine if the crime is in progress or just occurred. Refer to the training brief "Responding to Criminal Activity.”
2. If the suspect is on the scene, detain for questioning, using basic officer safety tactics
3. Determine the extent of injuries to any individuals
4. Advise Communications on the condition and nature of injuries
5. Request additional units if needed, such as supervisor, ambulance, etc.
6. Obtain a description of the suspect and broadcast the information

II. Establish a perimeter and protect the crime scene

1. Utilize barriers, crime scene tape, rope, or the Police vehicle
2. Establish only one entry Point
3. Assure only authorized personnel enter
4. Record names of all persons on the scene
5. Do not touch or remove evidence unless there is an emergency, or add items to the scene (cigarettes, gum, etc.)
6. Request a supervisor
7. Obvious evidence should be noted and protected
8. Victims should not touch or move anything until after the crime scene is processed and released by the Investigator in charge of the scene.

**III. Identify the complainant and Potential witnesses and separate them**

1. Conduct a preliminary interview of the witnesses
2. If interrogation of the suspect is required, complete a rights waiver before any questioning

**IV. Notify the appropriate detective**

1. Inform the detective of the circumstances of crime
2. Identify the witnesses to the detective
3. Investigating detective will determine if the Forensic (X Ray) is required
4. Retain control until relieved by the detective or a supervisor

**V. At the direction of the detective, the crime scene will be searched and evaluated**

1. Fingerprints collected on a print card
2. Physical evidence
3. Mark the evidence 2. Package the evidence
4. Make sketches in the notebook
5. Indicate distances
6. Mark the location where the evidence was recovered
7. Photograph the evidence and crime scene

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Fire Investigations

OBJECTIVE: To ensure the PDS has sufficient knowledge of fire investigations.

SCHEDULE: Phase Two Week Two

INSTRUCTION: The following Points shall be discussed with the Probationary PDS to ensure an understanding of the procedures to follow when investigating a suspected arson fire. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Fire Investigations**

**II. Fire Departments will request an Arson Investigator in the following** **circumstances:**

1. All fires/explosions resulting in death or serious personal injury
2. All multiple-alarm fires
3. Suspicious residential or business fires
4. Fires set to conceal other crimes
5. Vacant structures when:
6. Suspect is known and/or available
7. Witnesses and/or owner are available
8. Previous fires have occurred at the same location
9. Any fire deemed of a suspicious nature by the officer dispatched to the scene

**III. Initial investigation of certain fires is the responsibility of the responding law enforcement officer or Fire Department Chief**

1. Abandoned vehicle fires of any monetary value
2. Vehicle fires without witnesses or suspects
3. Stolen vehicle fires
4. Reporting procedures
5. Use proper incident classification
6. Reports are made FR in report status of incident report

**IV. Detaining arson suspects**

1. Call for a Fire Investigator before making an arrest for arson
2. The Fire Investigator will make the determination of whether the crime of Arson should be charged
3. The suspect may be initially charged with a crime other than Arson

**V. Responding officer's responsibility at the scene of a fire**

1. Locate any suspects or witnesses and keep them separated
2. Make notes of any obvious signs of arson
3. Assist the Fire Investigators in securing the crime scene until relieved
4. Take photos or body cam footage whenever Possible

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PHASE THREE

WEEK ONE

During week seven the Field Training Officer should be prompting the PDS in only the stressful or unusual investigations. The PDS will handle all routine investigations and most stressful investigations. The PDS should be using the Department General Orders Manual and or the FTO Training Manual to research questions he or she may have which have not been previously addressed. The Field Training Officer will continue to present training briefs to the PDS.

The training briefs discussed in the seventh week are listed below:

* **K-9 Unit**
* **Drug Investigations**
* **Death Investigations**
* **Attempted Suicide and Suicide Investigations**

**SEVIER COUNTY SHERIFF'S OFFICE  
TRAINING BRIEF**

TOPIC: K-9 Unit

OBJECTIVE: To familiarize the PDS to the K-9 unit and how to best use the K-9 team.

SCHEDULE: Phase Three Week One

INSTRUCTION: The following Points shall be discussed with the PDS as they relate to utilization of the K-9 unit. The PDS and the FTO shall place their initials and the date in the left margin next to the section number.

I. Utility Patrol/Detection K-9 - This K-9 does tracking, building searches, evidence or article searches, area searches, apprehension and a type of detection work, (narcotics, explosives, and cadaver).

**II. Types of calls the K-9 teams can be utilized on:**

1. Alarm calls
2. Assaults
3. Burglaries
4. Domestics
5. Fight calls
6. Prowler calls
7. Murders
8. Robberies
9. Riots
10. Sobriety check-Points
11. Missing or lost person
12. Escaped prisoner
13. Traffic stops - suspicion of narcotics, felony stop
14. Serving warrants
15. Narcotic raids
16. Narcotic searches
17. Bomb calls
18. Tracks
19. Building searches
20. Any in-progress call
21. Presidential or VIP escorts
22. Public relations - schools, D.A.R.E., civic organizations, etc.
23. Evidence searches
24. Body searches - cadaver
25. Article searches - have been used to find officers’ lost equipment
26. Others

**III. Apprehension of Suspects**

1. If a suspect runs and the K-9 team is present, do not chase the suspect. If you do, the handler cannot turn the K-9 loose to apprehend the suspect. The K-9 could key on the officer and apprehend him/her instead.
2. When attempting to apprehend a suspect out of a building, the K-9 will probably cover the rear of the structure. If the suspect runs, the K-9 will be there to apprehend. Assisting officers should not run after the suspect. The K-9 can also search the building, if the suspect is hiding inside.
3. When setting up to apprehend a suspect and moving in by vehicle, let the K-9 be the first or second vehicle in. That way they can get in Position with the K-9 before the suspect has a chance to flee.
4. Do as the K-9 handler says at all times. He/she is the expert in working with the dog.
5. If the K-9 does apprehend/bite someone, do not handcuff the suspect and leave with them. There are certain procedures the K-9 handler must follow (i.e. pictures, medical treatment, names for reports, etc.).

**IV. Notes of importance when working with the K-9 team**

1. Never tease or let anyone else tease the K-9. If this happens, tell the K-9 handler and let them deal with it.
2. Never try to give a K-9 a command or try to handle one of the K-9’s. SCSO K-9’s are trained to respond to one person, the handler.
3. Never try to pet the K-9 when they are working. Ask the handler for permission. Remember the working K-9 is not a pet.
4. Never give or let anyone else give the K-9 something to eat or play with. The K- 9’s are on a strict diet and something different will upset the K-9’s digestive system.
5. The K-9 handler may ask for assistance in other ways, such as:
6. Securing the K-9 in another vehicle with the air conditioner or heat on if their vehicle is not accessible
7. Providing water for the K-9. This is important so the dog will not dehydrate, in hot or cold temperatures.
8. Transport them (handler and K-9) to their vehicle. They may ask that their vehicle be brought to them.
9. Provide first aid for the K-9, get the first aid kit or help get the K-9 to the vet. The handler will go to control the K-9.
10. If a K-9 is needed, notify them as soon as Possible. A quick response is important especially when the K-9 is called to run a track.
11. Dogs do not see shapes or colors the same as we do. They will not see an officer as a friend just because they are wearing a blue uniform.
12. If a K-9 is not on duty, check with a supervisor.
13. If a K-9 handler gets hurt and is conscious do as they instruct about the K-9.
14. If a K-9 handler gets hurt and is unconscious and the K-9 is loose inside the vehicle with the handler:
15. Make the determination whether or not it is a life-threatening injury to the handler.
16. If the K-9 is secure in the back of the vehicle, leave it there. First priority is medical attention for the handler.
17. If the K-9 is loose, try to secure it in the back. If there is time, another K-9 handler may be able to assist and attempt to remove the K-9 safely.
18. If the handler’s injuries are life threatening and nothing can be done to secure the K-9, it may have to be put down.
19. If a handler gets hurt and the K-9 is loose outside of the vehicle:
20. Do not approach. SCSO K-9’s are trained to protect the handler and may do so with the handler hurt.
21. Try to assess the situation. If it is a life-threatening situation for the handler, the K-9 may have to be put down.
22. If there is time, another K-9 handler may be able to assist you in securing the K-9.
23. If another handler is able to help secure the K-9, they may have to secure it in the rear of your vehicle. If this is the case do not open your sliding screen or roll the window down far enough for the K-9 to bite or get hold of it with their teeth. They may break the window and be loose again. Do not open the rear door unless directed to do so by the handler on the scene. If needed, transport the K-9. There will be someone, handler or trainer, there to assist you.
24. Remember the K-9 is the handler's partner. The handler will expect you to give their partner the same respect you would give any other officer.

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Drug Investigations

OBJECTIVE: To instruct the PDS on the procedures to follow when conducting a drug investigation.

SCHEDULE: Phase Three Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure the officer has an understanding of the Policies and procedures to follow when conducting a drug investigation. The PDS and FTO shall place their initials and the date in the left margin next to the section number.

The Sheriff’s Office’s will follow the TBI Evidence Guide which contains information on the collection packaging and submission of different types of physical evidence to a lab. When collecting items of evidence, the Officer should consider:

1. The use of tongs or tweezers where Possible. The Officer should avoid touching item of evidence with hands or anything that might contaminate item or Officer.
2. Proper order of collection:
3. The Officer should collect perishable evidence first.
4. If destruction of evidence is not a concern, then the Officer should work their way through the scene, collecting in a logical sequence, trying to avoid disruption of other items of evidence.
5. Collection of known samples: The forensic laboratory can only compare known item with item showing similar characteristics. Sufficient specimens or controls must be submitted for comparisons of such items as hairs, fibers, paint, glass, soil and tool marks.
6. Documentation of each item collected. All items of evidence that are collected by Officer processing crime scene will be documented on a property receipt. At crime scenes where only a few items of evidence are recovered, these shall be scheduled on property receipt. At crime scenes where a large number of items of evidence are recovered, the Officer should schedule these on a Property Receipt Form and ensure it is marked evidence on the Property Receipt Form.
7. A complete description of item (including make, model #, and serial # if any).
8. The source (from whom or location which item(s) were obtained).
9. The name of person collecting item.
10. In order to maintain the chain of custody, any Officer bringing evidence to the Sheriff’s Office for another Officer must record this transfer of evidence on the property receipt. The record of transfer shall include the date and time of transfer, the receiving Officer’s name; and the reason for the transfer. Any Officer transferring evidence to a laboratory will also include a completed Request for Laboratory Examination form.

REFERENCE:SCSO GO 400.03

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Death Investigations, DOA

OBJECTIVE: To ensure the PDS is able to properly handle a death investigation.

SCHEDULE: Phase Three Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the proper procedures to follow when encountering a death investigation. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Examine the body and determine the type of circumstances surrounding the** **Death without disturbing any evidence at the scene.**

1. Secure as a crime scene
2. Need for assistance
3. Additional Officer
4. Supervisor
5. Major Crimes Detective
6. Crime Scene
7. When requesting a Detective, advise communications of the circumstances by radio and contact the responding detective for further information
8. Approximate age
9. Suspicious circumstances surrounding the death
10. SIDS investigations are handled according to Section A above
11. Natural causes
12. Considerations in determining a natural cause death
13. Medical history
14. Medications
15. Information from family and friends
16. Majors Crimes Notification

**ll. Reporting**

1. Complete an Incident Report. (Death-Natural)
2. The report shall include circumstances surrounding the death, the medical history, medications, where the body was transported and the attending physician, Major Crimes Detective, or Medical Examiner who released the body.
3. Two reports are required on a death investigation, The TIBERS report and the ME form on county website.

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SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF

TOPIC: Attempt Suicide/Suicide Investigation

OBJECTIVE: To provide the officer with the basic knowledge required to investigate both attempted suicides and suicides.

SCHEDULE: Phase Three Week One

INSTRUCTION: The following Points shall be presented to the PDS to ensure an adequate understanding of the procedures to follow when conducting a suicide investigation. The PDS and FTO shall place their initials and date in the left margin next to the section number.

* Obtain as much information as Possible from Communications
  + Method of attempt:
    - Weapons Involved
    - Overdose-Accidental or Intentional
    - Hanging
  + Medical units en route or on the scene
  + Complainant on the scene
  + Discuss the considerations for an emergency response
    - In-progress
    - Unsuccessful attempt
    - In public
    - Possible Major Crimes
* Considerations after arriving on the scene
  + Officer safety
  + Positioning of the Police vehicle for protection
  + Initial approach to the scene
  + Locating any weapons involved
  + Considerations if family or friends are present
  + Request assisting officers/supervisors if needed
  + Is the suspect barricaded?
* Locate the victim
  + Assess the victim's condition. If conscious, obtain their information
  + Determine the need for medical assistance
  + Preserve evidence
    - Location of the attempted suicide or suicide
    - Weapons or items used
    - Drugs present
    - Victim's clothing
  + Determine the medical history of the victim
  + Speak with an attending physician, if available
  + Obtain information from any witnesses
* If death occurs, follow procedures for crime scene protection and call for a Major Crimes Detective, Patrol Supervisor and a Chaplain if needed.
* If the victim survives:
  + Notify Communications of the necessary information.
  + Determine the method of transportation to the hospital.
  + Determine which hospital victim is transported to.
* Complete the necessary paperwork
  + Incident Report - Attempted Suicide
  + Incident Report – Suicide
  + Incident Report- Suicidal Threats

**REFERENCE:**

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE AND INITIAL INSTRUCTION**

**INSTRUCTION (Check One):**

\_\_\_\_ This information was **DISCUSSED** with the PDS.

\_\_\_\_ This information was **DEMONSTRATED** by the FTO to the PDS.

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**PHASE THREE**

**WEEK TWO**

The eighth week marks the final instructional week of the FTO Program. The Field Training Officer should only be providing the PDS advice and assistance in very stressful or complicated investigations. However, this assistance should only take the form of prompting the PDS to action. The Field Training Officer should not be an active participant. Although situations may arise which the PDS has never experienced, he/she should be able to draw Upon similar past experiences in order to effectively resolve the new situation.

The final Training Briefs of the FTO Program are listed below.

* **Child Abuse/Neglect Reporting**
* **Sex Offense Investigations**
* **Mentally Ill, Elderly and Indigent Persons**
* **Investigative Authorities**
* **Gang Activity**

**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Child Abuse/Neglect Investigation

OBJECTIVE: To ensure the PDS is able to properly conduct a Child Abuse/Neglect investigation.

SCHEDULE: Phase Three Week Two.

INSTRUCTION: The following Points shall be discussed with the PDS to ensure an understanding of the procedures to follow when investigating Child Abuse or Neglect cases. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Discuss the conditions in which a child is in need of services.**

**II. Discuss the circumstances in which a child may be taken into custody.**

**III. Departmental POLICY for taking a child into protective custody.**

1. **Patrol Officers Responsibilities:** Patrol Officers should be mindful of the impact of trauma on memory, especially when contact with the victim is within a short time after the sexually oriented crime occurred. Victims of any trauma, including but not limited to sexually oriented crimes, may experience difficulty with memory storage and recall. As a result, victims may be inconsistent or unclear in their descriptions. These symptoms may be indications of a traumatic experience rather than fabrication. This fact should be considered by the Investigator to assure a more accurate follow-up interview after appropriate time has passed from the traumatic event.
2. The Patrol Officer has certain immediate responsibilities, as follows:
3. The first priority is the victim’s physical well-being. Give attention to the victim’s emergency medical needs. Ensure safety.
4. Preserve the crime scene. Call an Investigator and/or additional Officers or a Supervisor when necessary.
5. Be alert to any suspect in the vicinity. If applicable, give crime broadcast.
6. Contact a victim advocate as soon as Possible to provide assistance throughout the reporting and investigative process.
7. Explain to the victim the Officer role and what will be done at the scene and through follow-up.
8. The Patrol Officer **shall** obtain detailed information essential to determine what occurred.
9. The Patrol Officer **shall** obtain preliminary statements from victim and witnessesto obtain information in an effort to identify and locate the suspect.
10. The Patrol Officer **shall** inform the victim of the sexual assault center and other community-coordinated response agencies and resources available to support the victim. The Patrol Officer should ask if the victim would prefer to have a support person present and offer to contact the person if necessary.
11. The Patrol Officer **shall** arrange transportation or transport the victim to the hospital for a forensic medical examination. The Officer should explain the medical and investigative PURPOSEs of this exam and advise the victim to bring a change of clothing.

REFERENCE: SCSO GO 405.00

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF’S OFFICE**

**TRAINING BRIEF**

**TOPIC:** Sex Offense Investigations

OBJECTIVE: To ensure the PDS is able to conduct a Sex Offense investigation.

SCHEDULE: Phase Three week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure the officer responds appropriately and conducts a complete Sex Offense investigation. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Discuss the responsibilities of the responding officer.**

A. Review the training brief on Crime Scene Protection

**II. Responding to sex offenses in-progress**

1. Ensure communications maintains contact with the victim/witness/complainant to advise of any changes
2. Maintain a safe, quiet, and undetected approach
3. Consider the fact the suspect may Possess a weapon
4. Establish and maintain a perimeter
5. Considerations
6. Multiple suspects
7. The suspect’s display of violence toward the victim
8. Presence and location of any weapon
9. Determine if immediate medical attention is needed
10. Obtain and broadcast description of suspect, if timely
11. Locate and secure the crime scene
12. Clothing
13. Body fluids
14. Signs of resistance
15. Bedding
16. Do not allow victim to bathe until after a medical examination

**III. Interview considerations for obtaining preliminary information from the** **victim**

1. Establish a rapport with the victim before beginning the interview
2. Understand, the victim may not initially be truthful as to the events of the crime
3. Do not force the victim to discuss specific sexual acts. If the victim freely describes the acts, document his/her statements.
4. Notify the parents if the victim is a juvenile
5. Ensure victim receives medical treatment immediately

**IV. Reporting procedures**

1. Use the appropriate incident heading
2. Request the appropriate Detective
3. If a detective is not available, the Incident report must contain at least the following information:
4. The injuries the victim sustained
5. The medical/fire personnel on the scene
6. The name of the hospital treating the victim
7. The acts committed by the suspect
8. If photographs were taken and by whom
9. If the detective chooses to meet the victim at the hospital, confer on the telephone with him/her before completing the Incident Report
10. If a detective is on the scene, the responding officer should file a "First Officer on the Scene Report”
11. Ensure the location, date, and times of the offense are accurate
12. The suspect information and description must be detailed.

**V. Patrol Officers Responsibilities:** Patrol Officers should be mindful of the impact of trauma on memory, especially when contact with the victim is within a short time after the sexually oriented crime occurred. Victims of any trauma, including but not limited to sexually oriented crimes, may experience difficulty with memory storage and recall. As a result, victims may be inconsistent or unclear in their descriptions. These symptoms may be indications of a traumatic experience rather than fabrication. This fact should be considered by the Investigator to assure a more accurate follow-up interview after appropriate time has passed from the traumatic event.

**VI. The Patrol Officer has certain immediate responsibilities, as follows:**

1. The first priority is the victim’s physical well-being. Give attention to the victim’s emergency medical needs. Ensure safety.
2. Preserve the crime scene. Call an Investigator and/or additional Officers or a Supervisor when necessary.
3. Be alert to any suspect in the vicinity. If applicable, give crime broadcast.
4. Contact a victim advocate as soon as Possible to provide assistance throughout the reporting and investigative process.
5. Explain to the victim the Officer role and what will be done at the scene and through follow-up.
6. The Patrol Officer **shall** obtain detailed information essential to determine what occurred.
7. The Patrol Officer **shall** obtain preliminary statements from victim and witnessesto obtain information in an effort to identify and locate the suspect.
8. The Patrol Officer **shall** inform the victim of the sexual assault center and other community-coordinated response agencies and resources available to support the victim. The Patrol Officer should ask if the victim would prefer to have a support person present and offer to contact the person if necessary.
9. The Patrol Officer **shall** arrange transportation or transport the victim to the hospital for a forensic medical examination. The Officer should explain the medical and investigative PURPOSEs of this exam and advise the victim to bring a change of clothing.

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Mentally Ill, Elderly, and Indigent Persons

OBJECTIVE: To provide the PDS with the basic knowledge to properly conduct an investigation involving mentally disturbed, elderly, or indigent persons.

SCHEDULE: Phase Three Week Two

INSTRUCTION: The following Points shall be discussed with the PDS to ensure proper procedures are followed when dealing with mentally disturbed, elderly, or indigent persons who require Police assistance. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Mentally Ill persons**

1. Identification of Mentally Ill
2. Clothing
3. Physical traits
4. Mental condition or mood
5. Mental History
6. Basic officer safety skills apply
7. Communication with a Mentally Ill person
8. Message should be simple and calming
9. Offer assistance to the individual
10. Avoid argument or escalation to a disturbance
11. Providing medical or psychological care
12. Contact nearby Mental Health facilities to determine if the person is a walk away
13. Contact Mobile Crisis Unit
14. Transporting for emergency evaluation
15. Discuss the procedures for serving mental warrants
16. Procedures to follow for individuals committing criminal offenses and who are in need of an emergency evaluation
17. Formally charge the individual with the criminal violation
18. Place the arrested person under immediate detention
19. Transport to an Emergency Room for evaluation
20. If the suspect is committed to a mental health facility, advise the medical personnel that there are charges pending and Upon suspect's release the Sevier County Sheriff’s Office Warrants Division shall be notified
21. The arresting officer shall place the warrant on file in the Criminal Warrants Division and note which mental health facility the suspect was transported to for treatment
22. Utilize appropriate transportation when Mentally Ill individuals are taken into custody

**II. Elderly persons needing assistance**

1. Contact Department Human Services (Adult Protective Services)
2. If ill or injured, transport to the nearest hospital

III. Indigent persons needing assistance

1. Agencies which offer assistance
2. Salvation Army
3. Rescue Mission

REFERENCE: G.O.

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**SIGNATURE OF PDS**

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**SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF**

TOPIC: Gang Activity

OBJECTIVE: To acquaint the PDS with gang activity and ensure the officer is able to identify gang members and tattoos when observed.

SCHEDULE: Phase Three Week Two

INSTRUCTION: The following Points relating to gang activity shall be discussed with the PDS to ensure a basic understanding of gangs. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. PURPOSE of gangs**

1. Self-protection
2. Social group
3. Drugs, weapons, gambling, intimidation

II. Characteristics of gang members

1. 59% are under 18 years of age
2. There is a mixture of juveniles and adults
3. The age runs between 15 years and 25 years of age
4. Initiation procedures usually exist, requiring the person to commit a crime

III. Methods of gang communication or gang identifiers (Look for a combination **of these identifiers to be certain you are actually dealing with a gang member).**

1. Colors- specific colors for certain gangs
2. Hand signals
3. Symbols- graffiti and language
4. Clothing, (markings)
5. Caps
6. Tattoos
7. Jewelry
8. Belt buckles
9. Bandannas
10. Gloves

IV. Types of Gangs in Sevier County/Sevierville

* + - * Motorcycle Gangs
      * Street Gangs
      * Hate Groups
      * Sovereign Citizens

V. Gang Task Force

A. Sevier County has a gang task force made up of a number of federal, state, and local agencies, including:

1. Sevier County Sheriff's Office
2. Sevierville Police Department
3. Sevier County Juvenile Court
4. Sevier County School Security
5. TBI
6. A number of Federal Agencies:
7. FBI
8. ATF
9. DEA

VI. Handling of Juvenile gang members

When a juvenile is arrested or detained and is believed to be a gang member, Check the appropriate box on the Juvenile Arrest/Information sheet.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

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**PHASE FOUR**

**WEEK ONE**

During week nine, the PDS will be performing as the principal officer in preparation for the plain-clothes phase (Phase Four). During this week, the FTO remains in uniform. The FTO will review the remaining Training Briefs. If the PDS has trouble, the FTO may prompt the PDS without actually stepping in and taking control of the situation. The FTO will intercede only if an emergency arises which may be beyond the ability or training of the PDS.

During week nine, the PDS should have developed his or her own style of Policing, consistent with the training he or she has received in the FTO Program and the Training Academy. The PDS may hesitate during investigations as they attempt to select the style best suited to their personality. Inconsistent or Poor performance displayed by the PDS should be closely examined and documented on the Daily Observation Report.

Upon completion of the ninth week of the FTO Program, the FTO should review the performance of the PDS with the FTO Supervisor.

* **Civil Disputes**
* **Animal Control/Animal Bites**

SEVIER COUNTY SHERIFF’S OFFICE  
TRAINING BRIEF

TOPIC: Civil Disputes

OBJECTIVE: To acquaint the PDS with various types of civil disputes requiring Police intervention.

SCHEDULE: Phase Four Week One

INSTRUCTION: The following topics shall be discussed with the PDS to ensure a proper understanding of the procedures to follow in order to resolve each situation. The PDS and FTO shall place their initials and date in the left margin next to the section number.

**I. Neighborhood disputes**

1. Property line disputes
2. Complaints involving neighborhood children
3. Animal Complaints should be referred to the Animal Control Officer or a County ordinance citation can be issued.
4. Resolving vehicle traffic and parking complaints
5. Citation
6. Citation and tow
7. Beat car handles noise complaints, loud parties
8. Break up the party
9. Issue a County ordinance citation
10. Arrest those committing criminal violation
11. Sevier County Codes Enforcement
12. Business operating violations
13. Construction concerns
14. Abandoned homes and vacant lots
15. Junk/Abandoned vehicles
16. Beat car
17. If blocking traffic the beat officer may issue a citation and tow the vehicle
18. **Landlord and Tenant Disputes**
19. Landlord may not enter tenant's apartment or home without permission unless repairs are needed or lease states otherwise.
20. Once tenant is legally evicted, he/she may not break into the apartment or home to obtain his/her personal items
21. Eviction procedures
22. The General Sessions Judge signs Eviction Writs
23. The Civil Warrants Division executes the Writ
24. Tenants being evicted are permitted to take their property

REFERENCE:

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**SIGNATURE OF PDS**

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SEVIER COUNTY SHERIFF’S OFFICE

TRAINING BRIEF

TOPIC: Animal Control/Animal Bites

OBJECTIVE: To instruct the PDS on the policies and procedures to follow when investigating a dog bite or animal complaint.

SCHEDULE: Phase Four Week One

INSTRUCTION: The following Points shall be discussed with the PDS to ensure he/she has an understanding of Polices and procedures to follow when investigating a dog bite or animal complaint. The PDS and FTO shall place their initials and the date in the left margin next to the section number.

**POLICY:**

Handling animal complaints is a function that all Officers of the Sevier County Sheriff’s Office must perform from time to time. Normally, these matters are handled by the Animal Control Division during the hours they are on duty and the animals are taken to the Sevier County Animal Shelter.

**PURPOSE:**

The PURPOSE of this POLICY is to establish procedures for responding to animal complaints and in the committing of animals to be confined in the animal shelter.

**PROCEDURE:**

**1. Stray Animal Complaints**

1. Each Officer shall be responsible for responding to all animal complaints. He shall retain the authority and discretion to resolve animal complaints without requiring the prior approval of a Supervisor, and shall do so by employing only approved practices and procedures.
2. The dispatcher will issue animal complaint calls to Animal Control Officers unless they are unavailable in which case they will be assigned to the zone officer where the complaint is located. If the Officer can successfully capture the animal, it will be taken immediately to the Animal Shelter during open hours of the shelter by Animal Control.
3. If the Animal Shelter is closed or after hours the captured animal will be placed in the care of Animal Control where a temporary lock up is provided and cared for by the Animal Control Officer.

**2. Enforcement of County or State Codes**

Every Officer shall have the authority and discretion to enforce the County or State Codes relating to animals and fowls by:

1. Verbal discussions with the owner, or person in Possession or control of the animal, in an attempt to resolve the dispute through informal means.
2. Issuance of a citation or warrant to General Sessions Court to the owner or person in Possession or control of the animal.
3. Impoundment of the animal at the animal shelter.

**3. Animal Bite Complaints**

1. Animal bites are defined as instances when the victim's skin has been broken or penetrated by the teeth of an animal. Scratches caused by the claws or talons do not constitute an animal bite.
2. The dispatcher should obtain as much information as Possible from the complainant to include:

1. Complainant's name, address, phone number.

2. Location of the animal and owner if known.

3. Description of the animal.

4. Circumstances that led to the complaint.

1. Officers shall view the victim and determine whether an animal bite has in fact occurred. If so, the Officer shall gather sufficient information to complete an Offense Report. The Officer shall complete the report before going off duty and shall submit it to the Animal Control and Shift Supervisor.
2. Officers shall proceed as follows:
3. If the owner of the animal is known, verify rabies vaccination (see paragraph 7). If rabies vaccination cannot be verified, the dog must be handled as provided in paragraph 4 and confined at Animal Shelter. If vaccination is confirmed, order owner to confine dog to premises for a 10-day period.
4. If owner of the animal is unknown, capture the animal and proceed as in paragraph 7 Suspected Rabid Animal. If it is not Possible to capture the animal, learn the area where the animal is frequently seen and forward this information to the next shift Officers.
5. Officers shall forward all information received concerning the vaccination history of the animal to the victim at the earliest opportunity.
6. When the victim is also the owner of the animal, he shall be instructed to quarantine the animal as described above.
7. The victim shall be requested to seek medical treatment for the wound.
8. If the animal bite was caused by a wild animal, the Sevier County Health Department shall be notified of the situation.

**4. Vicious Animals**

1. Complaints of vicious animals, especially running at large, need immediate attention and should be dispatched immediately.
2. The Officer responding to a complaint of a vicious dog should take appropriate action as soon as Possible to diminish the chance of injury to anyone. This may require:
3. Verify that the dog is vicious. Who was attacked, where, when, what injuries, etc. Prepare an offense report if founded complaint. Advise reference medical treatment.
4. If the situation is such that a citizen is being attacked or Officer is attacked, destruction of the animal may be necessary. Time permitting, consult with Shift Supervisor, as this is a last resort. Safety of all concerned must be a paramount consideration.
5. The Officer should determine the owner of the animal and instruct the owner to restrain the animal.

**5. Suspected Rabid Animals**

1. Complaints of suspected rabid animals should be given immediate attention and should be immediately dispatched.
2. The Officer responding should attempt to identify the owner and to determine the vaccination status. The owner must be able to display a vaccination certificate or the animal should be handled as though it had not been vaccinated.
3. In cases of suspected rabies where vaccination cannot be confirmed, (owner not sure or owner cannot be located), the Officer will confine the animal at the Animal Shelter.
4. The animal should be placed in an empty pen at the Animal Shelter. The committing Officer must ensure that the pen and committal form are marked in bold letters that there is "SUSPECTED RABIES.”
5. Before an animal suspected of having rabies is handled, the Officer should take steps to protect against a Possible bite from the animal (jacket, gloves, etc., should be worn).

**6. Dogs Running at Large**

1. Definitions:
2. Running at Large - A dog off the real property of its owner or custodian and not under the owner's or custodian's control.
3. Under Control - A dog secured by a leash or lead; or penned up; or in the immediate vicinity of a responsible owner, obedient to that person's command and not engaged in destructive activity.
4. Any dog observed running at large by an Officer, whether licensed or unlicensed, may be impounded and confined at the Animal Shelter.
5. If the dog has Upon it the name and address of the owner, or if such name and address are known, the animal shelter operator will contact the owner to advise procedures for the release of the animal.

**7. Injured or Dead Animals**

1. When arriving on a call of an injured animal and Upon confirming the complaint, Officers shall assess the type and extent of the injuries.
2. Officers may transport the animal to the nearest veterinarian office for assistance. Officers shall not obligate the County for any expenses arising from the treatment of any injured animal.
3. Officers shall attempt to learn the identity of the owner of the animal and shall immediately attempt to contact the owner. Frequently this information can be obtained through local veterinarian offices.
4. If the destruction of an injured animal is deemed necessary, the shift Supervisor shall ensure that destruction is accomplished in the least public manner Possible, and as humanely as Possible.
5. Dead animals shall be removed from the roadway to the side of the road. Sevier County Highway Department shall be notified to pick up the animal. Dead animals on private property shall be the responsibility of the property owner.

**8. Mistreated Animals**

1. Upon confirming a complaint of a mistreated animal, the Humane Society will be notified and, normally, a representative will come to the scene and assume responsibility for the animal(s). The Humane Society's representatives may be contacted through the dispatcher.
2. If the Officer's investigation indicates that charges should be placed for the incidents of mistreatment, he/she will advise the person of the charges being placed and issue the necessary citation for their appearance in court.

**9. Dogs Creating a Nuisance**

1. Citizens that call with nuisance dog complaints should be questioned about the identity of the owner, address of the owner, and the detailed description of the animal. Nuisance activity may include:
2. Dogs regularly or frequently turning over trash/garbage containers, scattering garbage, or refuse.
3. Dogs that bite or viciously charge at people in a manner that frightens or alarms the victims.
4. Dogs that regularly roam freely from their owner’s property.
5. Dogs that bark or make noise in a manner that disturbs the peace or is a general nuisance.
6. Officers responding to such complaints will determine if the complaint is justified and will identify the owner of the animal and attempt to resolve the problem if Possible. If it is a valid complaint, then the owner of the animal should be notified of Possible legal action.
7. If the owner cannot be identified and the dog can be captured, or if it is an aggravated or repetitive case, the Officer may elect to impound the dog and confine it at the Animal Shelter.

**10. Wild Animals**

1. For complaints of wild animals in the county, if the Officer determines that the animal must be destroyed then the shift Supervisor will be contacted and advised. Safety and humane treatment should be the primary concerns. The Tennessee Wildlife Resource Agency must be notified for handling instructions.
2. Complaints involving trapped wild animals should be handled as follows:
3. Take the animal to a wilderness area and release.
4. Destroy the animal if circumstances warrant and State law so permits.

**11. Transporting Unwanted Animals at Owner's Request**

1. Unless there are extenuating circumstances present, animal owners will be encouraged to take their pets to the animal shelter if they no longer desire to keep the animal. Extenuating circumstances will be handled by an Animal Control Officer.
2. If the Sheriff’s Office must transport the animal, then it will be done at the earliest Possible time.
3. The dispatcher will forward all such calls directly to the zone Officer or Animal Control.
4. When transporting an animal to the animal shelter at the owner's request, the Officer should verify the identity of the owner.

**SIGNATURE OF FTO**

**SIGNATURE OF PDS**

**DATE AND INITIAL INSTRUCTION**

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**Plain Clothes Observation Phase**

During P.C.O, the Field Training Officer will be in plain clothes and rides with the PDS. The FTO acts as an observer but must intercede if a situation or emergency occurs which is beyond the ability of the PDS. The PDS will be functioning as the principal officer in the vehicle, demonstrating to the primary Field Training Officer their ability to perform as a solo patrol officer. During Phase 4, DOR's will still be completed by the FTO. At the end of Phase 4, the FTO will complete the Evaluation Summary.

Upon completion of Week Ten, the primary FTO Supervisor shall make a written recommendation to the FTO Commander in reference to the PDS's completion of the FTO Program. The FTO Commander shall file the letter of recommendation with the PDS's DOR's, completed Training Manual and any other documentation accumulated during the FTO Program in the officer's Training file which is maintained at the Training Division.

It is the responsibility of the FTO and FTO Supervisor to ensure the PDS has a patrol vehicle and all required equipment in order to perform their duties as a fully functional Patrol Officer by the time they reach Phase 4 of the FTO Program.

**FIELD TRAINING OFFICER**

**DAILY OBSERVATION REPORT**



**GRADE SCALE AND GUIDELINES**SEVIER COUNTY SHERIFF'S OFFICE

Sevier County Sheriff’s Office

Training Division

Field Training Officer

Program Organizational Structure

Revised

November 25, 2020

Field Training Coordinator

Cpl. Jayson Parton

Field Training Officers

Deputy Matt Wyrick

Deputy Chris Dill

Deputy Clint Cook

Deputy Johnathan Dodd

Deputy Timothy Culotta

Deputy Parker Zaitz

Deputy Samuel Swaney

Deputy Brandon Watkins

Deputy Tim Russell (Traffic)

Sevier County Sheriff’s Office

Field Training & Evaluation

Field Training Guide Overview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This training is listing of basic deputy responsibility, tasks, and procedures. The FTO should use this guide during the field training on a PDS. The FTO should explain each item, and whenever practical, demonstrate the task or procedure to the PDS. When the FTO believes that the recruit is capable of handling a specific task, he/she should require the recruit to perform the task while he/she observes and evaluates. The FTO should pace his/herself to ensure that sufficient time is allotted for explaining and/or performing each task. When an item has been satisfactorily completed, the FTO should enter his/her initials and date of completion in the corresponding columns. The PDS will enter his/her initials in the appropriate column stating that the training has been received and understood. This is not an exhaustive list, and when unlisted situations arise, the FTO should demonstrate the proper procedures for handling the situations and record such training on the Field Training Supplement.

Training Guide Paperwork Procedure

1. The primary FTO will enter the probationary deputies’ name, radio number, and date of hire on the first page on the Training Guide. The probationary deputy radio number will be written on the top of all subsequent pages
2. Upon successful completion of a training phase, the PDS’s training manual will be forwarded to the Field Training Coordinator and Patrol Lieutenant for review. The manual will then be forwarded to the FTO assigned to the next phase of training.
3. Upon satisfactory completion of Phase IV, the training manual will be returned to the Training Officer who will review, sign, and forward the guide to the Chief Deputy of Patrol for final review and approval.
4. After the Training Officer and Chief Deputy of Patrol have reviewed and approved the completed Field Training Guide, the guide will be filed in the probationary deputy personnel and training file.

HOW TO NUMBER A DAILY OBSERVATION REPORT

PHASE WEEK DAY

1, 2, 3, or 4 1, 2, 3, or 4 1, 2, 3, or 4

EXAMPLE #1

P.D.S IS IN PHASE 1, THE SECOND WEEK, AND THE THIRD DAY; THE D.O.R. SHOULD BE NUMBERED

1:2:3

EXAMPLE #2

P.D.S IS IN PHASE THREE, THE SECOND WEEK, AND THE FIRST DAY; THE D.O.R. SHOULD BE NUMBERED

3:2:1

CHAPTER 1

DEPUTY SHERIFF’S PERFORMANCE DOCUMENTATION

SCALE VALUE APPLICATION

The rating scale uses a numerical scale of “1 to 7”, it is apparent that a “4” is the median range score. Therefore, we must define a “4” as a base to work from. A “4”, under the Field Training Program, is defined as the “minimal acceptable level of performance.” In other words, for a specific task, a deputy is able to perform and complete the function independently in an acceptable manner. Notice the key word here is “independently” in acceptable manner. The FTO must realize that any hints or guidance given by the Field Training Officer means the PDS did not complete the task “independently”, no matter how successful he/she was, During the initial stage of training, the FTO must show the Probationary Deputy Sheriff how to do it then let the PDS do it. But if our ultimate goal is for the PDS to work alone, then our “cut-off” grade must be “Is the Probationary Deputy Sheriff capable of taking this specific task and completing it with no assistance?”

If we understand the definition of a “4”, then the next step is to define the two extremes of performance. A “1” is fairly easily defined since it denotes a clear inability to perform the task. A “1” therefore, indicates a “performance not acceptable by program standards as set out in the Standardized Evaluation Guidelines.” Any one or a combination of these unacceptable performance definitions should result in the PDS being assigned a grade of “1.”

At the opposite end of the scale is an individual’s ability to perform at the superior or exceptional level. While the grade of “7” is the most agreeable to use, it is also the most easily abused. In defining a grade of “7”, or superior performance, the FTO must note that in most of the definitions, the word “always” or “all” the time is used. The FTO must ask “has the Probationary Deputy Sheriff performed this task flawlessly and with absolutely NO assistance during this rating period?”

In most cases where the grade of “7” is misused, it is because the FTO confuses “superior performance” with a “superior attitude.” Keep in mind “Attitude towards Police Work “is a separate category and can give credit to the PDS when it is deserved. It should be noted that few officers are capable of “7” performance, but this should not be viewed as a negative aspect of the program. Instead, the FTO should view the “7” as a goal for the PDS to strive for and attempt to improve. A “7” should be given to the exceptional Deputy Sheriff, for exceptional performance.

A trainee who performs at a less than acceptable level might be assigned 1, 2, or 3 for that task. If the FTO has utilized retraining procedures and the PDS continues to fail, a reduction in scale value might be the appropriate step. However, if the PDS performance has remained essentially the same, (while admittedly below acceptable standards), we should document that the Probationary Deputy Sheriff is NOT RESPONDING TO TRAINING (N.R.T.).

The N.R.T. section of the Daily Observation Report form allows the FTO to report continued failure and the failure on the part of the PDS to improve, all while maintaining the integrity of the rating first given.

An N.R.T. is an indication, then, of a problem that has occurred in the past; that has been the object of appropriate remedial effort; and the remedial effort has not produced the desired result. A rating of N.R.T. is a sign that the PDS is in danger of failing the Field Training Program unless performance improves in that particular area.

In summary, evaluate the PDS based on his ability to function and perform the task in an acceptable and independent manner.

Narrative Support for Performance Scale

While the Performance Scale defines overall capabilities of the PDS, different circumstances may well mitigate or enhance the specific grade. This is why the FTO’s specific evaluation of the day’s performance is so critical. A narrative overview supports and clarifies the FTO’s numerical evaluation.

Under program guidelines, narrative comments are required for grades of “1, 6, 7 and N.R.T.” It should be noted, however, that comments on any behavioral aspects of the PDS are encouraged. The FTO is required to comment on the most acceptable performance(s) of the day (phase) and improvement needed for the day (phase).

During Phase 1, it is expected that the PDS will make more mistakes and his performance will be less polished. Therefore, it is reasonable for the PDS to earn more “2’s” and “3’s” during this period. Obviously a grade of “1” while significant would not be as critical in the category of Orientation or Self-initiated Field Activity as a grade of “1” in the category of Officer Safety would indicate. It is important for the FTO to realize that narrative support for the overall evaluation should not only clarify positive and negative performance, but also should indicate steps necessary to improve.

During Phase 2 grades of “2 and 3”, while not required comments, begin to indicate significant weaknesses. The FTO is encouraged to document these weaknesses and to give the PDS, specific steps to improve. The FTO at this point must also give the serious consideration to Intensive Remedial Training in areas where no improvement is seen. Documented support of the numerical evaluation makes this step much easier to justify. By the end of Phase 2, the PDS should have all”4”s before being passed on to Phase 3

STANDARD EVALUATION GUIDELINES

**DRIVING SKILLS: NORMAL CONDITIONS**

**1. Unacceptable:** Continually violates Traffic Code (speed, traffic signals, etc.); involved in chargeable accident or vehicle damage; lacks dexterity and coordination during vehicle operation.

**4. Acceptable:** Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.

**7. Superior:** Sets good example of lawful, courteous driving while exhibiting good manipulative skills required of a Deputy Sheriff (i.e., operate Radio)

**DRIVING SKILLS: STRESS CONDITIONS**

**1. Unacceptable**: Involved in accident(s). Overuses red lights and sirens. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners.

**4. Acceptable:** Maintains control of vehicle. Evaluates driving situations and reacts properly. (i.e., proper speed for conditions)

**7. Superior:** High degree of reflex ability and competence in driving skills.

**ORIENTATION/RESPONSE TIME TO CALLS:**

**1. Unacceptable:** Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use geo sync under stress. Is unable to determine direction of the compass during stressful tactical situations.

**4. Acceptable:** Reasonably aware of his/her location. Is able to utilize geo sync effectively under stressful conditions. Demonstrates good sense of direction in tactical situations.

**7. Superior:** Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to map. Rarely disoriented during tactical situations.

**FIELD PERFORMANCE: STRESS CONDITION**

**1. Unacceptable:** Becomes emotional, is panic-stricken, can’t function, holds back, loses temper or displays cowardice. Over reacts.

**4. Acceptable:** Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

**7. Superior:** Maintains calm and self-control even in the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.

**SELF-INITIATED FIELD ACTIVITY/OBSERVATION SKILLS:**

**1. Unacceptable:** Fails to observe, or avoid activity. Does not follow up on situations requiring police attention, rationalizes suspicious circumstances and does not investigate.

**4. Acceptable:** Observes, recognizes, and identifies suspect criminal activity or situations requiring police attentions. Makes cases and arrest from routine activity, while on vehicle or foot patrol.

**7. Superior:** Catalogs, maintains, and uses information issued at briefings and other sources for reasonable cause to stop vehicles and persons, and makes subsequent good quality arrests. Provides good police service by observing and providing assistance, either while on vehicle or foot patrol.

**OFFICER SAFETY:**

Evaluates the Police Officer’s ability to perform police task without injuring self or others exposing self or others to unnecessary danger/risk.

**1. Unacceptable** Fails to follow accepted safety procedures or to exercise officer safety, i.e.:

A) Exposes weapons to suspect (baton, handgun, etc.)

B) Fails to keep gun hand free during enforcement situations.

C) Stands in front of violator’s car door.

D) Does not keep suspect/violator in sight.

E) Fails to use illumination when necessary or uses it improperly.

F) Fails to advise dispatcher when leaving police vehicle.

G) Fails to maintain good physical condition.

H) Fails to utilize or maintain personal safety equipment

I) Does not anticipate potentially dangerous situations.

J) Stands too close to passing vehicular traffic.

K) Is careless with gun and other weapons.

L) Stands in front of doors when knocking.

M) Makes poor choice of which weapon to use and when to use it.

N) Fails to cover other officers.

O) Stands between police and violator’s vehicle on car stop.

P) Fails to search police vehicle prior to duty and after transporting suspect.

**4 Acceptable:** Following accepted safety procedures. Understands and applies them.

**7 Superior:** Always works safety. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident. Is in good physical condition.

**CONTROL OF CONFLICT: VERBAL SKILLS**

**1 Unacceptable:** Improper voice inflection; i.e., too soft, too loud, confused voice commands or indecisive; poor officer bearing.

**4 Acceptable:** Speaks with authority in a calm, clear voice.

**7 Superior:** Always gives appearance of complete command through voice tone bearing.

**CONTROL OF CONFLICT: PHYSICAL SKILLS**

**1 Unacceptable:** Physically weak or uses too little or too much force for given situation. Unable to use proper restraining holds.

**4 Acceptable:** Maintains control without excessive force. Properly applies restraining holds.

**7 Superior:** Always prepared to use necessary force. Excellent knowledge of and shows the ability to use restraining holds.

**RADIO: COMPREHENSION/ USAGE**

**1 Unacceptable**: Misinterprets communication codes, definitions or fails to use radio in accordance with set policy; fails or refuses to improve. Repeatedly misses his/her call sign and is unaware of radio traffic on adjoining beats. Frequently has to ask Dispatcher to repeat transmissions or does not comprehend message.

**4 Acceptable**: Copies most radio transmission directed to him/her and is generally aware of adjoining zones traffic. Uses proper procedures with clear, concise, and complete transmissions. Has a good working knowledge of radio codes.

**7 Superior:** Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated. Uses communication codes with ease in all receiving and sending situations.

**ROUTINE FORMS: ACCURACY/COMPLETENESS**

**1 Unacceptable:** Is unaware that a form must be completed and/or is unable to complete the form for given situation. Forms are incomplete, inaccurate, or improperly used.

**4 Acceptable:** Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

**7 Superior:** Consistently makes accurate form selections and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

**REPORT WRITING: ORGANIZATION/DETAILS**

Evaluates the Police Officer’s ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

**1 Unacceptable:** Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate. Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

**4 Acceptable:** Completes reports, organizing information in a logical manner. Reports contain the required information and details. Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare Errors, if present, do not impair an understanding of the reports.

**7 Superior:** Reports are complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred. Reports are very neat and legible. Contain no spelling or grammar errors.

**REPORT WRITING: APPROPRIATE TIME USED**

Evaluates the Police Officer’s efficiency relative to the amount of time taken to write a report.

**1 Unacceptable:** Requires an excessive amount of time to complete a report. Takes three or more times the amount of time a non-probationary officer would take to complete the report.

**4 Acceptable:** Completes reports within a reasonable amount of time.

**7 Superior:** Completes reports very quickly, as quickly as that of skilled, veteran officers does.

**FIELD PERFOMANCE: NON-STRESS**

Evaluates Police Officer ability to perform routine, non-stress police activity.

**1 Unacceptable:** When confronted with a routine task becomes confused and disoriented. Does not/cannot complete task. Takes wrong course of action. Avoids taking action.

**4 Acceptable:** Properly assesses routine situations. Determines appropriate action and takes same.

**7 Superior:** Properly assesses situation including unusual or complex ones. Determines appropriate course of action and takes same.

**INVESTIGATIVE SKILLS:**

**1 Unacceptable:** Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or booking evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.

**4 Acceptable:** Follows proper investigator procedures in all but most difficult/unusual cases. Is generally accurate in diagnosis of nature of offence committed. Collects, tags, logs and books evidence properly. Connects evidence with suspect when apparent.

**7 Superior:** Always follows investigator procedures, and always accurate in diagnosis of offence committed. Connects evidence with suspect even when not apparent. Has an “evidence technician” collection and ID skills. Recognizes “readable” fingerprints when available.

**INTERVIEW/INTERROGATION SKILLS:**

Evaluates Police Officer’s ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper procedure.

**1 Unacceptable:** Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.

**4 Acceptable:** Generally, uses proper questioning techniques. Elicits most available information and records it. Establish proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda warning.

**7 Superior:** Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of most difficult suspects. Conducts successful interrogations. Always gives proper Miranda warning.

**PROBLEM SOLVING/DECISION MAKING**

**1 Unacceptable:** Acts without thought or is indecisive. Relies on others to make his/her decisions.

**4 Acceptable:** Is able to reason out problems and relate what he/she was taught. Has good perception and ability to make his/her own decisions.

**7 Superior:** Excellent ability to foresee problems and arrive at sound decisions.

**AGENCY POLICES/PROCEDURES**

Evaluation of the Police Officer’s knowledge of agency’s policies and procedures and the ability to apply this knowledge under field conditions:

**1 Unacceptable:** When tested verbally or in writing, the Probationary Deputy scores 20% or less. When applied in the field, the Deputy shows little or no knowledge of agency policy or fails to use the appropriate procedure when it applies.

**4 Acceptable:** When tested verbally or in writing, the Probationary Deputy scores at least 70%. When applied in the field, the Deputy shows a familiarity with the most commonly used policies and procedures.

**7 Superior:** When tested verbally or in writing, the Probationary Deputy scores 100%. When applied in the field, the Deputy is familiar with all policies and procedures and uses the appropriate one when needed.

**PENAL CODE, CODE OF CRIMINAL PROCEDURES:**

Evaluation of the Deputy knowledge of the criminal statues, and ability to apply that knowledge in the field:

**1 Unacceptable:** When tested verbally or in writing, the Deputy scores 20% or less. When applied in the field, the deputy does not know the basic elements of a crime when encountered or makes mistakes that would indicate lack of that knowledge necessary to conduct a successful investigation and write a good report.

**4 Acceptable:** When tested verbally or in writing the Deputy scores at least 70%. When applied in the field, the deputy recognizes commonly encountered criminal offenses and knows what action is necessary to make the case capable of successful prosecution.

**7 Superior:** When tested verbally or in writing the Deputy scores 100%. When applied in the field, the deputy displays an outstanding knowledge of the codes and applies this knowledge while in both normal and unusual criminal situations.

**TRANSPORTATION CODE:**

Evaluation of the Deputy Knowledge and ability to apply the traffic laws of the State to field enforcement:

**1 Unacceptable:** When tested verbally or in writing, the Probationary Deputy scores20% or less. When applied in the field, the deputy shows poor working knowledge of the traffic code and its practical application.

**4 Acceptable:** When tested verbally or in writing, the Probationary Deputy scores at least 70%. When applied in the field, the deputy shows good working knowledge of the traffic laws and can apply the correct statue to the situation.

**7 Superior:** When tested verbally or in writing, the Probationary Deputy scores 100% when applied in the field, the deputy demonstrates an unusually acute knowledge of even the most seldom used vehicle code statues.

**ACCEPTANCE OF FEEDBACK/FOLLOWING INSTRUCTIONS**

Evaluation of the Deputy acceptance of constructive criticism and instruction and how the deputy uses the information and instructions provided to improve performance.

**1 Unacceptable:** Rationalizes mistakes, denies that errors were made, is argumentative, refuses to do or does not attempt to make corrections. Considers criticism a personal attack.

**4 Acceptable:** Accepts criticism and instructions in a positive manner and applies the information to make correction in performance.

**7 Superior:** Actively solicits criticism and instructions in order to improve performance. Instructions do not have to be repeated.

**ATTITUDE TOWARDS POLICING**

Evaluation of the Deputy attitude towards new career in terms of personal motivation, goals, acceptance or responsibility and career objectives:

**1 Unacceptable:** Sees career as only a job; uses position to boost ego; abuses authority; shows little dedication to the principles of professionalism.

**4 Acceptable:** Demonstrates an active interest in the new career and takes the new responsibility seriously.

**7 Superior:** Utilizes off-duty time to further professionalism knowledge and expertise; solicits assistance from other to broaden knowledge of the work. Maintains high ideals in terms of professional responsibility of the job.

**RELATIONSHIP WITH PUBLIC IN GENERAL**

Evaluation of the Deputy ability to interact with the general public including victims as well as suspects.

**1 Unacceptable:** Abrupt, belligerent, overbearing, arrogant, and uninterested. Overlooks or avoids the service aspects of the job.

**4 Acceptable:** Courteous, friendly, and empathetic. Communicates in professional and unbiased manner. Service-minded.

**7 Superior:** At ease with public contact. Quick to establish rapport and leaves people with a feeling that the deputy was interested in serving them. Remains objective at all times.

**RELATIONSHIP WITH ETHNIC GROUPS**

Evaluates the Deputy ability to interact with members of ethnic or racial groups other than his own, in an appropriate, efficient manner.

**1 Unacceptable**: Is hostile or overly sympathetic. Is prejudicial. Subjective and biased. Treats member in this grouping differently than members of his own ethnic of racial group would be treated.

**4 Acceptable:** Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened within their presence.

**7 Superior:** Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

**RELATIONSHIP WITH OTHER OFFICERS AND SUPERVISORS**

Evaluates the Deputy ability to effectively interact with other agency members of various ranks and in various capacities.

**1 Unacceptable:** Patronizes FTO/Superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and sarcastic. Resists instructions. Considers self-superior. Belittles others. Is not a “team” player.

**4 Acceptable:** Adheres to the chain of command and accepts role in the organization. Good peer and FTO relationships and is accepted as a group member. Shows proper respect to supervisors.

**7 Superior:** Is at ease in contact with all, including superiors. Understands superior’s responsibilities, respects and supports their position. Peer group leader. Actively assists others.

**GENERAL APPEARANCE**

Evaluates physical appearance, dress, and demeanor.

**1 Unacceptable:** Overweight, dirty shoes or wrinkled uniform. Uniform fits poorly or is improperly worn. Hair in need of grooming and/or in violation of agency regulation. Dirty weapon, equipment. Equipment missing or inoperative. Offensive body odor or breath.

**4 Acceptable:** Uniform neat, clean. Uniform fits and is worn properly. Weapons, leather, equipment is clean and operative. Hairs within regulations, shoes are shined.

**7 Superior:** Uniform neat, clean, and tailored. Leather and shoes are highly shined. Equipment maintained in excellent condition.

SEVIER COUNTY SHERIFF’S OFFICE

FORM’S

WAIVER OF RIGHTS

CONSENT TO SEARCH

IMPOUND LOT STORAGE FORM (ON SHERIFF’S OFFICE WEBSITE)

CHEET SHEET FOR T.B.I. BLOOD KIT FORM

STATEMENT FORM

T.B.I CRIME LAB REPORT CHEET SHEET (ON WINSOMS OR SHERIFF’S OFFICE WEBSITE)

T.B.I. MISSING CHILD REPORT (ON SHERIFF’S OFFICE WEBSITE)

JUVENILE PETITION (ON SHERIFF’S OFFICE WEBSITE)

LEAVE REQUEST FORM (ON SHERIFF’S OFFICE WEBSITE)

COMPTIME FORM (ON SHERIFF’S OFFICE WEBSITE)

TN DEPARTMENT OF REVENUE AFFIDAVIT OF NON-DEALER TRANSFER OF MOTOR VEHICLES AND BOATS FORM (ON SEHRIFFS OFFICE WEBSITE)

SEVIER COUNTY SHERIFF’S OFFICE DOMESTIC VIOLENCE FORM

BOND NOTIFICATION FORM

TOW-IN-REPORT