

Rankin County Sheriff's Department

Policy & Procedure Manual

PATROL



2023-2024



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Table of Contents	Policy No. 1.01
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
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1. STANDARDS, ETHICS, & MANAGEMENT

- 1.01 Table of Contents
- 1.02 Mission Statement
- 1.03 Objective Statements
- 1.04 Canons of Police Ethics
- 1.05 Oath of Office
- 1.06 Orders & Instructions
- 1.07 General Orders
- 1.08 Rules of Conduct
- 1.09 Training & Proficiency Testing
- 1.10 Firearms Training & Proficiency Evaluation
- 1.11 Civil Litigation
- 1.12 Professional Conduct
- 1.13 Abuse of Position
- 1.14 Organizational Chart

2. PERSONNEL

- 2.01 Selection & Placement of Personnel
- 2.02 Fitness for Duty
- 2.03 Appearance & Uniforms
- 2.04 Corruption Prevention
- 2.05 Insubordination
- 2.06 Complaints
- 2.07 Duty to Intervene
- 2.08 Discipline
- 2.09 Requests for Records
- 2.10 Media Relations
- 2.11 Community Relations
- 2.12 Department Insignia
- 2.13 Court Appearance
- 2.14 Internet, Web & Social Media
- 2.15 Computer Issues
- 2.16 Telephones
- 2.17 Promotions & Lateral Transfers
- 2.18 Secondary or Off-Duty Employment

3. PATROL - GENERAL

- 3.01 Patrol Functions & Tactics
- 3.02 Radio Procedures
- 3.03 Communications Center – 911
- 3.04 Constitutional Warnings
- 3.05 Unbiased Policing
- 3.06 Body Worn Camera
- 3.07 Bulletproof Vests
- 3.08 Disabled Persons
- 3.09 Emergency Medical Response
- 3.10 Blood Borne Pathogens
- 3.11 Tourniquet Protocol
- 3.12 Bail Bonds
- 3.13 Evidence Collection, Control, & Storage
- 3.14 Report Writing
- 3.15 Death or Serious Injury Notification
- 3.16 Overt Electronic Recording
- 3.17 Videoling / Record of Incident by Public

4. USE OF FORCE

- 4.01 Use of Force
- 4.02 Use of Force – Reporting & Review
- 4.03 Control Option – Restraint Devices
- 4.04 Control Option – Bodily Force
- 4.05 Control Option – Chemical Agents
- 4.06 Control Option – Conducted Energy Device
- 4.07 Control Option – Distraction Devices
- 4.08 Control Option – Less-Lethal Munition
- 4.09 Control Option – Firearms

5. FIELD OPERATIONS

- 5.01 Search Warrants
- 5.02 Arrest Warrants
- 5.03 Interviews & Searches
- 5.04 Search of Motor Vehicles
- 5.05 Criminal Investigation
- 5.06 Roadblocks
- 5.07 Arrest Procedures
- 5.08 Crime Scenes
- 5.09 Jail Lockup & Intake of Detainees
- 5.10 Transporting Arrested Persons
- 5.11 Inventory Policy
- 5.12 Investigating Vehicular Accidents

- 5.13 Off-Duty Conduct & Powers of Arrest
- 5.14 Investigating Child Abuse
- 5.15 Investigation of Missing Persons
- 5.16 Domestic Abuse
- 5.17 Juvenile Procedures
- 5.18 School Liaison
- 5.19 Unmanned Aircraft System
- 5.20 Use of Bait Vehicle
- 5.21 Bank Alarm Procedures

6. VEHICLE OPERATIONS

- 6.01 Use of Department Vehicles
- 6.02 Vehicular Pursuits
- 6.03 Traffic Stops & Enforcement
- 6.04 Emergency Vehicle Warning Devices
- 6.05 Ride Along Policy
- 6.06 Vehicle Maintenance

7. EMERGENCY EVENTS

- 7.01 Emergency Management
- 7.02 Emergency Call-Out Procedure
- 7.03 Civil Disturbances
- 7.04 Strikes & Labor Disputes
- 7.05 Critical Incident
- 7.06 Critical Incident – Schools
- 7.07 Critical Incident – Hazmat
- 7.08 Hostages & Barricaded Subjects
- 7.09 Bomb & Mass Destruction Threats

8. SPECIAL OPERATIONS

- 8.01 Special Response Team
- 8.02 K-9 Team Operations
- 8.03 Peer Support Team
- 8.04 Crisis Negotiation Team



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Objective Statements	Policy No. 1.03
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OBJECTIVE STATEMENTS

The following objectives have been established to accomplish the mission within in the budgetary, manpower, and constitutional constraints imposed on the RCSD:

- A. **Protect Life & Property:** To provide services that contribute to the preservation of life, the protection of property, and the safety of the community.
- B. **Maintain Public Order:** To maintain peace and public order and to assist during times of natural or technological occurrences, or disasters. To provide for the safe and effective flow of both vehicular and pedestrian traffic and the investigation of traffic related accidents.
- C. **Prevent, Detect, & Investigate Criminal Activity:** To prevent crime through diligent patrol that limits the opportunity for a crime to occur, and through education of citizens that reduces the likelihood of them becoming victims of crime. To provide a thorough, appropriate, and efficient investigation of criminal activity.
- D. **Apprehension of Offenders:** To provide for the expeditious and prudent apprehension of suspected violators of the law, regardless of an individual's status in the community.
- E. **Community Service:** To provide the resources necessary for assisting citizens under special non-criminal circumstances.
- F. **Compliance with Ethical Standards and Professionalism:** To ensure integrity and adherence to the professional standards of the RCSD by investigating all complaints against its personnel. *Policy # 2.06.* To provide, for the training needs of deputies, promote a high rate of proficiency in the deputies of the Department, and to address the career development goals of RCSD personnel. *Policies # 1.09, #1.10.*



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Cannons of Police Ethics	Policy No. 1.04
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CANONS OF POLICE ETHICS

All sworn deputies of the Rankin County Sheriff's Department (RCSD) or those members vested with law enforcement authority as a result of their employment with RCSD will, at all times, abide by the following Canons of Police Ethics.

Article 1.

Primary Responsibility of Job

The primary responsibility of the RCSD, and of the individual deputy, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The deputy always represents the whole of the community and it's legally expressed will and is never the arm of any political party or clique.

Article 2.

Limitations of Authority

The first duty of a deputy, as upholder of the law, is to know its bounds upon him/her in enforcing it. Because a deputy represents the legal will of the community – be it local, state, or federal – he/she must be aware of the limitations and proscriptions which the people, through law, have placed upon him/her. A deputy must recognize the genius of the American system of government, which gives to no individual, group, or institution absolute power, and a deputy must ensure that he/she, as a prime defender of that system, does not pervert its character.

Article 3.

Duty to be Familiar with the Law and with Responsibilities of Self & Other Public Officials

A deputy shall apply to the study of the principles of law that he/she is sworn to uphold. A deputy will make certain of his/her responsibilities in the particulars of legal enforcement, seeking aid from superiors in matters of technicality or principle when these are not clear. A deputy will make special effort to fully understand his/her relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4.

Utilization of Proper Means to Gain Proper Ends

A deputy shall be mindful of his/her responsibility to pay strict heed to the selection of means in discharging his/her duties of office. Violations of law or disregard for public safety and/or property by a deputy are always wrong. Such violations are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its deputies. If the law is to be honored, it must first be honored by those who enforce it.

Article 5.

Cooperation with Public Officials in the Discharge of Authorized Duties

A deputy shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. A deputy shall be meticulous, however, in assuring himself/herself of the propriety, under the law, of such actions and shall guard against the use of his/her office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, a deputy shall seek authority from his/her superior officer, giving the superior officer a full report of the proposed service or action.

Article 6.

Private Conduct

A deputy shall be mindful of his/her special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, reflects upon the deputy and the RCSD. The community and the service require that a deputy lead the life of a decent and honorable person. Following the career of a deputy gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. A deputy who reflects upon this tradition will not degrade it. Rather, a deputy will conduct his/her private life so that the public will regard him/her as an example of stability, fidelity, and morality.

Article 7.

Conduct Toward the Public

A deputy, mindful of his/her responsibility to the whole community, shall deal in a manner calculated to instill respect for its laws and police service. A deputy shall conduct his/her official life in a manner that inspires confidence and trust. Thus, a deputy will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of a deputy nor a right to command him/her. A deputy will give service, where feasible, and require compliance with the law. A deputy will do neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging a sworn obligation.

Article 8.

Conduct in Arresting & Dealing with Law Violators

A deputy shall use his/her powers of arrest in strict accordance with the law and with due regard to the rights of the citizen concerned. A deputy's office gives him/her no right to prosecute or punish a violator of the law. A deputy shall, at all times, have a clear appreciation of his/her responsibilities and limitations regarding detention of the violator and shall conduct himself/herself in such a manner in order to minimize the use force. To this end, a deputy shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

Article 9.

Gifts & Favors

A deputy, representing government, bears the heavy responsibility of maintaining, in his/her own conduct, the honor and integrity of all government institutions. A deputy shall, therefore, guard against placing himself/herself in a position in which any person can expect special consideration or in which the public could reasonably assume that special consideration was given. Thus, a deputy

should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing his/her judgment in the discharge of duties.

Article 10.

Impartial Conduct

A deputy shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. A deputy shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, a deputy will ignore social, political, and all other distinctions among the person involved, strengthening the tradition of the reliability and integrity of a deputy's word.

A deputy shall take special pains to increase his/her perception and skill of observation, mindful that in many situations he/she will present the sole impartial testimony regarding the facts of the case.

Article 11.

Attitude Toward Profession

A deputy shall regard the discharge of his/her duties as a public trust and recognize his/her responsibility as a public servant. By diligent study and sincere attention to self-improvement, a deputy shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. A deputy shall appreciate the importance and responsibility of his/her office, and hold police work to be an honorable profession rendering valuable service to his/her community and country.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Orders & Instructions	Policy No. 1.06
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POLICY

The Rankin County Sheriff's Department (RCSD) will issue orders in several forms. As a deputy or employee of this Department, you are responsible for knowing, understanding, and complying with all lawful orders. Immediate and consistent compliance with orders is essential to accomplishing our mission and protecting human life. Orders will be given in the following forms:

1) GENERAL ORDERS

- a) General Orders are published in writing at *Policy # 1.07*.
- b) You are expected to know these rules and follow them both in letter and spirit. No deviations should occur without the expressed personal authority of the Sheriff.
- c) General Orders will be provided and discussed in your training and widely disseminated. You should immediately ask your supervisor if you have any questions about compliance.

2) SPECIAL ORDERS

- a) Special orders are always written.
- b) They are authorized and signed by the Sheriff or the Undersheriff.
- c) Special orders provide short-term instructions in matters of critical concern to the Department.
- d) Special Orders are provided and discussed in training, announced during a shift, and/or published as the need arises. Before starting your tour of duty each day, it is your responsibility to know what Special Orders are in effect, and to comply with their requirements. Any questions about compliance or known violations of a Special Order should be referred to your supervisor as soon as practical.

3) POLICIES & PROCEDURES

- a) The Sheriff is responsible for setting policy and determining the procedures that will be followed by RCSD personnel to accomplish our mission and maintain effective control.

- b) Policies and procedures may vary between organizations and agencies. Thus, it is your responsibility to know and adhere to the policies and procedures applicable to the RCSD.
- c) The RCSD provides this manual as a detailed guide to performance expectations. Each policy is published separately, and contains a statement of the policy and detailed procedures regarding how to carry it out.
- d) Policies are orders, and procedures are the instructions for carrying out the orders.
- e) Not every situation is foreseeable. It is important for RCSD personnel to know and understand the policies and apply them in particular situations. Confidence as a law enforcement officer is built on experience, training, careful review, and practiced compliance with these policies and procedures, and other requirements in this manual.

4) **DIRECT (VERBAL) ORDERS**

- a) Direct orders are most often verbal. These orders may be given at any time during the course of a shift.
- b) RCSD personnel are to respond to verbal orders given by the Sheriff, the Undersheriff, and/or Supervisors.
- c) If someone other than the Sheriff, the Undersheriff, or your Supervisor gives you a direct or verbal order or command, it is your responsibility to verify the order through written orders or your Supervisor before complying with the order or command.
- d) Compliance with direct or verbal orders is only required or appropriate when the order given is lawful. To be lawful, the order or command must be in harmony or compliance with the law, special orders, general orders, and policies established by the Sheriff. Example – No one, even your Supervisor, is authorized to order the physical abuse of suspects or the excessive or unreasonable use of force against an individual.

5) **DUTY TO REPORT**

- a) RCSD personnel have the duty to report violations of any order and/or policies and procedures committed by any personnel with the RCSD. Further, you have the duty to report any unlawful command given to you by any governmental personnel.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: General Orders	Policy No. 1.07
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GENERAL ORDERS

- 1) Perform all duties professionally, while keeping on the alert for threats to human life and general community safety.
- 2) Do not abandon or leave assigned areas until properly relieved.
- 3) Obey all lawful orders of supervisors and command staff.
- 4) Report all violations of orders and established policies of this Department.
- 5) Protect all members of society, especially those that are weak, physically or mentally impaired, or accused of a crime.
- 6) Do not allow, encourage, or ignore officers that abuse, threaten, or terrorize any person.
- 7) Do not violate the constitutional civil rights of any citizen, resident, or suspect, or tolerate others doing so.
- 8) Immediately upon determining an individual is a suspect, and before any interrogation or interview, advise the individual of their constitutional civil rights, to include:
 - a) The right to remain silent;
 - b) Understanding that anything said by the suspect may be used against them in a court of law;
 - c) The right to an attorney; and
 - d) The right to have an attorney furnished at government expense, if the individual cannot afford an attorney.
- 9) Immediately stop all interviews and interrogations, and make provisions to provide a suspect their constitutional rights, upon request.
- 10) Do not have any personal relationships with suspects, accused, or persons placed in your charge beyond that which is necessary and appropriate in carrying out official duties.

- 11) Do not accept money or gratuity for performing police or police-related duties.
- 12) Be faithful to the trust and responsibility the public has placed in this profession and you.
- 13) Do not lie, cheat, steal, or tolerate anyone who does.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Rules of Conduct	Policy No. 1.08
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POLICY:

Deputies / employees of the Rankin County Sheriff's Department (RCSD) will conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

DISCUSSION:

A key ingredient of this service is maintaining the trust and confidence of the citizens that we serve. We recognize that RCSD deputies / employees are high profile members of our community, and as such, are subject to constant scrutiny. As a result, RCSD deputies / employees must always strive to set an appropriate example. This often means using restraint, avoiding conflict, and working well with the public.

PROCEDURES:

GENERAL GUIDELINES

RCSD deputies / employees are expected to follow these rules of conduct in both spirit and content, and encourage compliance by fellow deputies / employees. Command and supervisory level deputies should be role models and are expected to demonstrate leadership and set exemplary standards.

SECTION ONE - OBEDIENCE TO ORDERS, RULES, & LAWS

1.01 Obedience to Rules of Conduct

RCSD deputies / employees will be governed by the following general rules of conduct. Violation of any of these rules will be considered sufficient cause for disciplinary action up to and including dismissal.

1.02 Obedience to Laws

RCSD deputies / employees will abide by the laws of the United States, the State of Mississippi, and the ordinances of Rankin County.

1.03 Adherence to Departmental Rules

RCSD deputies / employees will abide by the general orders, special orders, policies and procedures, direct orders, and rules of conduct applicable to them.

1.04 Insubordination

RCSD deputies / employees will promptly obey all lawful orders given by supervisors and

directions given by supervisors and radio dispatchers. The failure or deliberate refusal to obey such orders will be deemed insubordination and is prohibited. Flouting the authority of a superior by displaying obvious disrespect or by disputing his/her orders will likewise be deemed insubordination.

1.05 Issuance of Unlawful Orders is Prohibited

No RCSD deputy / employee, whether supervisor or otherwise, will knowingly or willfully issue an order or command that violates a federal or state law, a Rankin County ordinance, or a rule or policy of this Department.

1.06 Obedience to Unlawful Orders is Prohibited

No RCSD deputy / employee is required to obey an order or command that is contrary to the laws of the United States, the State of Mississippi, the ordinances of Rankin County, or rule or policy of this Department. If you receive an unlawful order, you shall immediately report the full facts of the incident and your actions to the Sheriff, the Undersheriff, and/or your supervisor through the chain of command.

1.07 Conflict of Orders

Upon receipt of an order that conflicts with one previously given, RCSD deputies / employees should respectfully bring this conflict to the attention of the person giving the second / conflicting order. If the second order is not changed in a way that eliminates the conflict, the second order will stand, will be obeyed first, and will be the responsibility of the person giving the second order. Orders will only be countermanded when necessary for the good of the Department, and accomplishment of the mission.

1.09 Duty to Read, Understand, & Comply with Orders

Failure to read, understand, and/or comply with all federal or state laws, Rankin County ordinances, and orders and policies, whether written or verbal, is prohibited. RCSD deputies / employees shall inquire of a supervisor the meaning or application of any directive or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates will be in professional, clear, understandable English; civil in tone and manner; and issued in pursuit of departmental business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

- a. Fraud in securing employment;
- b. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of *nolo contendere* to either;
- c. Misuse of government funds or property;
- d. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;

- e. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
- f. Instigation of, participation in, or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out, or any other interference with the normal and efficient flow of work;
- g. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of Rankin County;
- h. Engaging in infamous, notorious, or disgraceful conduct that adversely affects the legitimate interests of Rankin County;
- i. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials; or
- j. Fighting.

SECTION TWO - ATTENTION TO DUTY

2.01 Performance of Duty

RCSD deputies / employees shall be attentive to their duties at all times, and will perform all duties assigned to them even if such duties are not specifically assigned to them in any departmental rules or procedures manual.

2.02 Duty of Supervisors

Supervisors will enforce the rules, regulations, and policies of this Department. They will not permit or fail to prevent violations of the law, departmental rules, policies, or procedures. They will report violations of departmental rules, policies, or procedures to their immediate superiors without delay. They will actively prevent or interrupt such violations to ensure efficient, orderly operations.

2.03 Truthfulness

RCSD deputies / employees will not knowingly give any false or misleading information concerning the duties, responsibilities, or actions of the Department or any member thereof, nor withhold any information that is their duty to report, nor falsify any RCSD document.

2.04 Conduct and Behavior

RCSD deputies / employees, whether on-duty or off-duty, will follow the ordinary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to the RCSD or their profession. They shall follow established procedures in carrying out their duties.

2.05 Responsibility to Serve the Public

RCSD deputies / employees will consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner. RCSD deputies / employees will promptly serve the public by providing direction, counsel, and other assistance that does not interfere with the discharge of more critical police duties.

- 2.06 Respecting the Rights of Others
RCSD deputies / employees will respect the rights of others and will not engage in discrimination, oppression, or favoritism. RCSD deputies / employees will maintain a strictly impartial attitude toward complainants and violators. Use of profane, demeaning, or insulting language will not be tolerated, nor will disrespect for the political or religious views of others be accepted.
- 2.07 Deputies Always Subject to Call of Duty
RCSD deputies / employees will respond to lawful orders of supervisors and to the calls of citizens in need of police assistance. Off-duty deputies are expected to take prompt and proper action when life is endangered. RCSD deputies / employees are subject to call twenty-four (24) hours a day and may be recalled from vacation leave or off day whenever necessity demands.
- 2.08 Reporting for Duty
RCSD deputies / employees will promptly report for duty properly prepared at the time and place required by assignments, subpoenas, or orders. They will remain at their post or place of assignment until properly relieved by another RCSD deputy / employee or until officially dismissed by a supervisor. It is the responsibility of the relieving deputy / employee to locate and meet with the deputy / employee being relieved. The deputy / employee being relieved has the responsibility to pass onto his/her relief any and all pertinent information. The relieving deputy / employee and the deputy / employee being relieved will assist each other so as to expedite the relief in a proper and timely manner.
- 2.09 Availability While on Duty
While on duty, RCSD deputies / employees will not conceal themselves or maintain a hidden or low profile except for some assigned police purposes. They will keep themselves immediately and readily available at all times while on duty.
- 2.10 Prompt Response to All Calls
RCSD deputies will respond to all dispatched assignments without argument and/or delay. No deputy will fail to aid, assist, or protect a fellow officer, employee, or citizen to the fullest extent of his / her professional capabilities. Calls will be answered in compliance with policy and traffic laws.
- 2.11 Duty to Report All Crimes and Incidents
RCSD deputies / employees will promptly report all serious crimes, emergencies, incidents, dangers, hazardous situations, and relevant information that come to their attention. They will not conceal, ignore, or distort the facts of such crimes, emergencies, incidents, and/or information.
- 2.12 Responsibility to Know Area of Jurisdiction
RCSD deputies / employees will know the boundaries of their jurisdiction and will be familiar with the names of streets and highways within those boundaries. They will also be familiar with the names / locations of businesses, public buildings, and as many residents as possible.

- 2.13 Attention to Duty
RCSD deputies / employees must be alert while on duty. Sleeping while on duty is strictly forbidden. Deputies should not engage in activities such as reading, studying, and/or playing games while on duty where the activity is not directly related to their job assignment.
- 2.14 Assisting Criminals
RCSD deputies / employees will not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons suspected of criminal acts to escape arrest, prosecution, or punishment. They will not dispose of property or goods seized or taken from a suspect, or destroy evidence of unlawful activity.
- 2.15 Maintaining Communications
Deputies will be directly available by normal means of communication while on duty or officially on-call, and will promptly respond when called. On-duty deputies will maintain radio communications with the RCSD dispatch while he/she is on-duty and radio equipped.
- 2.16 Keeping Notes on Police Activities
RCSD deputies / employees will maintain written notes on police matters such as calls, arrests, and other activities to the extent that they may later complete official reports and accurately testify in official proceedings.
- 2.17 Completing Official Reports
Unless otherwise directed, RCSD deputies / employees will promptly submit all completed reports prior to going off duty. All reports, forms, memoranda, citations, or other papers utilized by this Department will be completed in black ink, computer printed, or typed. Special projects may require deviation from this requirement.
- 2.18 Reporting Accidents & Injuries
RCSD deputies / employees will immediately report the following accidents and injuries:
a. On-duty traffic accidents in which they are involved.
b. Personal injuries received in the line of duty.
c. Personal injuries not received in the line of duty but which are likely to interfere with performance of police duties.
d. Property damage or injuries to individuals or companies that resulted from the performance of their duties.
e. All other incidents detailed in these policies and procedures that require reporting.
- 2.19 Reporting Address & Telephone Number
RCSD deputies / employees will have a working telephone and will register their correct residence address and telephone number with the Department. Any change in address or telephone number must be reported immediately.
- 2.20 Testifying in Departmental Investigations
Deputies will make statements and/or furnish materials relevant to RCSD investigations as required.

- 2.21 Overtime
Authorized supervisors must approve overtime requests prior to the actual time work begins.
- 2.22 Duty to be Prompt and Punctual
RCSD deputies / employees will be prompt and punctual when reporting to official duties or assignments.
- 2.23 Remaining at Duty Station
RCSD deputies / employees will remain at their duty assignment unless and until they are properly relieved. Absence from assigned workstation or duty without permission is prohibited.
- 2.24 Excessive Absenteeism
Habitual or patterned use of sick leave or leave without pay, not supported by competent medical evidence or other proof of necessity, is prohibited.
- 2.25 Prohibited Association / Frequenting
Associating with people, organizations, or places known to be involved in criminal activity is prohibited unless necessary for law enforcement business.
- 2.26 Subversive Organizations
RCSD deputies / employees will not knowingly be members of, or affiliated with, any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county, or municipal government.
- 2.27 Duty Regarding Civil Proceedings
No RCSD deputy / employee will initiate any civil proceedings arising out of a law enforcement activity without first notifying the Sheriff. Private civil actions that have no connection with their department position or official action are not within the scope of this rule.
- 2.28 Supplies or Services
RCSD deputies / employees will not use agency supplies or resources for personal use. The use of the time, facilities, equipment, or supplies of the RCSD for private gain or advantage is prohibited.
- 2.29 Reading Updates / Notices
RCSD deputies / employees are responsible for reading updates and/or notices posted on official bulletin boards, via email, or via other proper channels of communication.
- 2.30 Conducting Personal Business While On-Duty
RCSD deputies / employees will not conduct personal business while on-duty without prior approval from their supervisor.
- 2.31 Confidentiality / Protection from Retaliation
The identity of persons reporting harassment will be protected to the extent allowed by law.

Any RCSD deputy / employee reporting harassment or unwanted conduct will not be retaliated against. Any RCSD deputy / employee who engages in such retaliation will be discharged.

SECTION THREE - COOPERATION WITH FELLOW EMPLOYEES AND AGENCIES

3.01 Respect for Fellow Deputies and Employees

RCSD deputy / employee will treat other employees with respect, as they would prefer to be treated. They will be courteous, civil, and respectful of their superiors and their associates.

Command and supervisory personnel will support subordinates in their actions and orders where reasonable. They will avoid censuring subordinates in the presence of others and will not injure or discredit those under their authority by intentional or abusive conduct. This does not prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining, or criticizing should be done positively and constructively in an appropriate setting.

3.02 Supporting Fellow Employees

Unless legally authorized to do so, RCSD deputy / employee will not maliciously criticize the work or the manner of performance of other RCSD deputy / employee without written permission from the Sheriff. They shall refrain from originating or circulating any malicious gossip to the intended detriment of the Department.

3.03 Case or Operations Interference

RCSD deputy / employee will not interfere with cases assigned to others without receiving clearance from the deputy to which the case is assigned or as directed by a supervisor. Should interference occur, the assigned deputy shall submit a written report to his/her immediate supervisor.

3.04 Cooperation with Other Agencies

RCSD deputy / employee will cooperate with all governmental agencies by providing any aid or information such agencies are legally entitled to receive. Any doubts will be passed to a supervisor for approval before cooperation is rendered.

3.05 Disclosing Information Relating to Police Activities

Discussion of operations and official business of the department is prohibited outside of those authorized individuals that have a need to know.

3.06 Misconduct Known to Personnel

Failure to report a violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited.

SECTION FOUR - RESTRICTIONS ON BEHAVIOR

4.01 Interfering with Private Business

RCSD deputies / employees will not interfere with the lawful business of any person or

company.

4.02 Use of Intimidation

RCSD deputies / employees will not use their official position to intimidate persons engaged in a civil controversy.

4.03 Soliciting / Accepting Gifts & Gratuities

Unless approved in writing by the Sheriff, RCSD deputies / employees may not solicit or accept any reward, gratuity, gift, or compensation for services performed as a result of their relationship with the Department. This restriction applies regardless of whether the service was performed on-duty or off-duty.

4.04 Soliciting / Accepting Gifts from Suspects & Prisoners

RCSD deputies / employees are strictly prohibited from soliciting or accepting any gift, gratuity, loan, fee, or other item of value, or from lending or borrowing, or from buying or selling anything of value from or to any suspect, prisoner, defendant, or other person involved in any case, or other persons of ill repute, or professional bondsmen, or other persons whose vocations may profit from information obtained from the Department.

4.05 Reporting Bribe Offers

If any RCSD deputy / employee receives a bribe offer, he/she will immediately submit written report to the Sheriff and his/her immediate supervisor.

4.05 Accepting Gifts from Subordinates

Without approval from the Sheriff, RCSD deputies / employees will not receive or accept any gift or gratuity from subordinates.

4.06 Giving Testimonials and Seeking Publicity

As it may pertain to their employment with the Department, RCSD deputies / employees will not give testimonials or permit their names or photographs to be used for commercial advertising purposes. They will not seek personal publicity, either directly or indirectly, in the course of their employment.

4.07 Soliciting Business

RCSD deputies / employees will not solicit subscriptions; sell books, papers, tickets, merchandise, or other items of value; or collect or receive money or items of value for any purpose while on duty unless specifically authorized in writing by the Sheriff.

4.08 Intoxication

RCSD deputies / employees will not be under the influence of any intoxicating beverage or substance during their tour of duty or immediately prior to their tour of duty. They will not use any intoxicating substance while off duty to such an extent that they become unfit to report for duty.

4.09 Drinking While in Uniform or On-Duty

RCSD deputies / employees will not consume alcoholic beverages while in uniform, on duty,

on government property, or in an official vehicle of this Department. They will not drive or operate motor vehicles within eight (8) hours after consuming alcoholic beverage(s).

4.10 Liquor on Official Premises

RCSD deputies / employees will not bring intoxicating beverages into a Department building or vehicle except as properly sealed and marked evidence in a criminal or juvenile case.

4.11 Entering Bars, Taverns, & Liquor Stores

Other than for the purpose of performing their official duties, on-duty or in uniform RCSD deputies / employees will not enter or visit any bar, lounge, parlor, club, store, or any other establishment whose primary purpose is the sale and/or on-premises consumption of alcoholic beverages. They will not purchase alcoholic beverages while on-duty or in uniform.

4.12 Playing Games While On-Duty

RCSD deputies / employees will not engage in any game of cards, billiards, pool, chess, dominoes, electronic, or other games while on-duty or in uniform.

4.13 Political Activity

RCSD deputies / employees will not participate (*e.g.*, make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns while on-duty or in uniform.

4.14 Seeking Personal Preferment

RCSD deputies / employees will not solicit petitions, influence, or seek the intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion, or change of duty for themselves or any other person.

SECTION FIVE - IDENTIFICATION AND RECOGNITION

5.01 Giving Name & Badge Number

RCSD deputies / employees will give their name, badge number, and other pertinent information to any person requesting such facts unless doing so would jeopardize a successful completion of a police assignment.

5.02 Carrying Official Identification

RCSD deputies will have official police identification available at all times unless involved in sanctioned covert activities, or engaged in athletic or activities.

5.03 Personal Cards

Business cards showing connection to the RCSD must be approved by the Sheriff.

5.04 Exchange, Alteration, or Transfer of Official Insignia

RCSD has the sole and exclusive rights to have and use the badges, patches, emblems, coins, descriptive or designating marks, and other official insignia of the Department. It is strictly prohibited for any RCSD deputy / employee to wear, exhibit, display, use, create, and/or

cause to be created any unauthorized items referenced or related to the items referenced herein without the written authorization from the Sheriff or Undersheriff. The official badge, patch, or logo of the agency will not be altered, transferred, or exchanged except as authorized by Sheriff.

SECTION SIX - MAINTENANCE OF PROPERTY

- 6.01 Use of Rankin County Property or Service
RCSD deputies / employees will not use or provide any Rankin County equipment or service other than for official Rankin County business unless specifically authorized by the Sheriff.
- 6.02 Responsibility for Rankin County Property
RCSD deputies / employees are responsible for keeping agency equipment clean, in good working order, and protecting it from loss, damage, or destruction. RCSD deputies / employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the Department for the loss or damage.
- 6.03 Reporting Needed Repairs
RCSD deputies / employees will promptly report the need for repair of Rankin County-owned property to their supervisor.
- 6.04 Responsibility for Private Property
RCSD deputies / employees are responsible for protecting private property or equipment that comes into their possession by reason of their office against loss, damage, or destruction.
- 6.05 Care of Quarters
RCSD deputies / employees will keep their offices, vehicles, lockers, and desks neat, clean and orderly.
- 6.06 Property and Evidence
RCSD deputies / employees will tag and place all evidence in the custody of the evidence officer by the end of their shift, or otherwise provide written justification for the tardy submission. They will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures.
- 6.07 Alteration or Modification of Police Equipment
RCSD deputies / employees will not use any equipment that does not conform to policy or specifications. All equipment will be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions will be made to such equipment unless approved by the Sheriff.
- 6.08 Parking in Unauthorized or Reserved Parking Spaces
Parking in designated handicap permit spaces, reserved or restricted space, or marked fire lanes, unless responding to an actual emergency, is prohibited.

SECTION SEVEN: RELATIONSHIPS WITH COURTS AND ATTORNEYS

- 7.01 Attendance in Court
RCSD deputies / employees will arrive on time for all required court appearances and will be prepared to testify.
- 7.02 Recommending Attorneys or Bondsmen
RCSD deputies / employees will not suggest, recommend, advise or counsel the retention of a specific attorney or bondsman to any person coming to their attention as a result of police business.
- 7.03 Testifying for a Defendant
RCSD deputies / employees that have been subpoenaed or requested to testify for a criminal defendant, or against Rankin County, or against the interest of the Department in any hearing, trial, or proceeding will immediately notify the Sheriff, through the chain of command. Likewise, they will honor the subpoena and notify their immediate supervisor in a timely manner.
- 7.04 Interviews with Attorneys
Interviews between a RCSD deputy / employee and an attorney for a complainant (criminal) or Plaintiff (civil) about a case arising from their employment with the Department will be done only in the presence of or with the knowledge and consent of the Sheriff.
- 7.05 Assisting in Civil Cases
RCSD deputies / employees will not serve civil-process papers nor render assistance in civil cases except as required by law and approved by the Sheriff. They will not volunteer to testify in any civil action arising from Department duties.
- 7.06 Notice of Lawsuits
RCSD deputies / employees who have had a suit filed against them because of an act performed in the line of duty will immediately notify the Sheriff in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.
- 7.07 Notice of Investigation, Arrest, or Citation
RCSD deputies / employees who become the subject of citations or arrest actions will immediately notify the Sheriff in writing. Any RCSD deputy / employee who has reason to know that they are the subject of a criminal or civil action will immediately notify their supervisor, who will in turn notify the Sheriff.



Rankin County Sheriff's Department Law Enforcement Policies and Procedures

Subject: Training & Proficiency Testing	Policy No. 1.09
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

Deputies of the Rankin County Sheriff's Department (RCSD) will receive meaningful training that exceeds minimum training requirements established by the Mississippi Board on Law Enforcement Officer Standards and Training (BLEOST) to ensure that they and other employees maintain the skills necessary to efficiently and effectively carry out their duty assignments.

DISCUSSION

Training is one of the most important activities in any law enforcement agency. Training serves three broad purposes. First, trained deputies are generally better prepared to act decisively in an ever-widening range of situations. Second, effective training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose.

PROCEDURES

- 1) **GOALS** – The goals of the RCSD training program include:
 - a) Meeting mandatory and in-service training requirements, at a minimum.
 - b) Exceeding mandatory and in-service training requirements, when possible.
 - c) Maintaining better-educated, more professional personnel.
 - d) Providing in-service training to every deputy each calendar year.
 - e) Maintaining deputy demonstrated proficiency levels regarding key enforcement tools when issued, such as:
 - i) Firearms
 - ii) Less-Lethal Munitions
 - iii) Distraction Devices
 - iv) Conducted Energy Devices
 - v) Chemical Agent Devices
 - vi) Impact Weapons
 - vii) Handcuffs / Other Restraint Devices

- viii) Use of Bodily Force
- ix) Emergency Vehicles

- f) Accomplishing RCSD objectives efficiently and effectively.
- g) Improving law enforcement and community relations.
- h) Developing career opportunities within the Department.
- i) Training in specialized areas of law enforcement.
- j) Providing uniformity of service, response capabilities, and understanding for RCSD deputies / employees.
- k) Developing officer skills in working with the law-abiding citizens of the community.

2) **TRAINING DIRECTOR**

- a) The Training Director is appointed by the Sheriff and reports directly to the Sheriff or Undersheriff.
- b) The responsibilities of the Training Director include, but are not limited to, the following:
 - i) Maintaining and updating all personnel training records for the RCSD.
 - ii) Coordinating the training programs for the following departments and/or areas of the RCSD:
 - (1) Initial and/or Basic Training
 - (2) State Mandated Certification and Re-Certification
 - (3) In-Service Training
 - (4) Firearms Qualifications
 - (5) Department Specific Certification / Re-Certification / Training
 - (6) Device Specific Certification / Re-Certification / Training
 - (7) Remedial Training
 - (8) Career Development Courses
 - (9) Legal Updates
 - (10) Law Enforcement Seminars
 - (11) BLEOST compliance
 - iii) Setting the dates for proficiency training, evaluation, and/or certification, testing requirements, and pass or fail standards except those minimum BLEOST requirements.

3) GENERAL TRAINING / RETRAINING REQUIREMENTS

- a) The RCSD shall be in receipt of a professional certificate issued by BLEOST for each deputy, reserve deputy, law enforcement personnel having responsibility for the enforcement of criminal laws in general prior to him/her exercising any criminal enforcement authority with the RCSD.
- b) Every deputy shall attend and complete at least 32 hours of certified in-service training annually.
- c) Every deputy assigned to an investigator position will successfully complete at least 16 hours of investigative training that has been approved by BLEOST and/or the Training Director prior to, or as soon as practical after, being assigned to the position. When a deputy is chosen for an Investigator position, his/her supervisor will contact the Training Director and request that the deputy be assigned to an approved investigative training class at the earliest available opportunity.
- d) Every investigator shall attend and complete at least 8 hours of certified in-service investigative training annually, which will count towards their 32 hours of training required in § (3)(b) above.
- e) Every deputy promoted to sergeant, lieutenant, or a higher ranked employee of the RCSD will successfully complete at least 16 hours of supervisory, leadership, and/or management training that has been approved by BLEOST and/or the Training Director prior to, or within one (1) year of, such appointment or promotion.
- f) Every sergeant, lieutenant, or a higher ranked employee of the RCSD shall attend and complete at least 8 hours of certified in-service supervisory, leadership, and/or management training annually, which will count towards their 32 hours of training required in § (3)(b) above.
- g) No training / re-training required herein shall be deemed completed until the deputy / employee has provided the Training Director with a certificate or written proof of completion of the training / re-training program. These certificates or written proof of completion shall be maintained in the employee's training file.
- h) RCSD deputies / employees are encouraged to request additional training over and above the foregoing minimum requirements.
- i) Failure to successfully complete mandated training / re-training shall result in disciplinary action, including but not limited to being placed on administrative leave without pay until the training / re-training is complete.

4) FIELD TRAINING PROGRAM

a) Definitions

- i) *Field Training Officer (FTO)* – A certified deputy who has a secondary duty as an FTO and who meets the requirements of an FTO as outlined herein.
- ii) *Officer-In-Training (OIT)* – Also known as a “Trainee,” an OIT is a deputy who participates in the Field Training Program after successfully completing the Mississippi’s state minimum training program and certification.

b) The Field Training Program shall be administered by the Training Director, who shall oversee the development, review, and annual revision of the standards and practices of the Field Training Program.

c) The selection and number of FTOs shall be at the discretion of the Sheriff, with assistance from the Training Director.

d) FTOs that are assigned to supervise an OIT shall:

- i) demonstrate professional and ethical behavior, reinforce the policies and procedures of the RCSD, and generally assist the OIT as they transition from a Mississippi minimum training to the field; and
- ii) be assessed on these criteria by the Training Director.

e) FTO requirements shall include the following:

- i) A written recommendation from his/her immediate supervisor, forwarded through the chain of command to the Sheriff and Training Director.
- ii) A minimum of two years of experience as a deputy with the RCSD.
- iii) Successful completion of a specialized training course to become certified as an FTO that has been approved by the Training Director.

f) FTO Misconduct and Disciplinary Review:

- i) The Training Director shall be responsible for maintaining a current list of all FTOs and ensuring Misconduct and Disciplinary Reviews are completed on all FTOs at least twice annually. The Training Director shall maintain records of these reviews.
- ii) Any deputy that has a disciplinary history of three or more sustained allegations of misconduct, or one sustained allegation of serious misconduct, within the prior three years shall be ineligible to serve as an FTO.

- g) Certified deputies with less than one (1) year of experience as a law enforcement officer or deputy shall be required to successfully complete an eight (8) week field training program consisting of four phases under the supervision of an FTO prior to being released to any type of solo law enforcement functions.
- h) Certified deputies with more than one (1) year of experience as a law enforcement officer or deputy shall be required to successfully complete an accelerated four (4) week field training program consisting of four phases under the supervision of an FTO prior to being released to any type of solo law enforcement functions.
- i) Certified deputies that are rehired at the RCSD shall be required to successfully complete an accelerated two (2) week field training program, consisting of policy review and department updates, under the supervision of an FTO prior to being released to any type of solo law enforcement functions, so long as they are rehired within three years of leaving the department.
- j) The Training Director may extend the time an OIT is required to be in the field training program depending on need and at his / her discretion.
- k) Failure to successfully complete the mandated field training program shall result in disciplinary action, including but not limited to termination.

5) PROFICIENCY RATINGS

- a) No RCSD deputy / employee will carry or use law enforcement related equipment / items without:
 - i) having completed an initial course in its application / use,
 - ii) if his/her certification for use of the equipment has lapsed (where applicable), and/or
 - iii) where he/she has not annually demonstrated proficiency in its application / use.
- b) Evaluation will be on a pass or fail basis and this data and/or results will be recorded in the deputy's training file.
- c) Refresher training will generally be provided just prior to evaluation.
- d) Where and to the extent possible, deputies will be evaluated by realistic, practical evaluation as opposed to written examination.

6) REMEDIAL TRAINING

- a) A RCSD deputy / employee's performance may require remedial training in certain areas, including firearms qualifications.

- b) The deputy / employee's supervisor will coordinate remedial training with the Training Director, with remedial training being offered for:
 - i) Any device to be carried or used by the deputy, including a firearm,
 - ii) Operation of RCSD vehicles, and/or
 - iii) Specialized remedial training needed by the deputy (*e.g.*, warrants, search and seizure, use of force, interview techniques, etc.)
- c) If a RCSD deputy / employee receives a disciplinary action (including a written reprimand) related to his/her performance of duty, that he/she shall receive remedial training related to the action and deemed proper by the Training Director.
- d) Failure to successfully complete mandated remedial training may result in disciplinary action, up to and including termination.

7) **SPECIALIZED SRT TRAINING**

- a) Special Response Team members are required to successfully complete specialized training on at least a monthly basis.
- b) The SRT Commander is responsible for coordinating and mandating the regular training required for his/her team, as well as all re-training needed by SRT members under his/her command.
- c) The SRT Commander is responsible for forwarding all training and a roster of the attendees to the Training Director for the SRT member's training file.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Firearms Training & Proficiency Evaluation	Policy No. 1.10
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY:

Without exception, all deputies and/or armed employees (regular, part-time, reserve, etc.) at the Rankin County Sheriff's Department (RCSD) will at least annually demonstrate proficiency with the pistols they carry or have occasion to carry on duty. Additionally, they will at least annually demonstrate proficiency with all firearms used as back-up weapons. No deputy may carry a firearm that he/she has not demonstrated proficiency as set forth by the RCSD and/or the Mississippi Board on Law Enforcement Officer Standards and Training (BLEOST), and/or Mississippi law.

PROCEDURES:

- 1) **FIREARMS & RANGE INSTRUCTOR QUALIFICATIONS:** Firearms instructors of the RCSD must meet the following qualifications:
 - a) Complete an approved law enforcement firearms instructor course conducted by certified instructors.
 - b) Demonstrate 90% proficiency with each category of firearm carried by deputies / employees of the RCSD.
 - c) Be proficient in teaching firearms safety, care and cleaning, safe storage, tactical firearms use, and weapons retention.

- 2) **GENERAL GUIDELINES**
 - a) The RCSD will annually hold at least four (4) firearm qualification courses. All RCSD deputies and/or armed employees are required to attend at least three of the four firearm qualification courses, unless specifically excused in writing by their Supervisor.
 - b) The Training Director shall maintain attendance records for all firearm qualification courses.
 - c) Failure to attend at least three of the four firearm qualification courses shall result in disciplinary action, including but not limited to being placed on administrative leave without pay until the training / re-training is complete.

- d) Failure to annually demonstrate proficiency with the pistols carried or have occasion to carry on duty shall result in disciplinary action, including being prohibited from carrying such weapon while on duty.
- e) Firearm qualification courses will be conducted in accordance with BLEOST and/or State standards at specified times at an approved firing range.
- f) Deputies will wear the rig and holsters they normally wear on duty. For uniformed deputies, this includes all equipment normally worn or carried on the person.
- g) Detectives and those working primarily in civilian attire will wear and use the holster and utility equipment used daily.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Professional Conduct	Policy No. 1.12
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY:

All personnel of the Rankin County Sheriff's Department (RCSD) must conduct themselves honestly, efficiently, and with integrity. The public is entitled to courteous and competent responses to requests for law enforcement service.

PROCEDURES:

- 1) Sworn or civilian employees will always be courteous when interacting with the general public.
- 2) RCSD deputies / employees will avoid behavior and practices that cause the public to question the integrity of the individual deputy / employee or this Department.
- 3) Off-duty deputies / employees will conduct themselves as though they were on duty, while in uniform. They will not reveal or make public any order or information to any person unless the disclosure is authorized, and the intended receiver has a need to know.
- 4) RCSD deputies / employees are governed by ordinary and reasonable rules of good conduct and behavior whether on or off duty. They will always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the Department.
- 5) RCSD deputies / employees will always remember that they are sworn to uphold the law, abide by the policies and procedures of the RCSD, and the law, while protecting the rights of all people as afforded by the Constitution of the United States of America and the State of Mississippi
- 6) **LAW ENFORCEMENT ETHICS** - RCSD deputies / employees shall read and adhere to the Mission Statement (#1.02), the Objective Statements (#1.03), the Cannons of Police Ethics (#1.04), the General Orders (#1.07), as well as all policies, procedures, direct / verbal orders as adopted by the RCSD, as well as all federal, state, and local laws applicable to them.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Abuse of Position	Policy No. 1.13
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY:

All deputies / employees of the Rankin County Sheriff's Department (RCSD) will refuse any special privileges or exemptions for themselves or for their:

1. Spouse
2. Child
3. Parent
4. Other family member or relative
5. Friend
6. Acquaintance
7. Non-acquaintance

DEFINITIONS:

Authoritative Position: All RCSD deputies / employees have a position of great authority afforded them by society. Because of this authority, they are in a position to influence citizens within a community. With this authority comes grave responsibilities.

Conflict of Interest: A situation for which a person may have more than one specific self interest in the outcome.

PROCEDURE:

1) ABUSE OF POSITION

- a) In compliance with this Department's procedures, RCSD deputies / employees will consider the following situations an abuse of position:
 - i) Becoming involved in a situation that is a conflict of interest.
 - ii) Use of authority for the purpose of financial gain.

2) CONFLICT OF INTEREST REGARDING ABUSE OF POSITION

- a) RCSD deputies / employees will avoid becoming involved in any situation, either on or off duty, for which a conflict of interest is present.
- b) If an RCSD deputy / employee responds to a call for which a conflict of interest presents itself, he/she will control the situation, request a supervisor to respond, and cease any further involvement in the situation after being properly relieved.

3) FINANCIAL GAIN REGARDING ABUSE OF POSITION

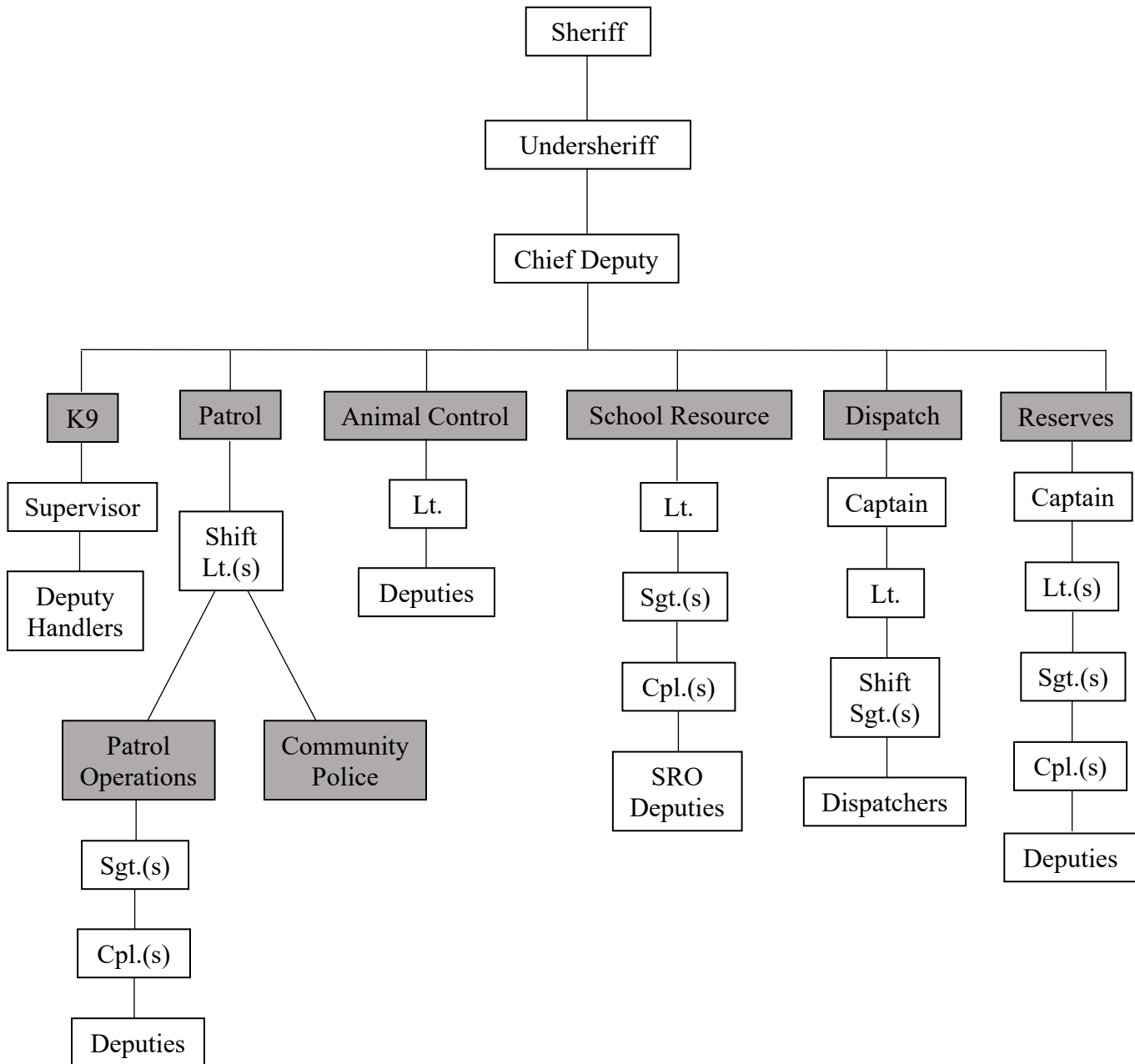
- a) RCSD deputies / employees, while in their official capacity, shall **NEVER**:
- i) Accept payment, cash, or property for services delivered in their official capacity. Any RCSD deputy / employee confronted with such a situation will immediately complete a report to be forwarded to the Sheriff.
 - ii) Accept any gift or gratuity from a subordinate, unless approved by the Sheriff.
 - iii) Attempt to negotiate any payment of cash or property from another person or institution in their capacity of official police business.
 - iv) Give testimony or use their name or photograph regarding commercial advertising, unless approved by the Sheriff.
 - v) Seek personal publicity, either directly or indirectly, in the course of their employment.
 - vi) Solicit subscriptions.



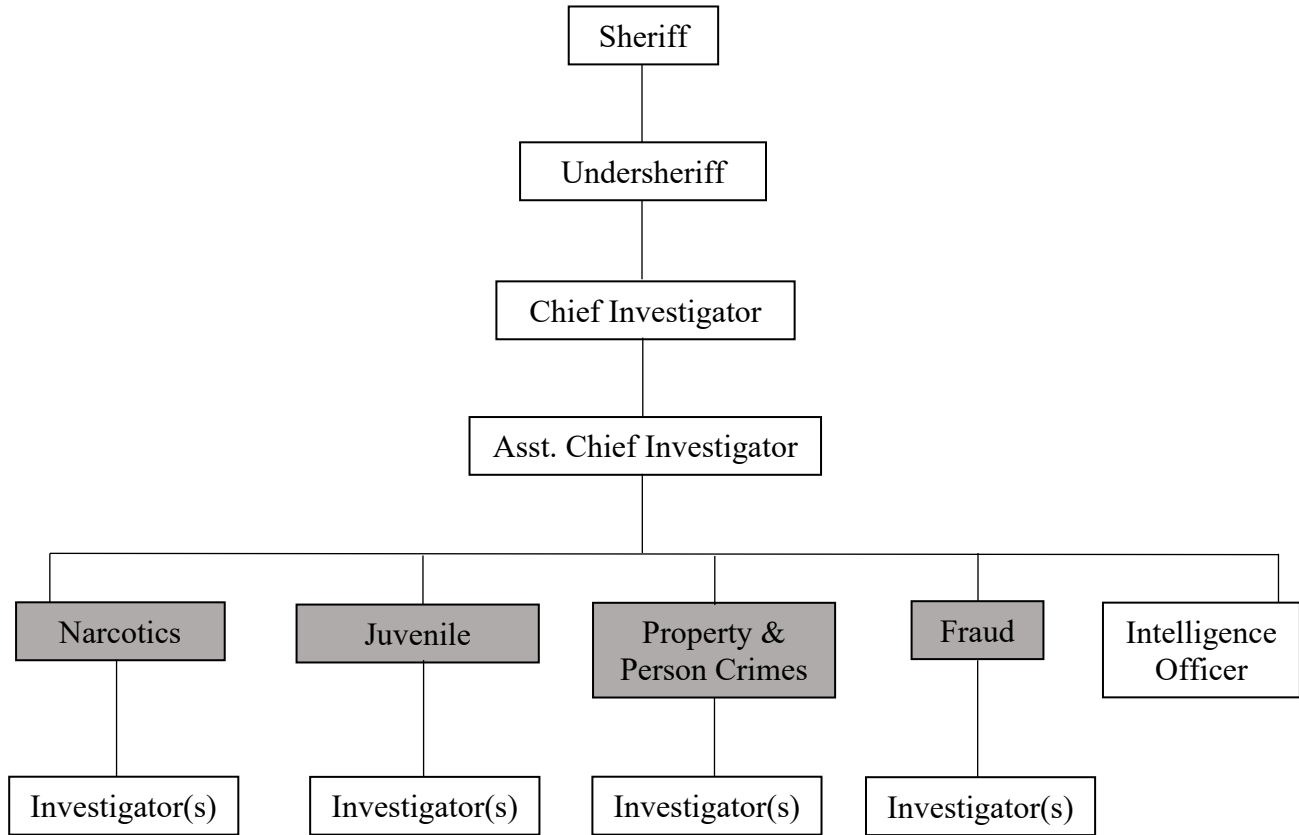
**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Organizational Chart	Policy No. 1.14
Vol.: 1. Standards, Ethics, & Management	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

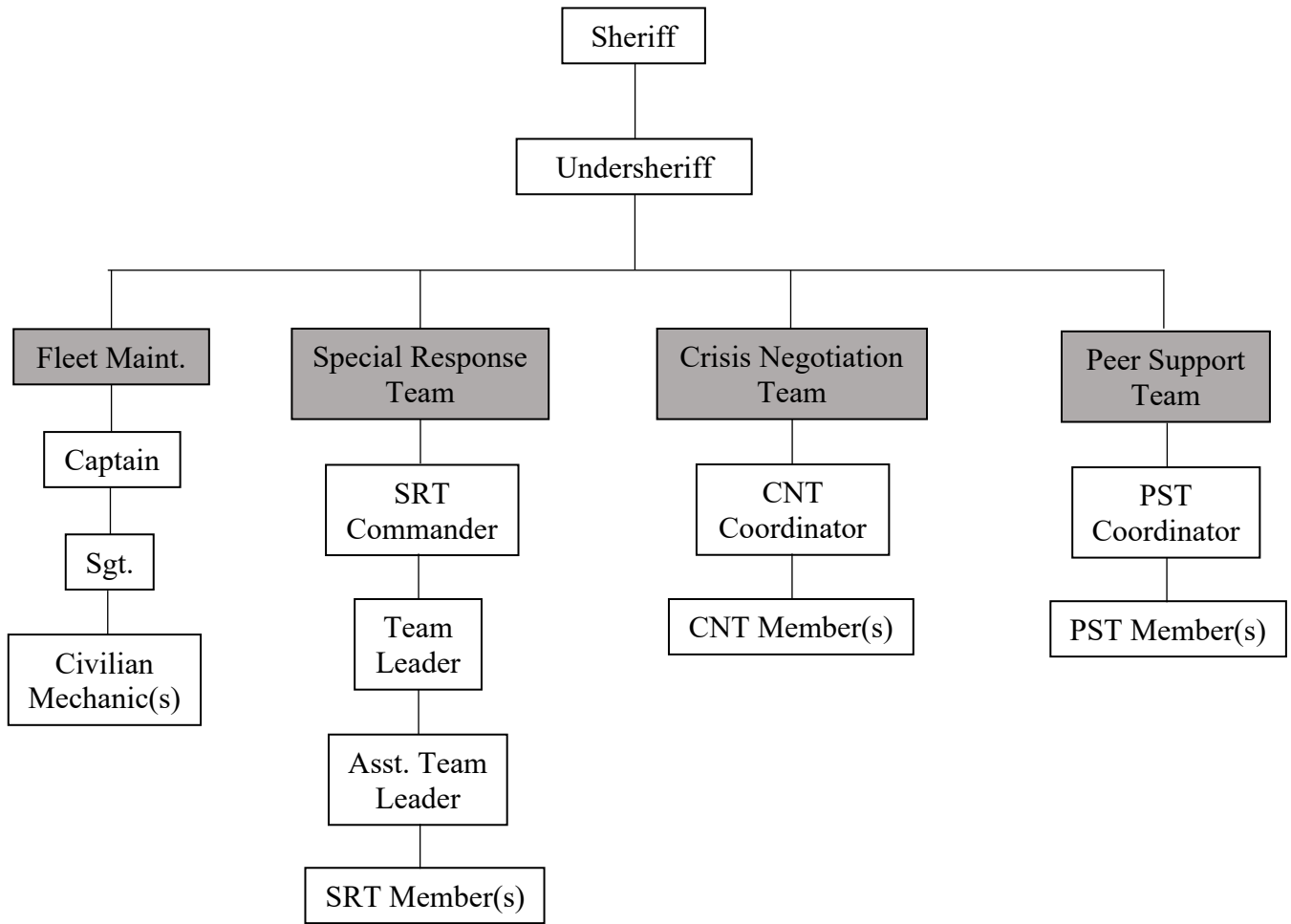
PATROL



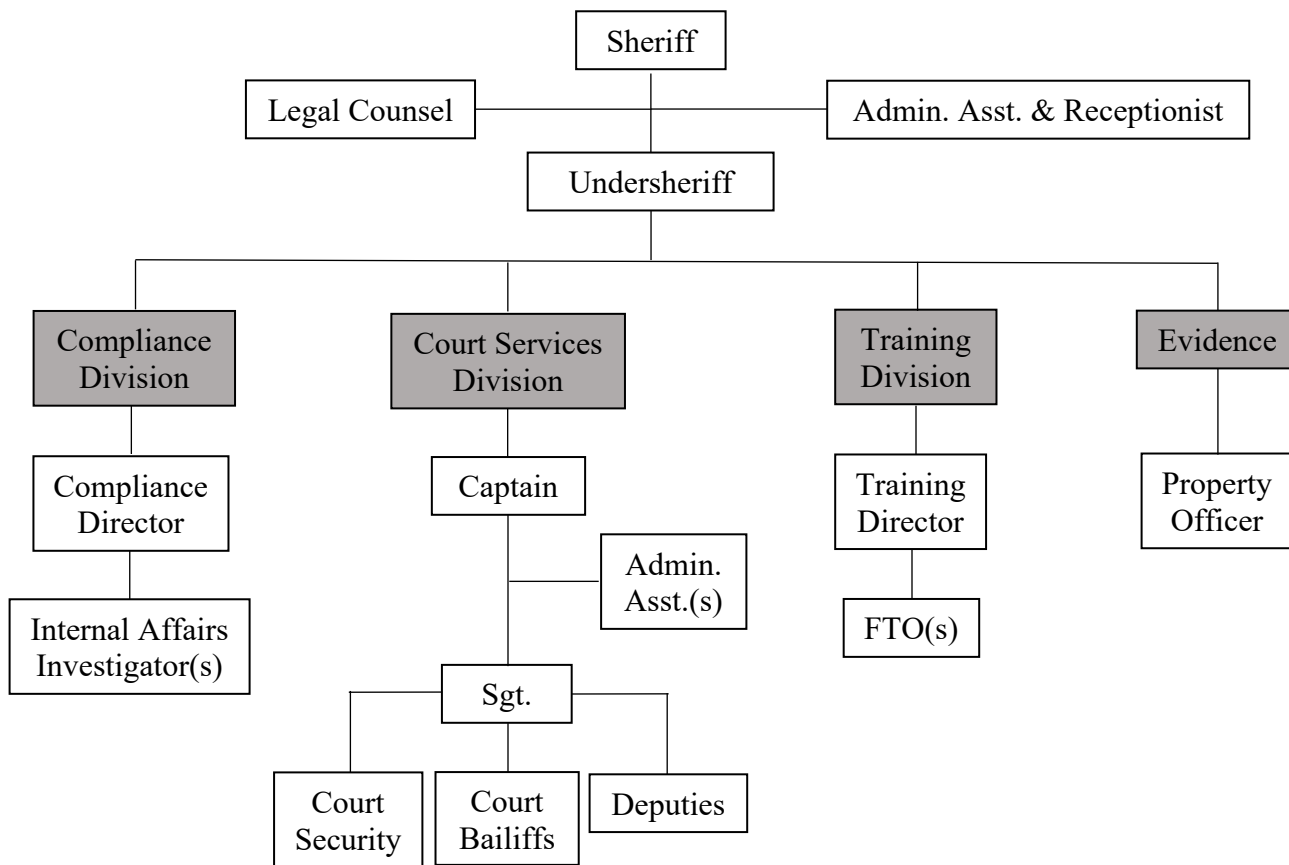
INVESTIGATIONS



TEAMS



ADMINISTRATION / MISC.





**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Complaints	Policy No. 2.06
Vol.: 2. Personnel	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

It is the policy of the Rankin County Sheriff's Department (RCSD) to investigate all complaints of alleged misconduct or criminal misconduct on the part of all active deputies and/or employees in accordance with federal, state, and/or local laws, to equitably determine whether the allegations are valid or invalid, and to take appropriate action.

PROCEDURES

1) COMPLAINTS AGAINST RCSD DEPUTIES / EMPLOYEES – GENERAL

- a) The Compliance Director will establish means for submitting, investigating, and responding to complaints against active RCSD deputies / employees.
- b) An investigation into the conduct of a RCSD deputy / employee may be initiated either by the Sheriff, Undersheriff, another RCSD deputy / employee, or a citizen.
- c) Anonymous complaints should be carefully reviewed for validation prior to dismissal for lack of a credible complainant.
- d) The Sheriff has the ultimate authority to determine the disposition of all administrative investigations and to discipline based on the facts of the case. In order to retain flexibility in the disciplinary process and to take into account mitigating circumstances, determinate discipline will not be utilized, except in those cases deemed appropriate by the Sheriff.

2) INVESTIGATIONS

- a) Internal Affairs Investigators are assigned by the Compliance Director. These can be a supervisors from another division, although a supervisor shall not be assigned to investigate his/her immediate subordinate. Depending on the nature of the complaint, these may be RCSD investigators and/or the Compliance Director.
- b) All internal affairs investigations are conducted with strict confidentiality.
- c) Every attempt should be made to complete the investigation within a reasonable amount of time, not to exceed 45 days from receipt of a complaint.

- d) A RCSD deputy / employee should be notified of his/her *Garrity* rights prior to being interviewed or providing a statement, where applicable.

3) **HARASSMENT, SEXUAL HARASSMENT, SEXUAL ABUSE & DISCRIMINATION**

- a) The RCSD is committed to preventing individuals from being subjected to harassment, sexual harassment, sexual abuse, and/or discrimination.
- b) All RCSD deputies / employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct, and will immediately report any harassment.
- c) No form of harassment will be tolerated, including harassment because of an individual's race, national origin, religion, disability, pregnancy, age, military status, gender, sex.
- d) **Sexual harassment** is considered:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature to constitute sexual harassment when: (1) the submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment; (2) the submission to, or rejection of, such conduct by an individual is used as the basis for an employment decision affecting such individual; (3) such conduct is so severe or pervasive that it has the purpose, or effect, of unreasonably interfering with an individual's work performance or creating a sexually intimidating, sexually hostile, or sexually offensive working environment; or (4) such condition that may not be sexual in nature, but may lead to a sexually hostile or sexually offensive working environment, thereby creating intolerable working conditions.

- e) Sexually harassing conduct includes, but is not limited to, the following actions:
 - i) Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics.
 - ii) Verbal abuse of a sexual nature to include:
 - (1) repetitive use of offensive words of a sexual nature describing body parts or a sexual act, or
 - (2) telling suggestive ("dirty") stories.
 - iii) Conversation between employees about subjects that are sexual in nature and perceived as offensive.
 - iv) Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive.

- v) Retaliation against employees for complaining about sexually harassing behavior.
- f) Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.
- g) **Sexual abuse** is considered:

Unwanted sexual activity, with perpetrators using force, making threats, or taking advantage of victims who are unable to give consent.
- h) **Sexual discrimination** is considered:

Treating someone (an applicant, employee, or citizen) unfavorably because of that person's sex and/or gender identity.
- i) Federal law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, and any other term or condition of employment.
- j) RCSD deputies / employees may be placed on administrative leave or administrative reassignment during the investigation of harassment, abuse, and/or discrimination, at the discretion of the Sheriff.
- k) RCSD deputies / employees who are inhibited by the chain of command may report instances of harassment, sexual harassment, sexual abuse and/or discrimination directly to the Sheriff and/or Undersheriff.

4) **RACIAL DISCRIMINATION & HARASSMENT**

- a) The RCSD is committed to providing a work environment that is free of discrimination and/or harassment based on race.
- b) All RCSD deputies / employees are expected to maintain and promote a productive working environment free of harassing or discriminatory conduct, and will immediately report any harassment and/or discrimination.
- c) **Race discrimination** is considered:

Treating a person unfavorably because they are of a certain race or possesses personal characteristics, often or commonly associated with a certain race (*e.g.*, skin color, hair texture, facial features, etc.).
- d) Offensive conduct between members of the same race may constitute harassment.
- e) Race discrimination can also involve treating a person unfavorably because the person is married to, in a relationship with, or associated with a person of a certain race.

- f) Federal law forbids the harassment of a person because of their race, which can include, but is not limited to:
 - i) The written or verbal use of racial slurs;
 - ii) The written or verbal use of offensive or derogatory remarks about a person's race; and
 - iii) The displaying of racially-offensive symbols.
- g) RCSD deputies / employees may be placed on administrative leave or administrative reassignment during the investigation of racial harassment and/or discrimination, at the discretion of the Sheriff.
- h) RCSD deputies / employees who are inhibited by the chain of command may report instances of racial harassment and/or discrimination directly to the Sheriff and/or Undersheriff.

5) **RETALIATION PROHIBITED**

- a) RCSD deputies / employees are prohibited from retaliating against any individual because they have filed a complaint or report, investigated a complaint or report, and/or provided information to, or cooperated in an investigation.
- b) Retaliation occurs when an adverse action is taken against an individual solely because the individual engaged in activity as described in this section.
- c) Any disciplinary action taken against a RCSD deputy / employee for filing a complaint or report in bad faith and/or being untruthful shall not be considered retaliation.
- d) Any RCSD deputy / employee who retaliates against any individual who has filed a complaint or report, and/or provided information to, or cooperated in an investigation, may be subject to discipline, up to and including termination, at the discretion of the Sheriff.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Duty to Intervene	Policy No. 2.07
Vol.: 2. Personnel	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

Deputies of the Rankin County Sheriff's Department (RCSD) have a legal duty to intervene on behalf of anyone whose constitutional rights are being violated by any law enforcement officer, regardless of department or agency.

PROCEDURES

- 1) The Fourth Amendment requires that every law enforcement officer has a duty to intervene when the officer:
 - a) Knows a fellow officer is violating an individual's constitutional rights,
 - b) Is present at the scene of the constitutional violation,
 - c) Has a reasonable opportunity to prevent the harm but nevertheless,
 - d) Chooses not to act.
- 2) This legal duty exists regardless of whether the law enforcement officer is a RCSD deputy or is employed by another department or agency. It also exists regardless of whether the fellow officer is superior in rank.
- 3) All RCSD deputies shall intervene if they witness a fellow officer engaging in any act that is unethical, violates federal or state law (including when force is being excessively or unreasonably applied or applied when there is no longer a justification), or violates RCSD policy.
- 4) **RECOGNIZING A VIOLATION OF RIGHTS** – Some violations are obvious. Other violations are more subtle. RCSD deputies must be mindful of the constitutional requirements imposed on law enforcement officers and aware that even trivial actions by fellow officers can trigger a duty to intervene.
- 5) **USE OF DE-ESCALATION TACTICS** – Not all situations require intervention by physical actions. Where appropriate, intervention may be achieved by various other means, including:
 - a) distracting the fellow officer,
 - b) redirecting the attention of the fellow officer,
 - c) directing / commanding the fellow officer to cease his/her actions (where appropriate, depending on rank), and/or
 - d) requesting that another officer assume the duties of the offending officer.

- 6) Where intervention requires action based on the situation presented, RCSD deputies are authorized and directed to take such reasonable action necessary to prevent a fellow officer from violating an individual's rights.
- 7) **DUTY TO REPORT** – A written report and/or complaint shall be provided to the Compliance Director any time a RCSD deputy is required to take significant physical action in furtherance of his/her duty to intervene.
- 8) **RETALIATION PROHIBITED**
 - a) RCSD deputies / employees are prohibited from retaliating against any deputy or other officer because they intervened under this policy and/or filed a complaint or report, investigated a complaint or report, provided information to, and/or cooperated in an investigation related to intervention under this policy.
 - b) Any RCSD deputy / employee who retaliates against any individual who has filed a complaint or report, provided information to, and/or cooperated in an investigation, will be subject to discipline, up to and including termination, at the discretion of the Sheriff.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Discipline	Policy No. 2.08
Vol.: 2. Personnel	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

The Sheriff has the ultimate authority to impose discipline, including suspension, demotion, and/or termination. All disciplinary actions taken under this policy are subject to, and will be consistent with, applicable federal and state laws, local ordinances, investigatory findings, and/or RCSD policy.

PROCEDURES

1) RESPONSIBILITIES OF COMPLIANCE DIRECTOR

- a) The Compliance Director is responsible for the detection and investigation of violations of federal, state, or local laws, any criminal acts, and/or violations of RCSD orders, policies, or procedures.
- b) Additionally, the Compliance Director is responsible for the administration of corrective action approved by the Sheriff in accordance with RCSD policies and procedures.

2) RESPONSIBILITIES OF SUPERVISORS

- a) Because, in many cases, supervisors have the continuing opportunity to observe the conduct and appearance of RCSD deputies / employees under their direction, they are authorized to administer corrective action to their subordinates in the form of remedial training or counseling. Remedial training shall be done in consultation with the Compliance Director and the Training Director.
- b) Supervisors shall take immediate action when a RCSD deputy / employee commits:
 - i) Any violation of federal, state, or local laws.
 - ii) Any criminal act.
 - iii) Any violation or disobedience of RCSD order, policies, and/or procedures.

3) RESPONSIBILITIES OF RCSD DEPUTIES / EMPLOYEES

- a) In the event that a supervisor is not present and any improper or unethical actions of a RCSD deputy / employee are witnessed by another RCSD deputy / employee, the

individual witnessing the actions will immediately notify a supervisor and will report the actions in writing to the Compliance Director.

- b) RCSD deputies / employees are required to immediately notify their supervisor and file a written report with the Compliance Director when they have witnessed another RCSD deputy / employee commit:
 - i) Any violation of federal, state, or local laws.
 - ii) Any criminal act.
 - iii) Any violation or disobedience of RCSD order, policies, and/or procedures.
- c) RCSD deputies / employees inhibited by the chain of command from reporting misconduct are required to submit the information directly to the Sheriff, Undersheriff, and/or Compliance Director.
- d) RCSD deputies / employees are prohibited from taking retaliatory or discriminating action against any RCSD deputy / employee who reports a violation under this policy.

4) **SUSPENSIONS**

- a) A charging letter signed by the Sheriff explaining the specific reasons for the suspension and the dates of the suspension will be provided to the RCSD deputy / employee at issue.
- b) The deputy / employee will immediately surrender the following departmentally-issued equipment:
 - i) Identification.
 - ii) Badge, if applicable.
 - iii) Weapon and ammunition, if applicable.
 - iv) Vehicle, if applicable.
- c) While a deputy / employee is on suspension from the RCSD, he/she is prohibited from acting in an official capacity or representing himself/herself as a member of the department. This includes any specialty team call-outs, overtime, and/or secondary employment. However, a deputy / employee who is on suspension is required to attend his/her assigned court event(s), unless otherwise directed by the Sheriff and/or Undersheriff.
- d) Since the duration of the suspension is stated in the charging letter, no return paperwork is needed. The deputy / employee should contact his/her supervisor to arrange for the return of his/her issued equipment. The equipment will be returned by the supervisor.

- 5) **DOCUMENTATION** – A record of all disciplinary actions – including oral reprimands, written reprimands, suspensions, or otherwise – shall be maintained in the personnel file of the deputy / employee.

- 6) **TERMINATION** – RCSD deputies / employees who have been terminated by the Sheriff will turn in all departmentally-issued equipment to his/her supervisor.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Unbiased Policing	Policy No. 3.05
Vol.: 3. General Patrol	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

Deputies / employees of the Rankin County Sheriff's Department (RCSD) are required to perform all duties and functions related to law enforcement activities with a commitment to unbiased and equitable treatment of all persons involved.

DEFINITIONS

Biased Policing: Discrimination in the performance of law enforcement duties or delivery of law enforcement services based on personal prejudices or partiality of deputies toward classes of individuals based on their individual demographics.

Individual Demographics: Protected classes include race, ethnicity, color, national origin, ancestry, sexual orientation, gender identity or expression, age, religion, disability (including pregnancy), socioeconomic status, cultural group, veteran's status, political status, and/or any other protected class status under federal, state, and local laws.

Racial Profiling: Any action initiated by law enforcement that relies upon individual demographics of an individual rather than:

the behavior of that individual, or
the information that leads law enforcement to a particular individual who has been identified as being engaged in or having been engaged in criminal activity.

Racial profiling includes use of racial or ethnic stereotypes as factors in selecting whom to stop and search. Racial profiling does not include law enforcement's use of certain individual demographics to determine whether a person matches a specific description of a particular subject.

PROCEDURES

1) FAIR AND IMPARTIAL TREATMENT

- a) The RCSD prohibits biased policing both in enforcement of the law and the delivery of law enforcement services.
- b) RCSD personnel shall take equivalent enforcement actions and provide equal services to all persons in the same or similar circumstances.

- c) RCSD personnel shall not consider individual demographics when performing law enforcement duties or delivering law enforcement services except when such characteristics are part of a specific subject description.
 - d) Unless exigent circumstances exist, RCSD personnel shall not engage in law enforcement services involving a family member, friend, relative, or other person with whom he / she has a personal relationship, such that their objectivity may be, or may appear to be, compromised. In situations where the deputy is personally involved, he / she will request assistance from other deputies.
 - e) RCSD personnel shall impartially perform their duties and shall not use racial profiling in the performance of their duties. By way of example, this means that investigative detentions, pedestrian and vehicle stops, arrests, searches, and property seizures by deputies will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment, and deputies must be able to articulate specific facts, circumstances, and conclusions that support reasonable suspicion or probable cause for their actions.
 - f) RCSD personnel are prohibited from interacting with individuals in a way that demonstrates a discriminatory motive or impact as evidenced by language or conduct, taking into account the totality of the circumstances.
 - g) RCSD personnel shall not use language or take actions to taunt or denigrate an individual, including using racist or otherwise derogatory language.
- 2) **PROFESSIONAL POLICING** – In an effort to prevent the perception of biased law enforcement practices, RCSD personnel shall use the following practices when contacting any citizen, regardless of the reason for the contact:
- a) Be courteous, and treat people with a high degree of ethics, professionalism, and respect.
 - b) Introduce or identify themselves to the citizen and explain the reason for the contact as soon as practical, unless providing this information will compromise the safety of deputies or other persons.
 - c) Ensure that the length of any detention is no longer than necessary to take appropriate action for the known or suspected offense.
 - d) Attempt to answer any relevant questions that the citizen may have regarding the citizen / deputy contact, including relevant referrals to other agencies when appropriate.
 - e) Provide name and badge number when requested, preferably in writing or on a business card.
 - f) Explain and/or apologize if a deputy determine that the reasonable suspicion was unfounded (*e.g.*, after an investigatory stop).

g) Advise the citizen how to file a complaint about law enforcement services, if asked.

3) COMPLIANCE

- a) RCSD personnel who witness or who are aware of instances of biased policing shall report the incident to a supervisor.
- b) Where appropriate, RCSD personnel are encouraged to intervene at the time the biased policing incident occurs.
- c) Depending on the nature and seriousness of the incident, supervisors may provide the involved officer(s) with informal, non-punitive intervention such as training and counseling.
- d) All complaints, whether internal or external, that cannot be resolved effectively and appropriately by supervisory personnel – or that are determined to be potentially serious in nature – shall be forwarded to the Sheriff and/or Undersheriff for investigation.
- e) The RCSD will maintain data relating specifically to complaints of biased policing. Information shall be provided to the Sheriff in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions.

4) **DUTY TO REPORT** – Regardless of tenure or rank, any RCSD personnel who observes another RCSD personnel engaging with an individual in a manner that they reasonably believe amounts to a violation of this policy, shall submit a complaint pursuant to #2.06.

5) **NO RETALIATION** – No RCSD personnel may retaliate against an individual who claims that any RCSD personnel discriminated against him / her or another individual.

6) **SUPERVISOR RESPONSIBILITY** – Supervisors shall ensure all RCSD personnel in their command are familiar with the content of this policy and are in compliance.

7) TRAINING

- a) Basic and periodic in-service training shall be required on subjects related to police ethics, cultural diversity, standards of conduct, implicit bias, and related topics suitable for preventing incidents of biased policing
- b) Remedial training on these topics shall be provided, where deemed necessary, in accordance with these policies.



**Rankin County Sheriff's Department
Law Enforcement Policies and Procedures**

Subject: Body Worn Camera	Policy No. 3.06
Vol.: 3: General Patrol	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

It is the policy of the Rankin County Sheriff's Department (RCSD) that deputies shall activate the body worn cameras (BWC) when in contact with the public or when such use is appropriate to the proper performance of his / her official duties, subject to the procedures set forth in this policy. All such recordings must be consistent with this policy and with applicable laws.

PURPOSE

The purpose of this policy is to provide deputies with instructions on when and how to use BWCs so that deputies may reliably record their contacts with the public.

DISCUSSION

The RCSD has adopted the use of BWCs to accomplish several objectives, primarily:

- 1) BWCs allow for accurate documentation of law enforcement contacts, arrests and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
- 2) Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and subject interaction and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
- 3) The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

PROCEDURES

1) **WHEN AND HOW TO USE THE BWC**

- a) Deputies shall not keep BWCs activated during their entire shift.
- b) Deputies shall activate the BWC to record all law enforcement activities and contact with citizens in the performance of official duties, including but not limited to
 - i) traffic stops,
 - ii) deputy-initiated stops of members of the public,
 - iii) arrests,

- iv) searches,
 - v) interviews and interrogations,
 - vi) warrant service,
 - vii) pursuits, and
 - viii) any other contact with a member of the public that a deputy reasonably believes may become adversarial.
- c) The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording.
 - d) Deputies shall not initiate the mute selection at any time the BWC is activated for recording.
 - e) Prior to interviews with crime victims and/or conversations with crime witnesses and members of the community who wish to report or discuss criminal activity, deputies shall advise the individual that they are being recorded. In all other situations, deputies should inform individuals that they are being recorded whenever possible.
 - f) In locations where individuals have a reasonable expectation of privacy, an individual may decline to be recorded unless the recording is being made pursuant to an arrest or search of the individual's residence.
 - g) Where an individual is not adversarial and consents to provide a non-recorded statement in an area where there is a reasonable expectation of privacy, the deputy may de-activate the BWC and proceed with the conversation or interview only after the individual's consent is recorded on the BWC.
 - h) If a deputy fails to activate the BWC in situations where recording is required by RCSD policy, fails to record the entire contact, or interrupts the recording, the deputy shall document why a recording was not made, was interrupted, or was terminated.
 - i) Civilians shall not be allowed to review BWC recordings at the scene.

2) PROCEDURES FOR BWC USE

- a) BWC equipment is issued primarily to uniformed personnel. However, other personnel may be issued BWCs depending on assignment or as authorized by the Sheriff or his designee.
- b) RCSD personnel shall only use BWCs issued by the RCSD and the use of other recording devices is prohibited.
- c) RCSD personnel who are assigned BWCs and BWC equipment must complete an approved training program to ensure proper use and operation. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper performance, and to incorporate changes, updates, and/or other revisions in policy and equipment.

- d) BWCs and BWC equipment is the responsibility of individual deputy and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the deputy's supervisor as soon as possible so that a replacement unit may be issued.
- e) Deputies shall inspect and test their BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems prior to starting their shift.
- f) Deputies shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute BWC recordings in any manner without prior written authorization and approval of the Sheriff or his designee.
- g) Deputies are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- h) If a deputy is suspected of wrongdoing or excessive use of force, the RCSD reserves the right to limit or restrict any deputy from viewing / listening to the BWC recordings. However, a deputy is entitled to supervised access of any recording of an incident involving the deputy before he/she is required to make a statement about the incident.
- i) Requests for deletion of portions of the recordings (*e.g.*, in the event of a personal recording) must be submitted in writing and approved by the Sheriff or his designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
- j) Deputies shall note in proper reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

3) STORAGE OF BWC DATA

- a) The BWC equipment and all data, images, video, audio, and metadata captured, recorded, or otherwise produced by the BWC equipment is the sole and/or exclusive property of the RCSD. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
- b) All data from BWCs shall be securely downloaded periodically and no later than the end of each shift rotation. Each file shall contain information related to the date, BWC identifier, and assigned officer.
- c) Access to BWC data (*e.g.*, images, video, audio, and metadata) must be specifically authorized by the Sheriff or his designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
- d) BWC data files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

4) SUPERVISORY RESPONSIBILITIES

- a) Supervisors shall ensure that deputies equipped with BWCs utilize them in accordance with policy and procedures as defined herein.
- b) At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that deputies are using BWC equipment appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.

5) RELEASE OF BWC DATA

- a) No BWC data, images, video, audio, and/or metadata shall be released pursuant to a public records request unless authorized by the Sheriff.

6) DISCIPLINARY ACTION

- a) Any violation of this BWC policy is grounds for disciplinary action, including but not limited to warning, suspension, demotion, transfer, or probation.
- b) The Sheriff or his designee may also impose other remedial actions in appropriate circumstances to include counseling, additional training and placing of conditions on continued employment.



Rankin County Sheriff's Department Law Enforcement Policies and Procedures

Subject: Use of Force	Policy No. 4.01
Issue Date: 4. Use of Force	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

Human life is sacred. Protecting human life is the most important mission of the Rankin County Sheriff's Department (RCSD). Apprehending criminals is less important than protecting innocent human life, including the deputy's own life. Deputies must recognize and respect the sanctity of life and value of all human life, and the need to treat everyone with dignity and without prejudice.

In this policy and other similar policies, the RCSD seeks to recognize the humanity, dignity, and civil rights of individuals, facilitate compliance with the law, assure that Department policy regarding the use of force promotes public safety and that officers engage in nondiscriminatory uses of force, reduce the circumstances in which using force is necessary, promote officer safety, and assure accountability when deputies use force that is inconsistent with law or policy.

The use of force against a community member is a significant action and must be recognized by all deputies as such. The use of force practices employed by deputies have an impact on the overall trust of the RCSD.

Deputies are authorized to use force in the course of their duties to achieve a lawful objective, protect others, and to protect themselves. The authority to use force is not unlimited and is subject to the requirements of the constitutions of the United States and the State of Mississippi, as well as all applicable federal and state law and regulations, and the policies of the RCSD.

DEFINITIONS

The following definitions will be used throughout this policy, as well as any other policy in this manual, including but not limited to *Policy #4.02* through *#4.09*.

Authorized Weapon: A weapon approved by the RCSD for sanctioned use by its deputies. No weapon is authorized for carry or use by a deputy unless expressly approved by the RCSD and the deputy has demonstrated proficiency with the weapon-type in accordance with RCSD guidelines. The only authorized weapons are:

- a) **Canine:** The use of a canine unit to pursue an individual.
- b) **Chemical Weapon:** A weapon capable of temporarily incapacitating a person through the controlled release of some chemical irritant or agent.

- c) **Conducted Energy Device (CED):** A weapon using small bursts of electrical energy to temporarily incapacitate a person.
- d) **Distraction Devices:** A device, whether fired from a weapon or hand throw (also known as flash-bang systems) that are used to provide a diversion or to mask the movements of law enforcement personnel.
- e) **Firearm:** Any device designated, made, or adapted to expel a projectile through a barrel by using energy generated by rapidly expanding gases, or any device readily convertible to that use; including all handguns, rifles, and shotguns.
- f) **Less-Lethal Munition:** A special munition including hand thrown devices, shotgun, or 37mm rounds loaded with rubber sabots, rubber pellets, beanbags, gas, stains, or similar projectiles or devices.
- g) **Restraint Devices:** A device used to restrain the movement of an individual, such as handcuffs, leg irons, the Emergency Response Belt (ERB), and/or the W.R.A.P.

Bodily Force: Any physical action by a deputy (e.g., holding, restraining, pushing, and pulling) which may include special skills (e.g., boxing, karate, and judo), but does not include the use of an authorized weapon.

Certification with Weapon: The deputy has demonstrated proficiency with a particular weapon and been tested in its safe care and use. The Deputy is thereby authorized to carry and use this weapon in the performance of his/her official duties both while on-duty and off-duty. Without a valid and up-to-date certification, the Deputy shall not carry or use this or a similar weapon.

De-escalation: Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.

Objectively Reasonable: An objective standard used to judge a deputy's actions or inactions, including use of force. Under this standard, a particular application of force must be judged through the perspective of a reasonable deputy facing the same circumstances, without the benefit of 20/20 hindsight, and be based on the totality of facts that are known to the deputy at the time force is used.

Probable Cause: The total set of apparent facts and circumstances in which a reasonable person may believe that a crime has been committed and the person proposed to be detained had something to do with the commission of that crime.

Serious Bodily Injury: Bodily injury or harm that creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

Use of Force: An intentional, direct or indirect, bodily contact that causes pain or injury or restricts someone's movement. Intentionally placing someone in fear of such contact, or threatening such contact, also constitutes force. This includes, but is not limited to:

- a) The use of any weapon, substance, vehicle, equipment, tool, device or animal that inflicts pain or produces injury to another.
- b) Any physical strike to any part of the body of another.
- c) Any physical contact or threat of contact by the deputy or a weapon that causes or threatens to cause pain or injury to another.
- d) Any physical contact or threat of physical contact by the deputy that results in restraint or physical manipulation of the physical movement of another.
- e) Unholstering or displaying a weapon, when engaged with an individual.

Levels of Force:

- a) **Low-Level Force:** Force not intended to and with a low probability of causing injury.
- b) **Non-Deadly Force:** Force that does not have the reasonable likelihood of causing or creating a substantial risk of death or great bodily harm. This includes, but is not limited to, physically subduing, controlling, capturing, restraining, or physically managing any person. It also includes the actual use of any less-lethal weapons and other weapons not normally considered deadly force options, when used consistent with RCSD training and policy.
- c) **Less-Lethal Weapon:** A weapon that does not have a reasonable likelihood of causing or creating a substantial risk of death or great bodily harm.
- d) **Deadly Force:** An action, with or without the use of a weapon, intended to cause death or serious bodily injury; or the use of any object in a manner intended to cause death or serious bodily injury to include choking.

PROCEDURES

1) LEGAL STANDARDS

- a) Use of force is controlled by the basic elements of a reasonable deputy's perception and a reasonable deputy's response. In other words, a deputy must not only assess the need for force, but also the relationship between the need and the amount of force used.
- b) Deputies will use objectively reasonable force to stop a perceived threat.
- c) The following factors will be used to determine whether the force used by a deputy was objectively reasonable:

- i) the relationship between the need for the use of force and the amount of force used;
 - ii) any effort made by the officer to temper or to limit the amount of force;
 - iii) the severity of the crime at issue;
 - iv) whether the individual poses an immediate threat to the safety of the deputy or others;
 - v) whether the individual was actively resisting; and
 - vi) the extent of injury suffered by the individual.
- 2) **AVOID USING FORCE WHEN FEASIBLE** – Deputies should attempt to resolve incidents with individuals without resorting to the use of force, including through de-escalation strategies, when feasible.
- 3) **DUTY TO DE-ESCALATE** – When all of the reasonably known circumstances indicate it is safe and feasible to do so, deputies shall:
- a) Attempt to slow down or stabilize the situation so that more time, options, and resources may become available.
 - b) Consider, based on the deputy’s actual observations and in the totality of the circumstances, whether a subject’s lack of compliance is a deliberate attempt to resist or an inability to comply based on factors including, but not limited to, the subject’s emotions and behavior.
 - c) De-escalation tactics include, but are not limited to:
 - i) Requesting additional deputies and other resources to the scene, which may make more force options available and may help minimize the overall force used.
 - ii) Placing barriers between an uncooperative subject and an officer.
 - iii) Attempting to isolate the subject and contain the scene.
 - iv) Minimizing risk from a potential threat using distance, cover or concealment.
 - v) Creating space between the officer and the subject, affording the officer the opportunity to take time to reevaluate force options.
 - vi) Disengagement from the interaction.
 - d) Deputies should use de-escalation techniques and other alternatives to higher levels of force consistent with their training whenever feasible and appropriate before resorting to force and to reduce the need for force.
 - e) Prior to using force, deputies should attempt to use the following concepts and tactics when safe and feasible, which may help deputies minimize risk to themselves and others.
 - i) Identify themselves as a deputy with the RCSD.
 - ii) Attempt to verbally de-escalate.

- iii) Attempt to use additional de-escalation tactics or control options.
 - iv) Give commands to be followed, and afford the person a reasonable opportunity to comply.
- 4) **WARNING PRIOR TO USE OF FORCE** – Before using any force against a suspect, time and opportunity permitting, deputies should will:
- a) Have probable cause to arrest that suspect;
 - b) State his/her intentions to arrest and identify himself/herself as a deputy with the RCSD;
 - c) State the reason for the arrest; and
 - d) When feasible, warn of the deputy’s intentions to use force.
- 5) **USE ONLY OBJECTIVELY REASONABLE FORCE**
- a) Deputies should only use force when that specific type of force is objectively reasonable, necessary, and proportional to the threat as reasonably perceived at the time.
 - b) The following are examples of a subject’s behavior that should be considered by deputies prior to using force, as well examples of the appropriate levels of response to each:
 - i) **Compliant:** The individual contacted by a deputy acknowledges direction or lawful orders given and offers no passive, active, aggressive, or aggravated aggressive resistance.

Appropriate Level of Response – Cooperative controls, including deputy presence, hand signals, verbal commands and instructions, light touching, or patting, etc. In other words, cooperation at this level is a two-way street.
 - ii) **Passive Resistance:** The individual does not comply with a deputy’s commands and is uncooperative, but only takes minimal physical action to prevent a deputy from placing him/her in custody and taking control. Examples include:
 - (1) Standing stationary and not moving upon lawful direction.
 - (2) Falling limply and refusing to use their power to move (becoming “dead weight”).
 - (3) Holding onto a fixed object or locking arms to another during a protest or demonstration.
Appropriate Level of Response – Contact controls, including strong or forceful soft hand, hand and arm holds, pressured physical movement of the suspect, removal, etc.
 - iii) **Active Resistance:** The individual’s verbal or physical actions are intended to prevent a deputy from placing him/her in custody and taking control but are not directed at harming the deputy. Examples include:

- (1) Walking or running away.
- (2) Breaking the deputy's grip.

Appropriate Level of Response – Compliance techniques. This is the threshold for any reasonable deputy to consider this suspect to be a potential threat to the deputy, themselves, or others. Compliance techniques may include all reasonable means to cause the suspect to comply as soon as reasonably possible. These techniques may include use of chemical weapons, CEDs, use of restraints, forced movement, forcing a suspect's limbs behind his back, forcing a suspect down on the floor or against a wall, or using other forms of rough physical force, etc. Once suspects are perceived as actively resistant, deputies should not relax care until the subject is fully secured.

- iv) ***Assaultive / Threat of Bodily Harm***: The individual displays the intent to harm the deputy, themselves, or another person and to prevent a deputy from placing him/her in custody and taking control. The aggression may manifest itself through a subject:

- (1) Taking a fighting stance.
- (2) Punching, kicking, striking.
- (3) Taking other actions which present an imminent threat of physical harm to the deputy or another.

Appropriate Level of Response – Defensive tactics. The original assaultive behavior may have been directed at a fellow suspect, apparent victim, or the deputy. Defensive tactics may include hard fist or any less-lethal means that are reasonable to stop the aggression, defend against the attack, and bring the suspect into compliance. It is contemplated and understood that reasonable deputies, while employing defensive tactics, may cause injury, serious injury, and in some isolated instances, death without intending such consequences.

- v) ***Aggravated Aggressive Resistance or Aggravated Assault***: The individual's actions are likely to result in death or great bodily harm to the deputy, themselves, or another. These actions may include:

- (1) Use of a firearm.
- (2) Use of a blunt or bladed weapon.
- (3) Extreme physical force.

Appropriate Level of Response – Deadly force, including firearms or any other means immediately available that a reasonable deputy, in the same circumstance, would consider as potentially causing death or serious bodily injury.

6) USE OF FORCE CONTINUUM

- a) Deputies should assess the situation and only use that level of force which is reasonable and necessary. The deputy's observations and assessments are crucial.

- b) Because the deputy must determine whether the actions of the individual(s) are in compliance with a deputy's law order or command, or alternatively, whether the individual(s) are non-compliant, deputies should use the use of force continuum, where feasible, as guideline to determine whether using force is objectively reasonable.
 - c) The stages of the use of force continuum include:
 - i) *Verbal Direction*: This is the least intrusive stage. This stage may include a simple verbal request to a direct compliance command.
 - ii) *Physical Direction*: This stage often requires physical contact with the person. The amount of physical direction and extent varies with the situation and circumstance. This stage shall be determined to mean that the deputy's contact can be as slight as a mere touch, to using grab holds, restraint and come-along techniques as adopted through RCSD training.
 - iii) *Bodily Force - Policy #4.04.*
 - iv) *Chemical Agent Display / Deployment - Policy #4.05.*
 - v) *Conducted Energy Device Display / Deployment - Policy #4.06.*
 - vi) *Less-Lethal Munition Display / Deployment - Policy #4.08.*
 - vii) *Firearms Display / Deployment - Policy #4.09.*
 - d) **Principles of Force Progression** - Stages in the progression of force and levels within each stage may be skipped due to the circumstances.
 - i) If possible, deputies should give the subject an opportunity to comply at each level. Once compliance is achieved, escalation in force ceases. To do otherwise constitutes excessive force.
 - ii) It is not the deputy who is the aggressor. A subject escalates the use of force by not complying. In failing to comply, the subject compels the deputy to progress to the next level.
 - iii) Progression is not always upward. Situations in which force is used are often in flux therefore, the deputy must continuously assess the circumstances and, as appropriate, escalate or de-escalate the level of force.
 - e) Under no circumstances will excessive force be tolerated.
- 7) **CONSIDERATIONS FOR USE OF FORCE** – The amount and degree of force deputies may use to achieve an objective takes into consideration the following possible issues, if time and circumstances allow:

- a) The nature and seriousness of the original offense committed by the suspect.
- b) Whether the person poses an immediate threat to the safety of the deputy or others.
- c) The proximity or access of weapons to the individual.
- d) Whether the person is actively resisting arrest or attempting to evade arrest by flight.
- e) The opportunity and actual ability of the suspect to injure the deputy, himself/herself, or others.
- f) The age, physical condition, disability, and behavior of the suspect.
- g) The influence of drugs or alcohol or the mental capacity of the individual.
- h) Feasibility and availability of alternative actions.
- i) The time available to the deputy to make a decision.
- j) The risk to bystanders or others from the use of force.
- k) Relevant actions by any third parties.
- l) Physical conditions (e.g., visibility, time of day, etc.) at the scene.
- m) Opportunity and actual ability of the suspect to injure the deputy, himself/herself, or others.
- n) Other exigent circumstances.

8) RESTRICTED OR PROHIBITED USES OF FORCE

- a) Maximal Restraint Technic / Hobble Restraint / Hog-Tying Prohibited
 - i) These techniques involve securing a subject's feet to their waist or handcuffs behind their back, and are prohibited.
- b) Neck Restraints / Choke Holds Restricted to Use of Deadly Force Situations.
 - i) These are defined as, but are not limited to, any method by which a deputy applies sufficient pressure to a person to make breathing difficult or impossible, and includes any pressure on the neck, throat or windpipe that may prevent or hinder breathing or reduce the intake of air. They also include applying pressure to a person's neck to stop the flow of blood to the brain.
 - ii) Neck Restraints and choke holds are strictly forbidden except only in deadly force situations.

- iii) If used in a deadly force situation, deputies shall cease the use of force immediately once the threat or justification for the use of force has ended, and shall seek immediate medical attention for the individual.
- c) Prone Positioning Restricted.
- i) A person in RCSD custody shall not be placed in the facedown / prone position or any other position that causes a breathing restriction, other than when necessary to secure the person or to prevent the person from causing harm to deputies, themselves, or others.
 - ii) If a person is in a position that causes a breathing restriction for the purpose of securing the person or preventing the person from causing harm to self or others, the person shall be placed in a sitting position, or laying on their side, in a recovery position, as soon as safely possible for all parties. These positions allow the person to breathe freely, reducing the possibility of bodily harm or death from any part of the body respiratory system being restricted or manipulated.
- 9) **ACCOMMODATE** – Deputies shall reasonably account for and calibrate force practices to accommodate people with disabilities, youth, and the elderly, or who are experiencing a language barrier.
- 10) **AVOID UNNECESSARY RISK OF INJURY** – Deputies shall use force in a manner that avoids unnecessary injury or risk of injury to the deputy, the suspect, or others.
- 11) **AVOID RETALIATION OR PUNISHMENT** – Deputies shall not use force to punish, retaliate, or deter a person from engaging in lawful conduct.
- 12) **DUTY TO DISCONTINUE FORCE** – Deputies shall modulate or discontinue the use of force as the threat subsides or when an individual is restrained.
- 13) **DUTY TO INTERVENE** – *Policy #2.07*
- a) Deputies have an obligation to protect the public and other RCSD employees.
 - b) Regardless of tenure or rank, any deputy who observes another deputy or an officer of any other agency using any force that they reasonably believe amounts to any prohibited force, or inappropriate or unreasonable force (including applying force when it is no longer required), must attempt to safely intervene by verbal and physical means, and if they do not do so may be subject to discipline to the same severity as if they themselves engaged in the prohibited, inappropriate or unreasonable use of force.
- 14) **DUTY TO REPORT** – Deputies shall recognize and act upon their duty to report any deputy or officer who used any prohibited, inappropriate, or unreasonable force, or failed to de-escalate when feasible.

15) **HOLD DEPUTIES ACCOUNTABLE** – The RCSD and all employees of this Department shall ensure that deputies are held accountable for use of force that is discriminatory, not objectively reasonable, or otherwise violates law or policy.

16) **DISCIPLINARY ACTION**

- a) Any violation of the RCSD Use of Force policies is grounds for disciplinary action, including but not limited warning, suspension, demotion, transfer, probation, or termination.
- b) The Sheriff or his designee may also impose other remedial actions in appropriate circumstances to include counseling, additional training and placing of conditions on continued employment.



Rankin County Sheriff's Department Law Enforcement Policies and Procedures

Subject: Use of Force - Reporting & Review	Policy No. 4.02
Issue Date: 4. Use of Force	Effective Date: November 20, 2023
Approval Authority: Bryan Bailey, Sheriff	

POLICY

Recording, analyzing, and acting on quality data is critical for the Rankin County Sheriff's Department (RCSD) to make data-driven decisions that are shaped by public safety needs and are free from discrimination.

These reporting requirements are designed to provide the RCSD with necessary information to (a) determine the effectiveness of policy, training, tactics, and supervision, (b) provide for community and officer safety, and (c) hold deputies and supervisors accountable.

DEFINITIONS

Level 1 Force: Any use of force by a deputy that can reasonably be expected to cause pain or an injury, but does not result in injury or complaint of injury. The following are examples of Level 1 Force, provided that the force does not result in injury or complained of injury:

- 1) Displaying or pointing a firearm when engaged with a subject.
- 2) Use of a weapon to push a subject without striking.
- 3) Pressure point compliance techniques.
- 4) Joint manipulation techniques.
- 5) Weaponless strikes or slaps, except strikes to the head or neck.
- 6) Takedowns.
- 7) Any other force used by a deputy to overcome the active resistance or assaultive behavior of an individual that does not rise to a Level 2 Force or a Level 3 Force.

Level 2 Force: Any use of force by a deputy that includes use of a less-lethal weapon or that causes injury or a complained of injury, but does not rise to Level 3 Force. The following are examples of Level 2 Force:

- 1) Level 1 Force that results in an injury or complained of injury.
- 2) Discharge of an RCSD-approved Chemical Agent (*Policy #4.05*).
- 3) Discharge or contact of a RCSD-approved Conducted Energy Device (*Policy #4.06*)
- 4) Weaponless strikes to the individual's head or neck.
- 5) Impact weapon strikes, except those to the head or neck.
- 6) Use of any less-lethal weapon (*Policy #4.08*).
- 7) Physical apprehension by a canine (*Policy #8.02*).
- 8) Any force used against a handcuffed individual.

- 9) Any other force used by a deputy to overcome the active resistance or assaultive behavior of an individual that does not rise to a Level 3 Force.

Level 3 Force: Any use of force by a deputy that is known or reasonably should be known to create a substantial risk of death or serious bodily harm. The following are examples of Level 3 Force:

- 1) The intentional discharge of a firearm (*Policy #4.09*) in the direction of another individual.
- 2) The use of an impact weapon to the head or neck.
- 3) Any force that causes the death of an individual.
- 4) Any force that causes injury to an individual that warrants care and/or treatment at a hospital.

PROCEDURES

1) USE OF FORCE REPORTING

- a) The reporting required when force is used shall be dependent on the level of force, which shall be categorized as either Level 1, Level 2, or Level 3.
- b) The reporting required herein shall be consistent with other RCSD policies and will be considered for Internal Affairs (IA) purposes.
- c) **Level 1 Report (Cover Page)** – Level 1 force shall be reported on the form attached and titled “*Cover Page – Level 1*” by the deputy who used force. This form is designed for easy reference and data collection by the RCSD.
- d) **Level 2 Report (Narrative Page)** – Level 2 force shall be reported on the *Cover Page – Level 1* form and the form attached and titled “*Narrative Page – Level 2*” by the deputy who used force. When completing the *Narrative Page – Level 2*, the following information should be included:
 - i) All efforts to de-escalate the situation prior to the use of force.
 - ii) All facts that the deputy believes justified the use of force.
 - iii) Why the deputy decided to use the level(s) of force used.
 - iv) Whether the subject was injured, displayed signs of an injury, or complained of an injury. This would include any pre-existing injuries observed by the deputy prior to force or that were aggravated as a result of the force used.
 - v) Whether medical aid was rendered or Emergency Medical Services (EMS) was called, and whether the deputy who used force rendered aid or called EMS.
 - vi) Whether the subject was transported to the hospital, including whether transportation to a hospital was because of force used.

- e) **Level 3 Report (Supervisor Review)** – Level 3 force shall be reported on the *Cover Page – Level 1 form* and the *Narrative Page – Level 2 form* by the deputy who used force. Additionally, a supervisor shall be notified and shall conduct an on-scene Supervisor Review of the Level 3 force in accordance with this policy.
- 2) **TIMING OF REPORTS** – Force Reporting shall be completed as soon as practical, but no later than the end of the shift.
- 3) **NO FORCE REPORTING REQUIRED** - The following listed actions do not require any Force Reporting unless otherwise required by this policy:
- a) Presence.
 - b) Verbal commands.
 - c) Escort holds.
 - d) Touch.
 - e) Verbal threats to use force.
 - f) Unholstering or displaying a weapon, other than a firearm, when engaged with subject(s).
 - g) Handcuffing – except where either:
 - i) An injury occurs or is reported as a result of the handcuffing, and/or
 - ii) Force is used on a handcuffed individual.
- 4) **SUPERVISOR FORCE REVIEW**
- a) Supervisors shall not conduct a Supervisor Force Review on their own use of force.
 - b) Supervisors may not conduct a Supervisor Force Review for any use of force they observed, unless another supervisor is unavailable within a reasonable period of time.
 - c) Upon being notified of a Level 3 use of force, the responding deputy should:
 - i) Instruct all involved deputies to request the subject and other witnesses remain on-scene until the supervisor arrives, if feasible. If the subject or witnesses do not remain on-scene, the supervisor should go to the subject’s location, if necessary, to complete the investigation.
 - ii) Immediately respond to the incident scene and conduct a preliminary investigation of the use of force, including:
 - (1) Identify all deputies who used force or who observed the force being used.
 - (2) Debrief the deputy who used force.
 - (3) Note all reported injury or alleged injury to any individual involved.
 - (4) Note any medical aid/EMS rendered to any individual involved, and take reasonable steps to offer deputies, suspects, and/or other individuals medical assistance.
 - (5) Locate and review any evidence related to the force or injury incident (*e.g.*, BWC, security video, private cameras, etc.).

- (6) Ensure any on-scene evidence is preserved and collected.
- (7) Interview the subject(s), if they consent.
- (8) Inspect and photograph the subject(s), if they consent.
- (9) Photograph the immediate area of the force event, and damage to equipment or uniforms caused by the force event.
- (10) Locate and identify witnesses to the use of force or injury to the extent reasonably possible, including known witnesses and witnesses who consent to be identified, and document their identities.
- (11) Obtain recorded statements from the subject or witnesses who consent to an interview, and include the statements in the report.
- (12) Review deputies' use of force reports for completeness and accuracy.
- (13) Determine if the force used was reasonable or unreasonable, or if it appears to constitute possible misconduct.

5) COMPLIANCE DIRECTOR FORCE REVIEW

- a) **Level 3 Force** - The Compliance Director will review all Level 3 use of force events, including all evidence collected during the Supervisor Force Review.
 - b) **Level 1 & Level 2 Force** – The Compliance Director shall randomly audit Level 1 and Level 2 force events, and shall additionally collect and analyze data collected from completed *Cover Page – Level 1* forms, from BWCs, and from all other sources deemed necessary by the Compliance Director.
 - c) The Compliance Director is independently responsible for a thorough and substantive review of the evidence and an independent analysis of whether the use of force used by a deputy appears consistent with RCSD policy.
 - d) The Compliance Director is independently responsible for determining the level of the reportable use of force for all matters reviewed.
 - e) The Compliance Director shall review the documentation and data entered by the deputies who used force to ensure that the documentation and data is sufficient and complete.
- 6) Pursuant to Miss. Code Ann. § 45-1-6, the Mississippi Bureau of Investigation has jurisdiction to investigate all officer-involved shootings occurring in Mississippi and resulting in injury or death.