
1.0 RESPONSIBILITIES

1.01 DEPARTMENT MEMBER RESPONSIBILITIES

- A. The policies and procedures of the Jackson Police Department (Department) and of the Town of Jackson apply to all Department members (members), both sworn and non-sworn. Any violation of Department policies and procedures, or Town of Jackson policies and procedures may subject members to disciplinary action. If there is a conflict between the Departments policies and procedures and the Town of Jackson Policy Manual, or policies established by the Town Manager, the Town of Jackson Policy Manual, or policies established by the Town Manager, take precedence.
- B. Any violation of Federal, State, or Municipal law may be a violation of Department policy.
- C. Members of the Department are expected to be at their assigned post prepared to go on duty at the start of their shift.
- D. Uniforms and equipment are to be in clean and serviceable condition when reporting to work.
- E. Members are to be in physical and mental condition to deal with the rigorous and uncertain demands of police work.
- F. Members shall always conduct themselves, both on and off duty, in a manner that is not unbecoming, and reflects favorably upon the Department. Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Department, or any conduct which has a tendency to adversely affect, lower, or destroy public respect and confidence in the Department, or any member. Conduct unbecoming also includes any conduct which brings the agency or any member into disrepute or brings discredit upon the agency, or any member. Employees shall always conduct themselves, both on and off duty, in a manner which reflects favorably upon the Department.
- G. Members are to remain productive and active throughout their shift.
- H. Members are expected to comply with all lawful instructions and orders given to them by a supervisor. If an instruction or order conflicts with a previously given order, the member is to bring that to the attention of the supervisor giving the new order who is responsible for resolving the conflict.
- I. If requested by any individual, members shall identify themselves by providing their name, badge or employee number, and police identification.
- J. Members shall incorporate the Town of Jackson values and principles into their daily policing activities.
- K. Members are expected to meet the minimum requirements of their position as defined by their job description, performance plan, and evaluations. Failure to meet the minimum requirements may result in termination or demotion.
- L. Members suffering from an off-duty injury or illness that prohibits their ability to fulfill the duties of their job description must immediately notify their immediate supervisor. Members who are unable to perform their duties will not be allowed to return to full duty until cleared to return to duty in writing by a licensed physician.
- M. No member shall report to work or be on duty when their judgement or physical condition has been impaired by alcohol, medication, or other substances.

- N. Members must report the use of any substance, condition, or circumstance prior to reporting for duty that would likely impair their ability to perform as a law enforcement officer.
- O. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that a member is using and/or under the influence of drugs or alcohol.
- P. Use of Alcohol
 - 1. Members shall not consume any intoxicating beverage while on duty unless authorized by a supervisor.
 - 2. No alcoholic beverage shall be served or consumed on Department premises or in vehicles owned by the Town of Jackson.
 - 3. No member who has a measurable amount of alcohol in their system may report for duty or be in physical control of a Town of Jackson vehicle.
- Q. Members shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or subversion of government outside of an authorized Departmental criminal investigation.

1.02 SUBPOENAS, CIVIL SUITS, AND/OR CRIMINAL CHARGES

- A. Any member who receives a civil subpoena to appear as a defendant or witness in any civil action related to any circumstances arising from the performance of their duties shall immediately inform the Operations Lieutenant and the Chief of Police.
- B. Prior to any member initiating any civil action resulting from their employment with the Town, they shall notify the Chief of Police.
- C. Any member who is arrested, cited, or comes under investigation for any criminal offense, or is otherwise charged with any violation of Federal, State, or Municipal law must inform the Operations Lieutenant and/or the Chief of Police as soon as reasonably possible.
- D. Any member or division of the Department that receives a subpoena to produce documents related to any Department record shall immediately notify the Operations Lieutenant and provide a copy of the subpoena to the Operations Lieutenant, who will immediately notify the Town Attorney. The Town Attorney will make the determination as to whether the documents will be produced. No documents shall be released until authorized by the Town Attorney.

1.03 SUPERVISOR RESPONSIBILITIES GENERALLY

- A. Supervisors are expected to incorporate the principles learned in first-line supervision training into their leadership practices and into staff management and development.
- B. Supervisors are to work towards achieving the four main goals of supervisors:
 - 1. Achieving maximum productivity from members
 - 2. Maintaining high morale
 - 3. Developing members to do their jobs better and to assume leadership roles
 - 4. Serving as a communications conduit between administration and line members, between line members and administration, and amongst their peers
- C. Supervisors are to serve as role models as workers and leaders.
- D. Supervisors shall foster community-oriented policing practices within their subordinates and encourage, facilitate, and develop self-initiated problem-solving skills with them.
- E. Supervisors are to recognize members for their successes and correcting performance deficiencies. Supervisors are expected to focus on the behavior, rather than the person, to achieve maximum results.

1.04 SERGEANT RESPONSIBILITIES

- A. Sergeants are to ensure that subordinates are prepared to go on duty and that equipment is kept in serviceable condition. Cars, equipment, and uniforms should be routinely inspected for signs of damage or the need for replacement.
- B. Sergeants are to ensure that subordinates are conducting their affairs in a manner that meets the standards of the Department and follows the Department and Town values and principles.
- C. Sergeants are to conduct their supervisory and personal affairs in a manner that exceeds the standards of the Department and Town.
- D. Sergeants are expected to lead, coach, and support subordinates, provide backup when necessary, and to serve as an informational resource.
- E. Sergeants are to evaluate subordinates work product to ensure that reports are complete and accurate, to recommend changes, and to approve reports when complete.
- F. Sergeants shall document performance, training, and corrective measures for each subordinate under their supervision using the Supervisor Situation Reporting (SSR) program.
- G. Sergeants are to complete performance evaluations and performance plans on subordinates according to the schedule prescribed by the Chief of Police.
- H. Sergeants have primary oversight of the patrol schedule and are charged with ensuring minimum staffing levels are met while still providing paid time off when the schedule allows.
- I. Sergeants have primary responsibility to immediately notify the Chief of Police and the Operations Lieutenant of any high liability incidents or incidents that might cause increased scrutiny or media attention.

1.05 CORPORAL RESPONSIBILITIES

- A. Corporals are supervisors and are expected to conduct themselves as role models and leaders at all times.
- B. Corporals are team supervisors in the absence of the team Sergeant.
- C. Even when the team Sergeant is on duty, Corporals are expected to monitor, coach, and direct members with the goal of getting maximum quality and productivity from each member of the Department.
- D. Corporals shall act as the primary field training officer for the Department.
- E. Corporals shall work in conjunction with their team Sergeant to foster a cohesive, team-oriented approach to policing.
- F. Corporals shall perform other duties as assigned.

1.06 EVIDENCE TECHNICIAN RESPONSIBILITIES

- A. The Evidence Technician is responsible for the secure storage, release, and accurate record keeping of all evidence items booked into the Department.
- B. The Evidence Technician and the Investigations supervisor, or their designee, shall act as the Department Evidence Technicians. No other members of the Department or the public will be authorized to access secure evidence storage areas without an escort by an Evidence Technician.

- C. In an instance of a prolonged absence of both Evidence Technicians, a third member of the Department may be granted permission to act as a temporary Evidence Technician at the direction of the Operations Lieutenant or the Chief of Police.
- D. The door to the Department evidence room will be secured with an electronic lock that requires both a pass code and an access card to open. This door shall not be permitted to be unsecured when an Evidence Technician is not in the room. Evidence Technicians shall have their pass codes changed in intervals as determined by the Operation Lieutenant. At no time shall an Evidence Technician share their pass code or access card with another person.
- E. Upon the change of assignment of any Evidence Technician, the IT Department shall be immediately notified by the Operations Lieutenant to cancel the prior Evidence Technician's authorizations into the evidence room. This shall include both the pass code and the access card.
- F. At their discretion, the Chief of Police or the Operations Lieutenant may conduct an audit of the evidence room and the procedures related to it, to ensure compliance.