

ORDINANCE NO. 2026-02-1305

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

AN ORDINANCE TO ADOPT THE POLICY MANUAL FOR THE TONTITOWN POLICE DEPARTMENT; AND FOR OTHER PURPOSES

WHEREAS, the City of Tontitown Police Department has drafted a Policy Manual to guide police officers in fulfilling the mission of the Department to enforce laws, maintain order, protect lives, property, and the rights of all people as provided by the Constitution of the State of Arkansas and the Constitution of the United States of America; and

WHEREAS, the Tontitown City Council has determined that the Policy Manual should be adopted by the Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

Section 1. The Tontitown Police Chief presented the department's Policy Manual at a regular meeting of the City Council and explained the need to have the manual adopted by the Council. The Policy Manual presented by the Police Chief is hereby adopted for use in the operation of the Tontitown Police Department. A copy of the manual is attached to this Ordinance as Exhibit "A."

Section 2. Severability.

In the event any section, subsection, subdivision, paragraph, subparagraph, item, sentence, clause, phrase, or word of this ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this ordinance, as if such invalid or unconstitutional provision was not originally a part of this ordinance.

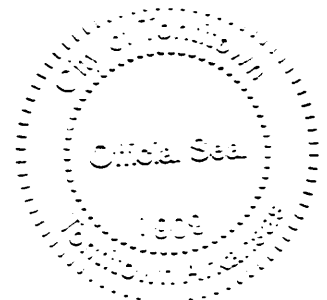
Section 3. Repealer.

All ordinances, resolutions, bylaws, and other matters inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 4. Emergency Clause.

In order to assure that the Tontitown Police Department has the necessary policies in place to fulfill its mission, it is essential that this ordinance be, and hereby is declared to be, in full force and effect after the date of its passage.

PASSED AND APPROVED on this 16 day of June 2026.



APPROVED:

Angela Russell
Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni
Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): Mayor Russell

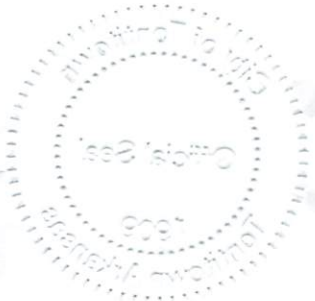
Motion to Introduce Made By: Misty Piazza

Seconded By: Larry Ardemagni

Adopted / Passed:

Vote: Ayes 6 Nays Abstain Absent

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.



Tontitown Police Department

Patrol Manual

Mission Statement

The mission of the Tontitown Police Department is to serve as guardians of the City of Tontitown and its citizens by enforcing laws, maintaining order, protecting lives, property, and the rights of all people as guided by the Constitution of Arkansas and The United States of America.

We will carry out our duties with reverence for human life through pride, proactivity, professionalism, respect, integrity, and excellence in policing.

Core Values

**Pride • Proactive • Professional • Respect
• Integrity • Excellence**

Commitment to the Mission

Tontitown Police Department

To fulfill the mission of serving as guardians of the City of Tontitown, every member of the department must direct their efforts toward the following guiding principles:

1. Valuing Personnel

Recognize that the employees of this department are its most vital asset. Strive to support one another in the performance of duties, maintain professionalism, and foster teamwork.

2. Serving the Community

Understand that the primary goal of the Tontitown Police Department is to help people and ensure the safety of the community.

3. Developing Leadership

Promote leadership at all levels of the department to effectively harness individual skills and maximize productivity.

4. Responding to Crime

Actively and assertively address criminal activity throughout the City of Tontitown while upholding the rights of all citizens.

5. Upholding Standards

Demand and demonstrate the highest levels of integrity, pride, proactivity, and professionalism in all aspects of service.

Tontitown Police Department Policy Manual

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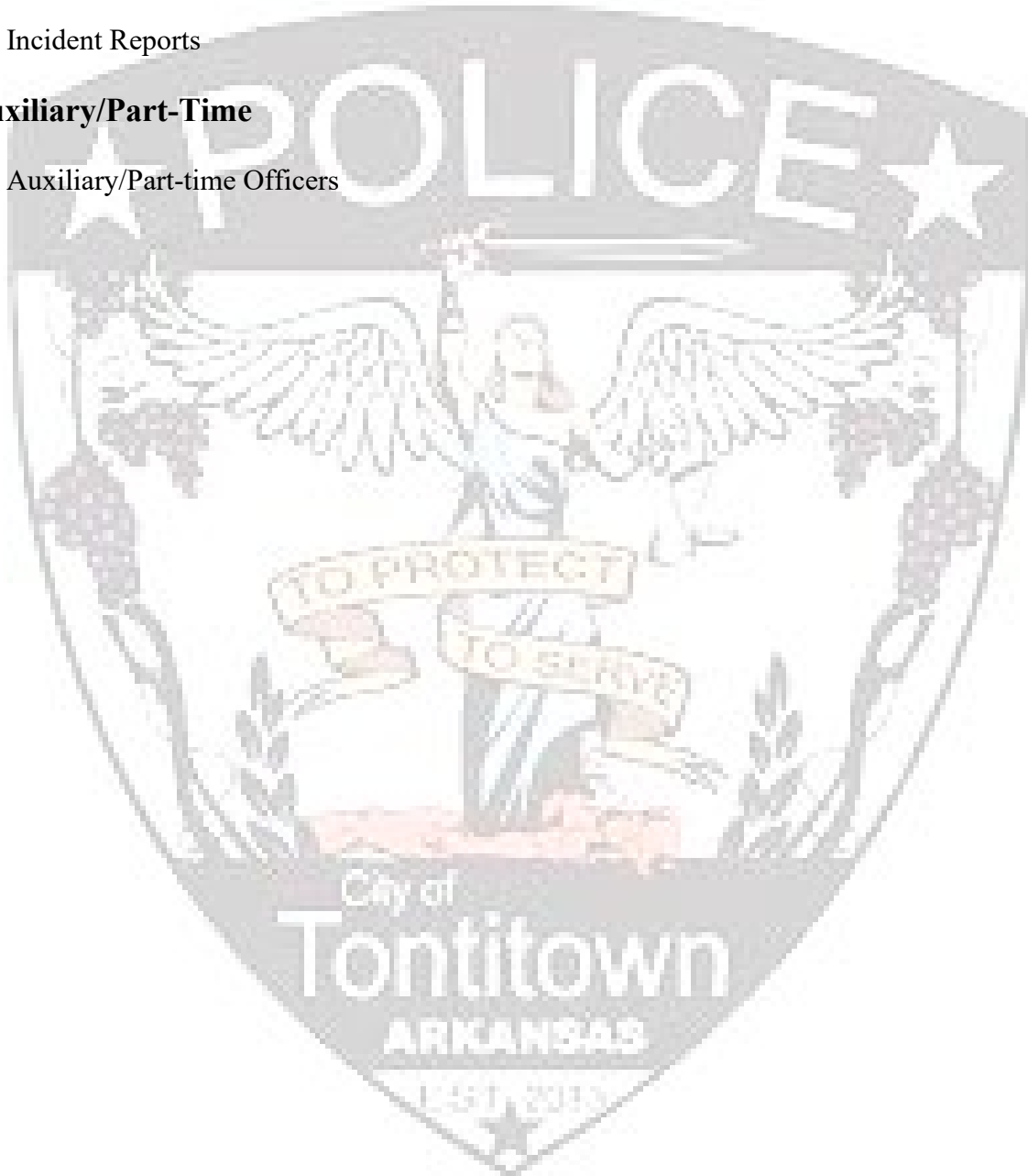
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	TONTITOWN POLICE DEPARTMENT	
	Policy Section 1 Law Enforcement Agency Role, Code of Ethics, Oath of Office and Mission Statement	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this directive is to require all personnel to abide by an **Oath of Office** and a **Code of Ethics**. These principles, along with the **Mission Statement** of the Tontitown Police Department, guide the department's intent to protect the constitutional rights of the community and ensure accountability.

By operating under these standards, employees are made aware of the actions and attitudes expected of them, and the public is provided with a general benchmark by which to measure the department's performance.

II. Policy

A. Oath of Office

Prior to assuming their official position, all sworn personnel shall take an oath to:

- Enforce the law
- Uphold the Constitutions of the United States and the State of Arkansas
- Perform all duties as police officers of the City of Tontitown in accordance with legal rules and regulations

B. Code of Ethics

All personnel shall:

- Abide by the Code of Ethics outlined in this policy
- Participate in ethics training
- Treat the public and fellow employees with courtesy and respect
- Refrain from any communication that discredits the department or others

Violation of the Code may result in revocation of law enforcement certification at the discretion of the Commission.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. I will be honest in thought and deed, exemplary in obeying the law and departmental regulations, and maintain confidentiality unless disclosure is required in the performance of duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. I will enforce the law courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or accepting gratuities.

I recognize the badge of my office as a symbol of public faith and accept it as a public trust. I will never engage in corruption or bribery, and I will cooperate with all legally authorized agencies. I am responsible for my own professional performance and will strive to improve my knowledge and competence, dedicating myself before God to my chosen profession—law enforcement.

C. Mission Statement

The mission of the Tontitown Police Department is to serve as guardians of the City of Tontitown and its citizens by enforcing laws, maintaining order, and protecting lives, property, and rights as guided by the Constitutions of Arkansas and the United States.

III. Professional Standards

D. Primary Responsibilities of a Police Officer

Police officers act as official representatives of government and are trusted to work within the law. Their fundamental duties include:

- Serving the community
- Safeguarding lives and property
- Protecting the innocent
- Maintaining peace
- Ensuring liberty, equality, and justice

E. Performance of Duties

Officers shall:

- Perform duties impartially and without bias
- Treat all citizens equally with courtesy and dignity
- Avoid personal influence in official conduct
- Inspire public confidence through professional appearance and behavior

F. Discretion

Officers will:

- Use discretion responsibly and within the law
- Apply reasonableness in decision-making
- Consider alternatives to arrest when appropriate
- Preserve public trust through wise and consistent judgment

G. Use of Force

Officers shall:

- Use only necessary and reasonable force
- Exercise restraint and pursue negotiation first
- Avoid inflicting unnecessary pain or suffering
- Never engage in cruel or inhumane treatment

H. Confidentiality

Officers must:

- Keep confidential information secure
- Disclose only when legally required or necessary for duty
- Respect the public's right to privacy and security

I. Integrity

Officers shall:

- Avoid corruption, bribery, or criminal acts
- Refuse gifts or favors that compromise integrity
- Maintain public trust through honest conduct
- Never seek personal advantage from official status

J. Cooperation with Other Officers and Agencies

Officers will:

- Collaborate respectfully with authorized agencies
- Assist colleagues fully and professionally

- Support justice through interagency cooperation

K. Personal and Professional Capabilities

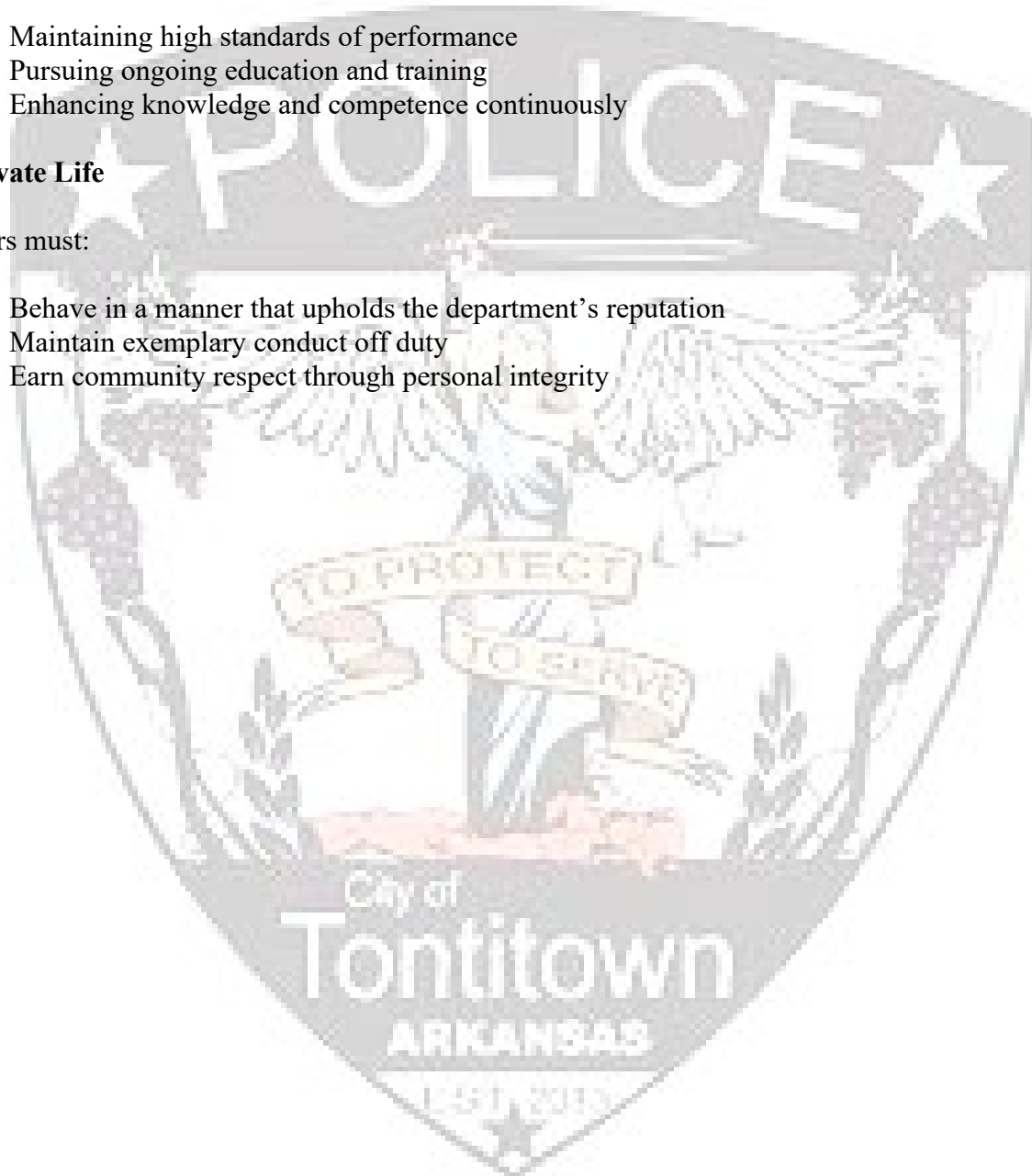
Officers are responsible for:

- Maintaining high standards of performance
- Pursuing ongoing education and training
- Enhancing knowledge and competence continuously

L. Private Life

Officers must:

- Behave in a manner that upholds the department's reputation
- Maintain exemplary conduct off duty
- Earn community respect through personal integrity



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 2 Limits of Authority	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

This policy outlines the limits of law enforcement authority delegated to officers of the Tontitown Police Department regarding the enforcement of laws, statutes, and ordinances within their jurisdiction. This policy also defines circumstances and establishes limits involving officer discretion and provides guidelines for exercising such discretion, including alternatives to arrest and/or pre-arraignment confinement.

II. Definitions

- **Arrest:** The taking of a person into custody to restrain the accused until they can be held accountable for the offense in court proceedings.
- **Probable Cause:** Facts and circumstances that amount to more than mere suspicion but less than proof beyond a reasonable doubt, leading a prudent person to believe a crime has been or is about to be committed.
- **Felony:** A serious offense punishable by incarceration for one year or more. Conviction may result in loss of rights such as voting, holding federal office, or maintaining certain licenses.
- **Misdemeanor:** A less serious offense punishable by incarceration of not more than one year in a county jail, a fine, or similar penalty.
- **Off-Duty:** Officers are considered “off-duty” when not working in furtherance of departmental objectives during scheduled hours or other hours as required by a supervisor or court order.

III. Policy

A. Jurisdiction and Statutory Authority

1. Officers have full law enforcement powers within the corporate limits of Tontitown as defined by Arkansas Code Annotated § 14-52-203.
2. Officers may serve civil and criminal processes and enforce city ordinances as directed by the city council.

3. Officers also hold authority granted by the Arkansas Constitution, state statutes, and the Rules of Criminal Procedure.
4. Officers may arrest outside their jurisdiction with probable cause and permission from the local agency, and must notify and relinquish custody to that agency per Ark. Code Ann. §16-81-106.
5. Officers pursuing suspects outside city limits retain all privileges and protections, including workers' compensation coverage.
6. Each employee is accountable for the use of delegated statutory authority.

B. Arrest Authority

An officer may make an arrest based on probable cause that a person has committed an offense under the Arkansas Criminal Code.

1. Conditions of Arrest

An arrest occurs when:

- The officer believes sufficient legal evidence exists and intends to restrain the suspect.
- The officer deprives the individual of liberty.
- The suspect believes they are in police custody and cannot leave voluntarily.

2. Arrest Types

a. Arrest Pursuant to Warrant

- May be executed at any time/place within Tontitown jurisdiction.
- May be executed without physical possession of the warrant if the officer has knowledge of its existence.
- The officer must inform the suspect of the warrant and serve it as soon as possible.

b. Arrest Without a Warrant Under Arkansas Law, an officer may arrest without a warrant if there is reasonable cause to believe the person has committed:

- A felony
- A traffic offense involving:
 - Death or injury
 - Property damage
 - Driving under the influence
- Any violation of law in the officer's presence
- Domestic abuse against a family or household member (A.C.A. § 16-81-113)
- A felony witnessed by a private citizen
- An offense where the specific charge need not be articulated at the time
- An offense where probable cause is established collectively by a police agency
- A misdemeanor in the officer's presence, with exceptions:
 - Battery with bodily harm and imminent danger (A.C.A. § 16-81-106)

- Interference with emergency communication (A.C.A. § 16-81-116)
- Violation of an order of protection (A.C.A. § 5-53-134)
- Shoplifting with a written statement from a witness (A.C.A. § 5-36-116)
- Risk of suspect evading apprehension

3. Officer Responsibilities During Arrest

- Identify as a law enforcement officer unless obvious
- Inform the suspect they are under arrest
- Inform the suspect of the cause of arrest as promptly as reasonable

4. Completion of Arrest

An arrest is complete when:

- The suspect submits to the officer's control, or
- The officer takes the suspect into custody using physical force

5. Entry to Private Premises

An officer may enter private premises or vehicles to effect an arrest when:

- **a.** The officer has a warrant or is authorized to arrest without one.
- **b.** The officer has reasonable cause to believe the person is present.
- **c.** The officer has given or attempted to give notice of authority and purpose, unless doing so would present a clear danger.

6. Arrest for Serious Crime

When an officer arrests a person for a serious crime:

- The officer shall notify the on-duty supervisor.
- A determination will be made regarding notification of the Criminal Investigation Division for further investigation.

7. Arrest of Military Deserter

Officers with probable cause that a person is a military deserter may:

- Arrest the individual.
- Arrange prompt release to the appropriate military authority.

8. Care in Custody

If an arrestee is injured, unconscious, or requests medical attention, officers shall:

- **a.** Render medical aid immediately.

- **b.** Check for emergency alert jewelry indicating medical conditions.
- **c.** Provide care until EMS arrives.
- **d.** Transport to a medical facility if EMS is unavailable and the condition is life-threatening.
- **e.** Proceed with booking only after medical clearance.

9. Arrest of Foreign Nationals

When arresting or detaining a foreign national:

- Inform them of their right to consular notification and access.
- Notify the consulate if the country is on the mandatory notification list.
- Do not disclose asylum-related information to the foreign national's government.
- The arresting officer is responsible for consular notification and documentation.
- Forms and embassy contact lists are available at the Washington County Detention Center.

10. Misuse of Arrest Authority

Officers shall not misuse the arrest authority delegated to them. Violations may result in disciplinary action.

C. Use of Discretion and Alternatives to Arrest

The Chief of Police shall establish policies to guide officer discretion. Officers should consider factors such as:

- Probability of case clearance
- Witness identification
- Victim cooperation
- Severity of the offense

1. Alternatives to Arrest

Officers may choose alternatives in cases of lesser violations:

- **a.** Citation or criminal summons
- **b.** Informal resolution
- **c.** Verbal warning

2. Public Intoxication Alternatives

Instead of arrest, officers may:

- **a.** Transport the individual home
- **b.** Transport to a willing third party's residence
- **c.** Transport to a shelter

- **d.** Transport to a medical facility if needed

3. Diversion Resources

Officers should consider available programs:

- Juvenile Division of the Fourth Judicial Circuit Court
- Fourth Judicial District Victim's Rights Advocate
- Women's Shelter
- Northwest Arkansas Rape Crisis Center
- Salvation Army
- Local churches and homeless shelters
- Local mental health facilities

D. Off-Duty Arrest

Officers are protected for official duties performed off-duty, except in cases of willful misconduct or policy violations.

1. Conditions for Off-Duty Arrest

An off-duty officer may arrest if:

- **a.** Immediate prevention of injury or property loss is needed
- **b.** The officer possesses valid police identification

2. Restrictions on Off-Duty Enforcement

- Minor traffic offenses should not be enforced off-duty.
- Personal vehicles must not be used for pursuit or transport.
- Officers may follow suspects cautiously to gather information.
- Off-duty arrests must be reported to a supervisor and documented.
- Officers who engage in the duties of a law enforcement officer, as defined by Arkansas Code Annotated § **12-9-102**, shall be considered on duty and shall be compensated by the City of Tontitown.

E. Post-Arrest Protocol

Post-arrest procedures shall be governed by:

- The direction of the Chief of Police
- Applicable state law requirements
- Jail and detention facility protocols

1. Reporting Requirements

For arrests based on probable cause without a judicial warrant:

- Officers shall complete a **preliminary report** during booking.
- An **arrest incident report** must be filed in the department's reporting system.

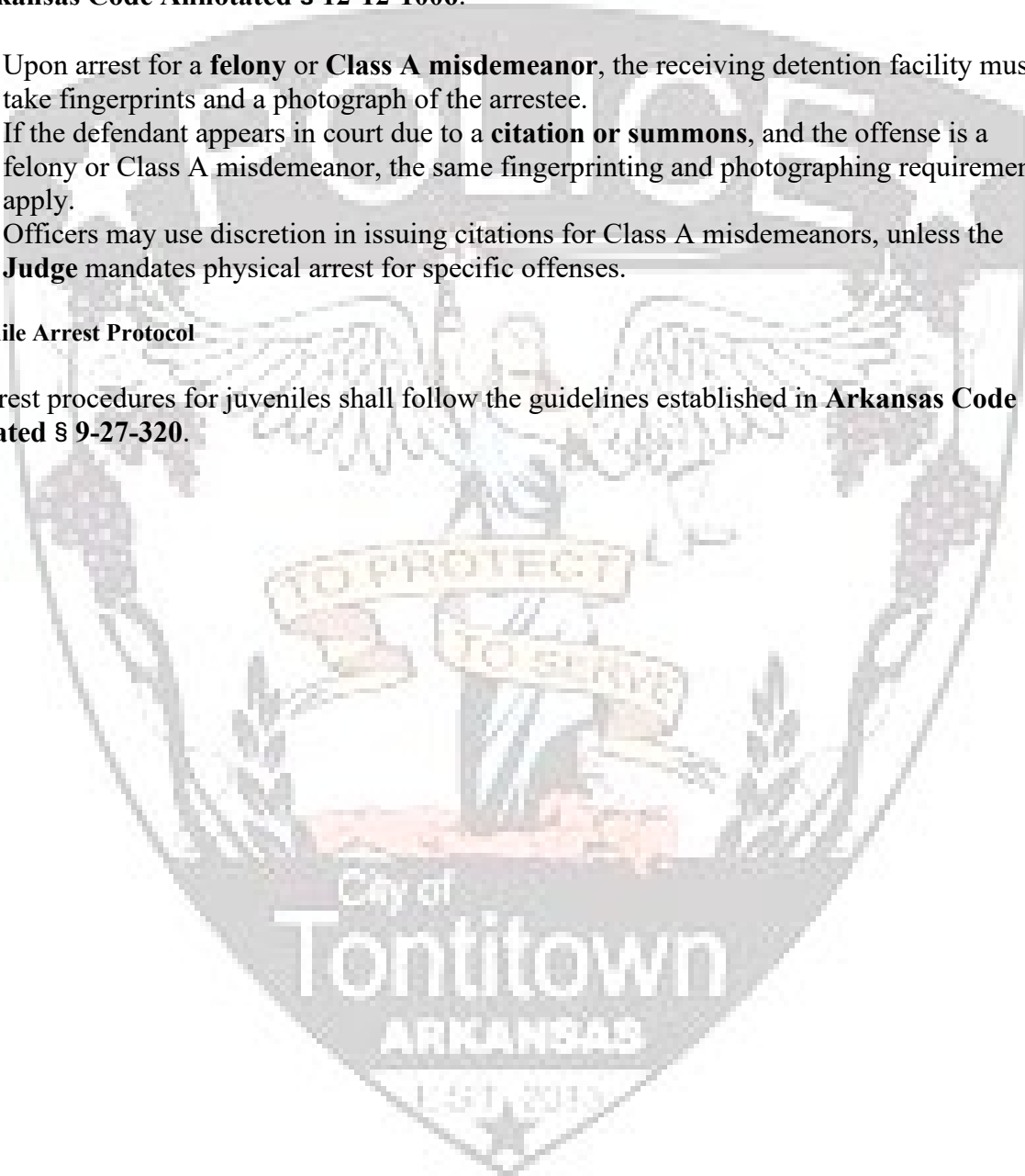
2. Fingerprinting and Photographing

Per **Arkansas Code Annotated § 12-12-1006**:

- Upon arrest for a **felony** or **Class A misdemeanor**, the receiving detention facility must take fingerprints and a photograph of the arrestee.
- If the defendant appears in court due to a **citation or summons**, and the offense is a felony or Class A misdemeanor, the same fingerprinting and photographing requirements apply.
- Officers may use discretion in issuing citations for Class A misdemeanors, unless the **Judge** mandates physical arrest for specific offenses.

3. Juvenile Arrest Protocol

Post-arrest procedures for juveniles shall follow the guidelines established in **Arkansas Code Annotated § 9-27-320**.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 3 Impartiality	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to ensure that all law enforcement personnel conduct their duties with **fairness, objectivity, and neutrality**, fostering public trust and upholding justice without bias or favoritism.

II. Policy

It is the policy of the Tontitown Police Department that:

- Officers shall enforce laws and ordinances in a **fair and impartial manner**.
- All employees shall be treated **equally** in duty assignments, training, promotional opportunities, and in administrative and disciplinary actions.

III. Procedure

- No employee shall be given or denied any assignment based solely on **age, sex, race, religion, politics, or physical handicap**, unless such assignment would create a hazardous condition for the individual or others.
- Employees are **prohibited** from soliciting or encouraging influence from any person—including personal requests, letters, or petitions—directed to the Chief or any elected or appointed government official.
- Any attempt by an employee to influence the Chief or other officials for purposes of **promotion, assignment, administrative or disciplinary consideration**, or to avoid penalties for improper conduct shall be considered a **violation of this policy**.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 4 Unlawful or Improper Bias-Based Profiling/Policing Prohibited.	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to prohibit unlawful or improper **bias-based policing** and reaffirm the department's commitment to impartial service. Officers shall perform all duties without favor, affection, or ill will, and treat all citizens equally with courtesy, consideration, and dignity.

Bias-based policing—defined as enforcement action based in whole or in part on traits common to a group—is prohibited in all traffic contacts, field contacts, and asset seizure and forfeiture efforts. These traits include, but are not limited to:

- Race
- Ethnic background
- National origin
- Gender or gender identity/expression
- Sexual orientation
- Religion
- Economic status
- Age
- Cultural group
- Immigration status
- Disability
- Housing status
- Occupation
- Language fluency
- Any other identifiable characteristic or group

II. Policy

All officers shall adhere to this policy and to **Arkansas Code Annotated § 12-12-1404**, which requires training that emphasizes the prohibitions racial profiling and Ark. Code Annotated § which prohibits the usage of racial profiling.

This directive also recognizes **Ark. Code Ann. § 12-12-1403**, which prohibits the use of personal traits or group identifiers in determining who should be subject to:

- Traffic stops
- Stops and frisks
- Questioning
- Searches and seizures
- Other law enforcement activities

III. Definitions

- **Bias-Based Policing** Enforcement action based in whole or in part on group traits without actionable intelligence.
- **Racial Profiling** Law enforcement action relying on race, ethnicity, national origin, or religion in selecting individuals for investigatory activity or determining its scope.
- **Reasonable Suspicion** A standard based on facts or circumstances that suggest a relevant basis for suspicion, short of probable cause.

IV. Prohibitions

Officers are prohibited from using any group-based traits to determine:

- Who to subject to routine investigatory activities
- The scope and substance of law enforcement practices

All investigatory actions must be based on **reasonable suspicion** or **probable cause** in accordance with the **U.S. Constitution** and **Arkansas Rules of Criminal Procedure**.

V. Procedures

A. Officer Conduct During Stops

- Identify themselves by full name and department
- State the reason for the stop
- Provide written identification when possible

B. Training Requirements

- Annual training shall emphasize the prohibition of bias-based and racial profiling
- Topics include:
 - Field contacts
 - Traffic stops
 - Search procedures
 - Asset seizure and forfeiture
 - Interview techniques
 - Cultural diversity and discrimination
 - Community support
- Foreign language training will be provided to improve communication with residents of a community, when possible (A.C.A. § 12-12-1404)

C. Use of Recording Equipment

- Officers shall follow departmental policy regarding mobile video/audio systems and body-worn cameras

D. Supervisor Responsibilities

- Ensure personnel read and understand this policy
- Monitor officer interactions and encourage reporting of violations
- Prohibit retaliation against officers who report violations
- Conduct cursory investigations of complaints and forward findings to the Chief of Police
- Refer merited complaints to the Office of Professional Standards

E. Complaint Investigation

- Internal or external complaints shall be assigned to the department's **Internal Affairs (IA) officer**
- If sustained, corrective actions may include:
 - Supervisor coaching or counseling
 - Written warnings or reprimands
 - Suspension or termination

F. Annual Administrative Review

- Conducted by the Chief of Police or designee
- Review includes:
 - Traffic and field contacts
 - Asset seizure and forfeiture efforts
 - Training programs
 - Complaints and corrective actions taken

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 5 Information Divulging	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to regulate the disclosure of information by department personnel, ensuring that **sensitive, confidential, and operational data** is protected, shared only with authorized parties, and handled in compliance with legal and ethical standards.

II. Policy

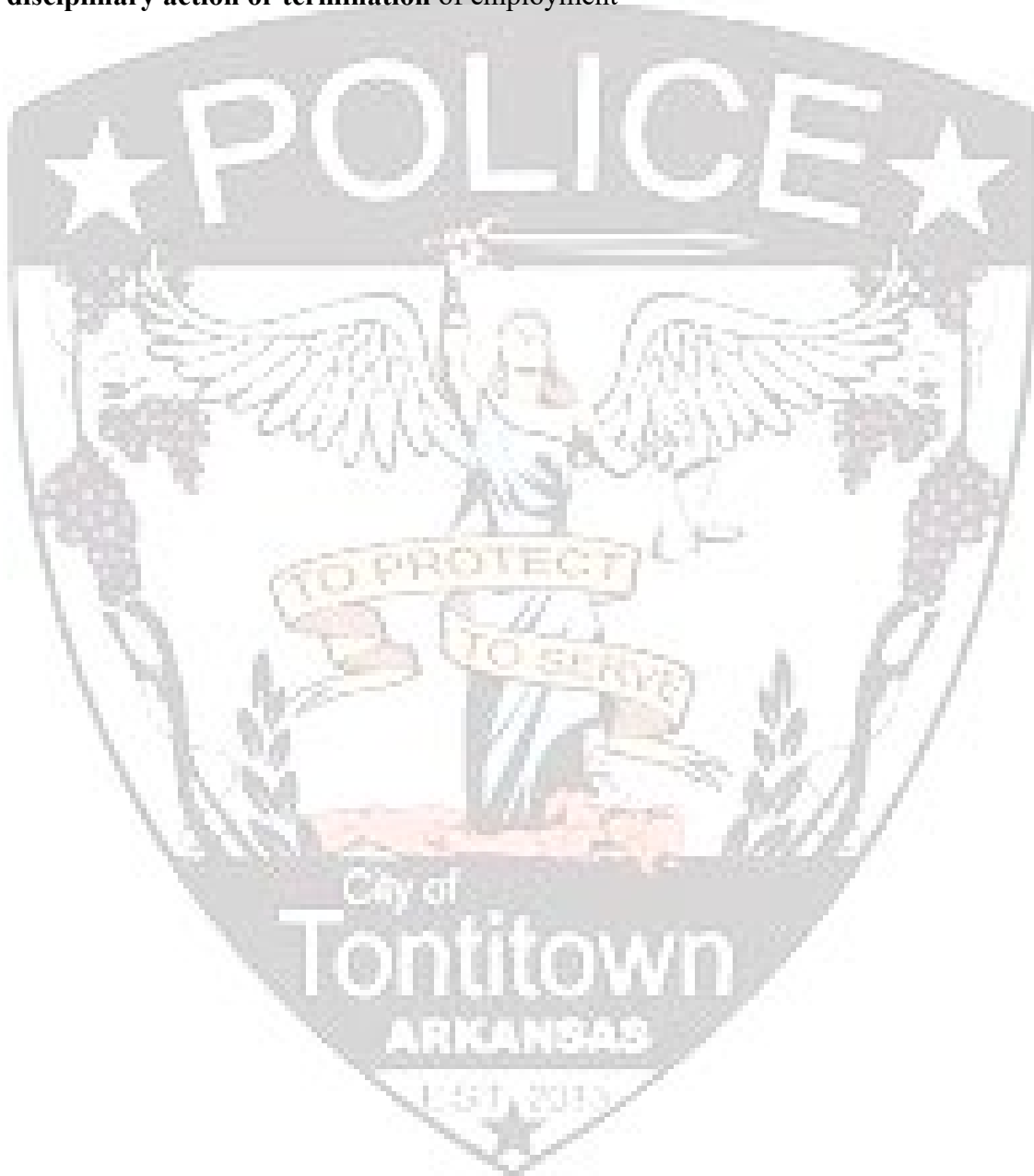
It is the policy of the Tontitown Police Department that:

- All contents of **records, files, reports**, or other information related to departmental incidents or records required to be maintained shall not be discussed or transmitted to any person **not authorized** by the Chief of Police.
- Disclosure of records shall comply with the Arkansas Freedom of Information Act and applicable exemptions.

III. Procedure

- Employees shall not disclose any information in their possession however obtained that may:
 - Enable escape from detection, arrest, or prosecution
 - Enable destruction of evidence or stolen property
- Employees shall not divulge information acquired through employment to any person **not connected with the department** if such disclosure may adversely affect departmental efficiency.
- Employees are **prohibited** from disclosing information to unauthorized persons that is:
 - Declared confidential by law, rule, regulation, policy, or procedure
 - Used for personal gain or benefit
- All requests whether received via (telephone, verbal, or in writing) regarding a person's **criminal or traffic record** must be referred to the **Chief of Police or designee**.
- Employees are prohibited from revealing the following to unauthorized persons:
 1. Name and information concerning a complaint
 2. Name and information concerning a victim
 3. Sources of information

4. Information concerning witnesses
 5. Progress of cases from other law enforcement agencies
 6. Information contained in any personnel file or form
- **Violation** of this policy will be considered a breach of public trust and may result in **disciplinary action or termination** of employment



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 6 Notification of Administration	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this section is to outline the responsibilities of officers to notify **supervisors, administration,** and the **Chief of Police** when incidents occur while representing themselves as employees, whether **on or off duty.**

II. Policy

It is the policy of the Tontitown Police Department that:

- When an incident occurs, the **officer involved** or their **immediate supervisor** shall notify the **administration** of the department.
- Timely and appropriate notification ensures transparency, accountability, and operational readiness.

III. Procedure

The following are examples of incidents that require notification to the **Chief of Police** or their designee. This is not an exhaustive list:

1. **Use of force** resulting in injury requiring medical attention
2. **Vehicle pursuits**, beginning at the time the pursuit starts
3. **Life-threatening injuries or death** of civilians
4. **Any injury to an officer**
5. **High-profile incidents**
6. **Community-sensitive incidents**
7. **Media attention events**, including those that attract or may attract media inquiries
8. **Communication failures** during operations
9. **Contacts likely to generate complaints**
10. **Any other incident** the officer believes may be of interest to administration

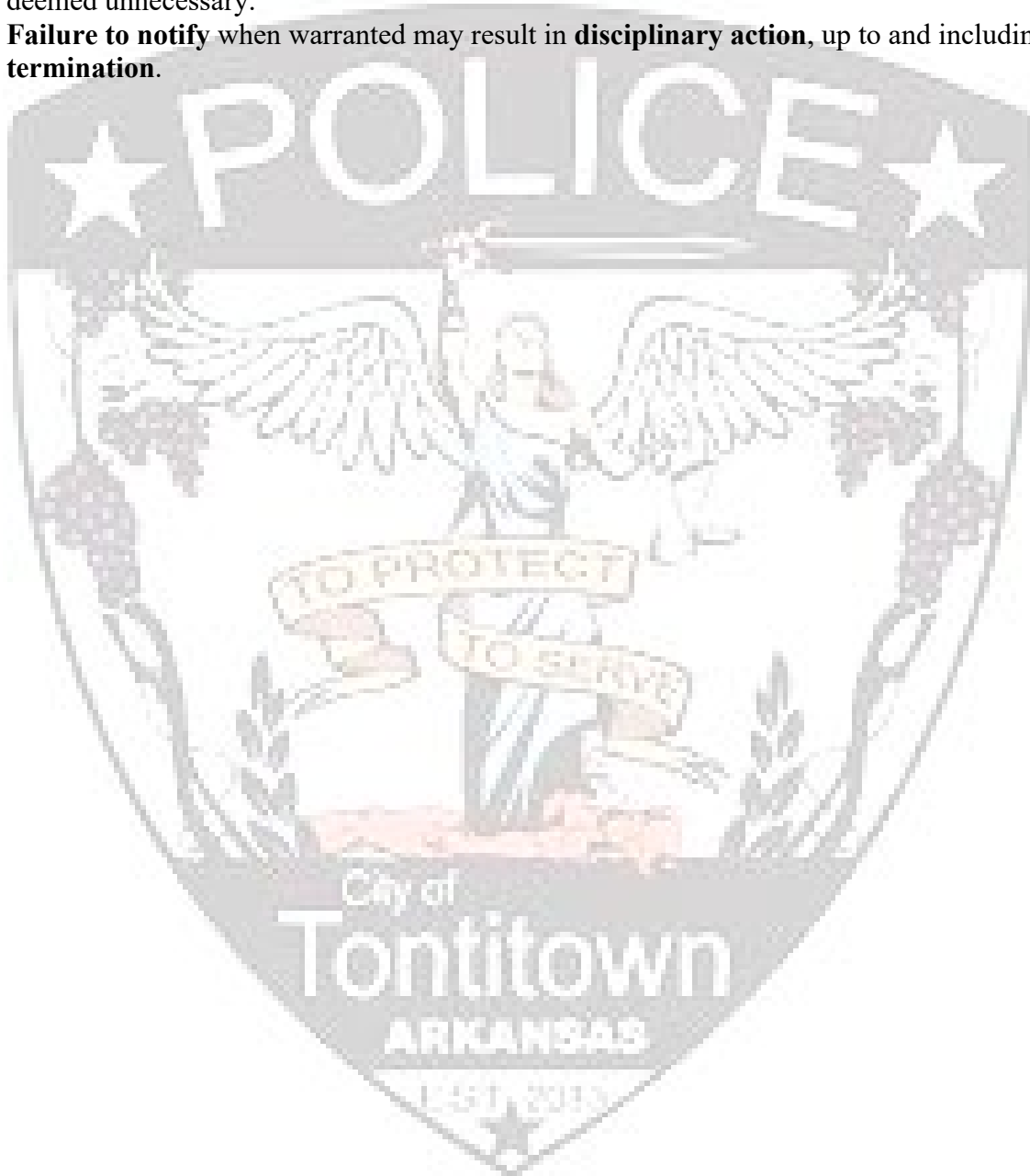
Notification Levels Based on Urgency

- **Extreme urgency:** Direct phone call to the Chief of Police or designee
- **Medium urgency:** Text message notification

- **Low urgency:** Email with a full description of the incident

Protection for Good-Faith Reporting

- Officers and employees will **not be disciplined** for making a notification that is later deemed unnecessary.
- **Failure to notify** when warranted may result in **disciplinary action**, up to and including termination.



	TONTITOWN POLICE DEPARTMENT	
	Section 7 Chain of Command	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to define the responsibilities and position of the **Chief of Police** as the highest-ranking member of the Tontitown Police Department; to designate command during their absence; to establish the agency's **organizational structure**; to ensure **chain and unity of command**; to delineate responsibility; to delegate authority; and to hold supervisors accountable for the performance of their subordinates.

II. Policy

All employees shall observe and adhere to the **organizational structure, functions, and direction** of the Tontitown Police Department.

III. Organizational Structure and Functions

1. Chief of Police

- Appointed by the Mayor and reports directly to them.
- Serves as the **Chief Executive Officer (CEO)** of the department.
- Has ultimate authority over:
 - Appointment and supervision of all personnel
 - Direction, planning, training, and discipline
 - Fiscal management of the department
- **Directly supervises:**
 - Police Captain
- In the event of an extended absence, the Chief shall designate an **acting authority in writing**. Without a written document authority will follow this procedure.

2. Captain

- Reports directly to the Chief of Police.
- Assumes CEO responsibilities when designated by the Chief.
- Coordinates the following divisions:
 - **A. Patrol**
 - **B. Criminal Investigation**

- **C. Administrative Divisions**
- **D. Records/Warrants**
- **Canine**

3. Lieutenant

- Reports directly to the Captain.
- Assumes CEO responsibilities when both the Chief and Captain are absent.
- Coordinates the following units:
 - **A. Drone Team**
 - **B. Patrol**

4. Sergeant

- Reports directly to the Lieutenant.
- Assumes CEO responsibilities when the Chief, Captain, and Lieutenant are absent, based on **seniority as a Tontitown officer**.
- Coordinates the activities of their assigned shift.

5. Corporal

- Reports directly to the Sergeant of their assigned shift.
- Assists the Sergeant in accomplishing daily patrol duties.

Unity of Command

1. Each employee is accountable to their **immediate supervisor**, unless temporarily assigned elsewhere. In such cases, they report to the **first-line supervisor** in charge of the assignment.
2. If a commanding officer issues a lawful order outside their normal chain of command, the **rank shall be respected** and the order obeyed.

Supervisory Responsibility

1. Supervisors are responsible for maintaining the department's high standards and are **accountable** for the performance of their subordinates.
2. Supervisors must effectively **direct, coordinate, and control** the performance of employees under their supervision.
3. Supervisors may be assigned **peripheral duties** by the Chief of Police in addition to their primary supervisory responsibilities.

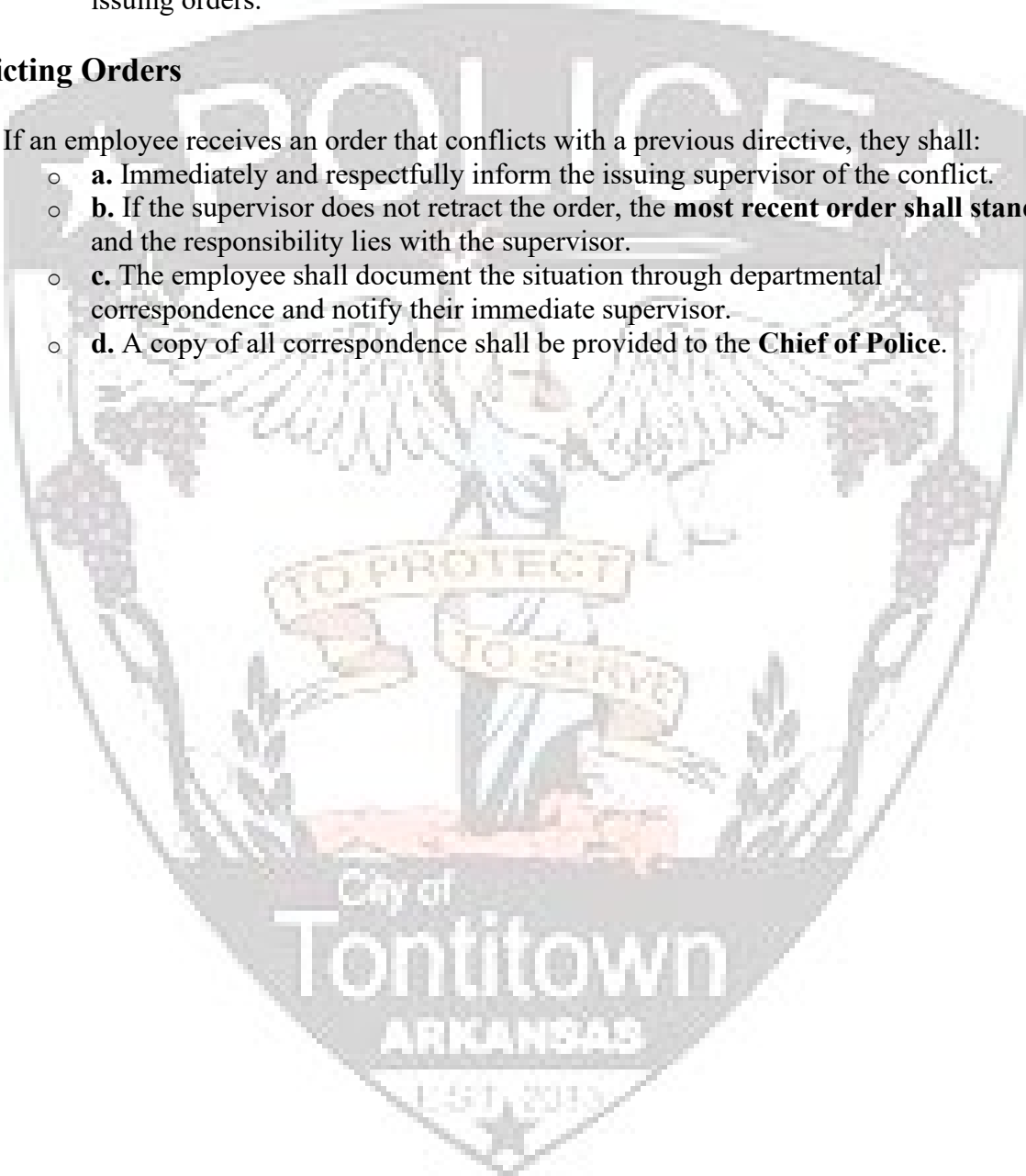
Lawful Orders of a Supervisor

1. All employees shall promptly and to the best of their ability carry out any **lawful order** issued by a supervisor, including those relayed through another employee of equal or lesser rank.

- **a.** Employees shall not obey any order that would require them to commit an **illegal act**.
- **b. Insubordination** includes disrespectful, mutinous, insolent, or abusive conduct toward a superior.
- **c.** Supervisors must maintain professionalism and **avoid abusive language** when issuing orders.

Conflicting Orders

1. If an employee receives an order that conflicts with a previous directive, they shall:
 - **a.** Immediately and respectfully inform the issuing supervisor of the conflict.
 - **b.** If the supervisor does not retract the order, the **most recent order shall stand**, and the responsibility lies with the supervisor.
 - **c.** The employee shall document the situation through departmental correspondence and notify their immediate supervisor.
 - **d.** A copy of all correspondence shall be provided to the **Chief of Police**.



	TONTITOWN POLICE DEPARTMENT	
	Section 8 Selection, Retention and Probationary Period	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish guidelines for the **selection, retention, and probationary period** of police officers within the Tontitown Police Department.

II. Policy

The Tontitown Police Department is committed to recruiting **highly qualified applicants**. A selection process will be conducted **as needed**, and all applicants must meet the **minimum qualifications** outlined below. All candidates must comply with standards established by the **Arkansas Commission on Law Enforcement Standards and Training (CLEST)**. Website: www.clest.org

III. Qualifications

Applicants must:

- Be a **U.S. citizen**
- Be **at least 21 years of age**
- Possess a **valid driver's license**
- Be a **high school graduate** or hold a **GED equivalency**
- Meet **medical requirements** per CLEST standards (CLEST Medical Standards)
- Be eligible for certification under **A.C.A. § 12-9-106** or attend an approved law enforcement training academy

IV. Application Disqualifiers

Applicants will be disqualified for:

- **Felony convictions**
- **Misdemeanor convictions** involving domestic abuse, theft, or moral turpitude
- **Drug use** or illegal activity related to drug use
- **Alcohol abuse**
- **Dishonorable discharge** from the U.S. Armed Forces
- **Misrepresentation or falsification** during the selection process

- **Refusal to sign** required documents or releases

V. Selection Phase

- A panel of officers, selected by supervisors or the Chief of Police, will form an **oral review board** to assess eligible candidates.
- The oral interview evaluates **interpersonal skills** and is conducted in accordance with departmental policy.
- Candidates are **ranked** and submitted to the Chief of Police for a **second interview** if needed.
- Selected candidates are placed on a **hiring eligibility list**, valid for **six months** or until depleted.
- Background checks will be conducted by designated supervisors or detectives **prior to a conditional job offer**.

VI. Department Probation

- All newly hired officers must serve a **one-year probationary period** as established by CLEST.
- Previously certified officers must also complete a **one-year probation** from the date of hire.
- Officers must successfully complete the **Field Training and Evaluation Program** and probation period.

Performance Monitoring

- Performance and conduct issues will be addressed during field training by supervisors.
- If deficiencies are not corrected, the probationary employee may be **dismissed**.
- Policy infractions or misconduct warranting suspension or greater discipline will result in **non-retention**.

Dismissal Conditions

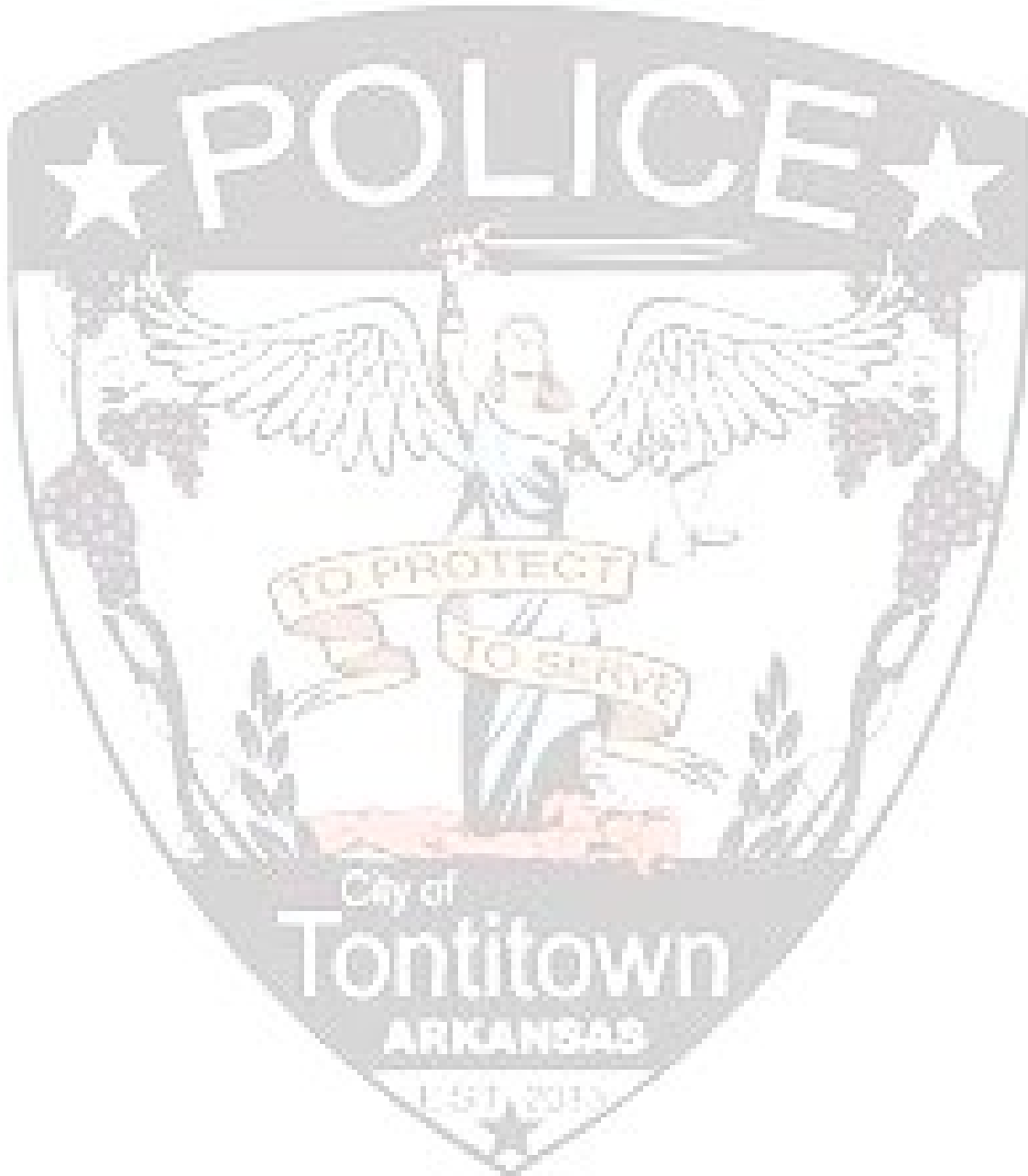
- Probationary employees may be dismissed **with or without cause**.
- Dismissed probationary employees **do not have appeal rights**.

VII. Post-Probation Discipline

After probation, officers may be dismissed, suspended, or disciplined for:

- **Incompetency**, inefficiency, or dereliction of duty
- **Dishonesty**, immoral conduct, insubordination, or discourteous behavior
- **Mental or physical unfitness** for duty
- **Disgraceful or prejudicial conduct**
- **Substance abuse**, including alcohol or narcotics
- **Felony or moral turpitude misdemeanor convictions**

- **Any act or omission** that violates departmental policy or demonstrates unfitness for employment



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 9 Chief's Office Recognition Program	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The Police Chief Award Program exists to recognize and honor **exceptional service, leadership, and dedication** among members of the law enforcement community. This program celebrates individuals who exemplify the highest standards of **integrity, professionalism, and commitment to public safety**. By acknowledging outstanding achievements and contributions, the award fosters a culture of excellence, boosts morale, and reinforces the values that define effective and compassionate policing.

II. Policy

It is the policy of the Tontitown Police Department Chief to create a **recognition program** for all employees who have performed their duties in an exemplary manner **above and beyond the call of duty**.

III. Procedures

- Awards and decorations may be initiated by a **letter of recommendation** to the Chief of Police from supervisors or peers.
- The Chief will convene an **Awards Committee** to review all recommendations.
- The committee will verify eligibility and make a recommendation to the Chief.
- The following are authorized awards and decorations for officers within the Tontitown Police Department:

Authorized Awards and Decorations

Medal of Valor

Awarded for extraordinary bravery or heroism when:

- The act is above and beyond the normal call of duty
- There is imminent personal risk to life
- The objective justifies the risk

Medal of Merit

Awarded for bravery, heroism, or exceptional behavior when:

- Life or great physical danger existed
- The officer's conduct resolved the situation with minimal or no injury

Distinguished Service Bar

Awarded for exceptional service in a duty of great responsibility or critical importance, clearly above normal expectations.

Commendation Bar

Awarded for:

- Unusual attention to duty
- Exceptionally effective performance
- Exemplary initiative

Life Saving Award

Awarded for major contributions toward saving a life, where risk to the employee was minimal.

Community Service Award

Awarded for significant contributions to the community beyond the ordinary call of duty.

Chief's Award of Excellence

Awarded for exemplary service, innovation, or contributions that enhance the department's mission or improve community quality of life. May be presented alone or with other awards. Only the Chief may issue this award.

Chief's Unit Citation

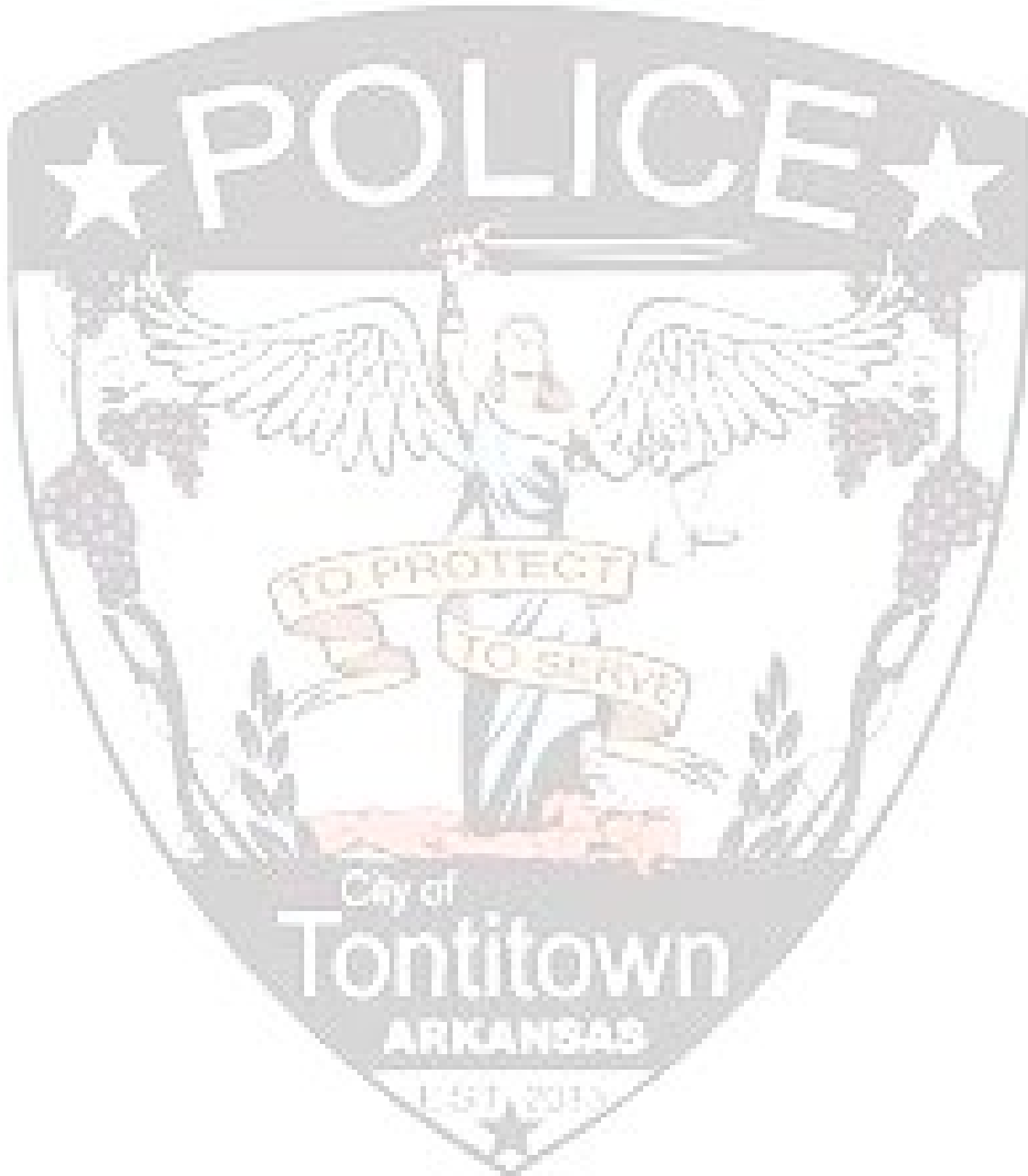
Awarded to two or more members for acts demonstrating teamwork and professionalism that advance departmental goals. May be presented alone or with other awards. Only the Chief may issue this award.

Officer of the Year

Awarded annually to one officer who consistently demonstrates:

- Exceptional performance
- Leadership and professionalism
- Commitment to the department's mission and values

- Positive impact on the community and fellow officers This award represents the highest recognition of sustained excellence and dedication over the course of the year.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 10 Use of Force	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish clear guidelines for the use of **deadly force, less-lethal force, and defensive tactics** by officers of the Tontitown Police Department.

The value of human life is immeasurable. Officers are entrusted with the responsibility to protect life and property and apprehend criminal offenders. However, **the protection of life must always take precedence** over the apprehension of offenders or protection of property. This includes the officer's own life.

II. Policy

- Officers shall use **only the amount of force reasonably necessary** under the circumstances.
- Annual in-service training on the department's use of force and deadly force policies is mandatory.
- Officers shall carry only **department-issued or approved firearms, less-lethal weapons, and ammunition**, both on duty and during off-duty assignments that may involve police action.
- All employees—sworn and non-sworn—have a duty to:
 - **Intervene** when force is being inappropriately applied or is no longer required.
 - **Report** all instances of attempted or required intervention to a supervisor.
 - **Act immediately** when witnessing unreasonable actions that could result in injury, death, or civil rights violations.
 - **Report violations** of departmental policy, law, or conduct that could harm the department's reputation.

III. Definitions

- **Deadly Force:** Force likely to cause death or grave injury.
- **Physical Force:** Bodily impact, restraint, confinement, or the threat thereof.
- **Reasonable Belief:** What a prudent person would believe under similar circumstances.
- **Serious Physical Injury:** Injury posing a substantial risk of death or causing permanent disfigurement or loss of function.
- **Chokehold:** Technique restricting breathing by applying pressure to the windpipe.

- **Stranglehold:** Technique restricting blood flow to the brain, potentially causing unconsciousness.

Levels of Resistance

- **Psychological Intimidation:** Non-verbal cues such as posture or attitude.
- **Passive Resistance:** Non-compliance without physical aggression.
- **Verbal Non-Compliance:** Refusal to follow commands or verbal threats.
- **Defensive Resistance:** Physical actions to avoid control without intent to harm.
- **Active Aggression:** Physical attacks such as striking or kicking.
- **Aggravated Aggression:** Use of weapons or deadly force-level attacks.

Response to Resistance Options

Officers must respond based on the subject's actions and the situation. These are not sequential steps but options to be used as appropriate:

- **Command Presence:** Officer's visible authority through uniform or identification.
- **Verbal Commands:** Clear instructions to gain compliance.
- **Soft Hand Controls / JPX OC:** Low-level techniques such as escort holds, pressure points, joint locks, handcuffing, and OC spray.
- **Conducted Electrical Weapons (Tasers):** Used in response to active resistance.
- **Hard Hand Control:** Physical strikes or control techniques for active resistance.
- **Intermediate Weapons:** Batons, bean bag rounds, or other impact tools.
- **Deadly Force:** Used only when there is a substantial likelihood of serious bodily harm or death.

A. Use of Deadly Force

1. Deadly force may be used when objectively reasonable to protect against an immediate threat or serious bodily injury.
2. May be used to protect oneself or others from an **immediate threat** of death or serious injury.
3. **Prohibited** in the apprehension of misdemeanants.
4. Must not be used based on **mere suspicion** of a crime.
5. Not permitted if the suspect can be apprehended **without deadly force** or if there is **substantial danger to bystanders**.
6. **Firing at or from moving vehicles** is prohibited except as a last resort in self-defense or defense of others.
7. Officers should **identify themselves** and give a **verbal warning** when feasible.
8. Firearms are used to **stop and incapacitate**, not to kill. Officers should aim for **center body mass**.
9. May be used to prevent escape if the suspect has committed a **felony involving deadly force** and poses a continued threat.
10. **Chokeholds and strangleholds** are prohibited unless deadly force is justified.

11. Officers involved in incidents resulting in **death or serious injury** shall be placed on **mandatory paid leave** pending an administrative review. This includes serious vehicle collisions.

12. **Use of deadly force against animals** is justified under the following conditions:

- **a.** For self-defense, to prevent injury to an officer or another person, or when the animal is so badly injured that humane euthanasia is necessary.
- **b.** The destruction of vicious animals shall follow the same rules as self-defense and protection of others.
- **c.** A memorandum must be submitted to the officer's direct supervisor when an animal is killed in defense of officers or others.

B. Use of Physical Force and Less-Lethal Weapons

- All officers must obtain **defensive tactics training and certification** to carry and use department-authorized less-lethal weapons.
- These tools provide additional options for gaining compliance in arrest and enforcement situations.
- Use of these tools must align with **departmental policy and training**.
- Less-lethal devices are **supplemental tools**, not replacements for firearms or self-defense techniques.
- Officers must not compromise their safety when deploying these devices.

C. De-Escalation of Force

De-escalation techniques aim to reduce the need for physical confrontation and increase voluntary compliance.

1. Officers shall consider whether non-compliance is due to:
 - **a.** Medical conditions
 - **b.** Mental impairment
 - **c.** Developmental disability
 - **d.** Language barriers
 - **e.** Drug interactions
 - **f.** Behavioral crises
2. Officers must balance these factors against the facts of the incident to determine the safest resolution.
3. Officers must select a level of force that is **objectively reasonable**, relying on training, experience, and situational assessment.
4. Force may be **escalated or de-escalated** as circumstances change. Once control is achieved, force must be reduced accordingly.
5. Officers are required to provide **appropriate medical aid** as quickly and reasonably as possible following any incident involving injury.

D. Firearms

1. Officers shall receive instruction on the department's **deadly force policy** before being issued a firearm.
2. Qualification with the issued **primary handgun** is an essential job function. Failure to qualify may result in disciplinary action or termination.
3. CLEST-certified instructors shall conduct all firearms training and qualifications.

Firearms Qualification Requirements

- **a.** Officers must qualify with their primary handgun **twice annually**, with at least one CLEST-approved course.
- **b.** Other qualifications must meet standards set by the Chief of Police.
- **c.** Officers certified in secondary handgun, shotgun, or rifle must qualify **annually**.
- **d.** All training and scores will be documented and retained for the duration of employment plus five years.

Remedial Training and Restrictions

- Officers failing to qualify after two attempts will be referred for remedial training.
- If still unqualified, the instructor must notify the supervisor and Chief of Police.
- The officer will be relieved of their firearm and placed on **restricted duty**.
- If the officer does not respond to training, the Chief will be notified in writing.
- Officers requiring remedial training more than once per year may face disciplinary action.
- Failure to qualify with secondary weapons will result in revoked carry authorization until requalification.
- Officers must demonstrate knowledge of firearm laws and safe handling procedures.
- Officers returning from an absence exceeding three months must complete refresher training and qualification.

E. Maintenance

- Firearms shall not be drawn or exhibited except for:
 - General maintenance
 - Authorized training
 - Situations requiring lawful use of the weapon

F. Warning Shots

- **Warning shots are strictly prohibited.**

G. Authorized Carry

- Full-time sworn officers may carry a **concealed firearm while off duty**.
- Officers are not required to carry off duty but may do so at their discretion.
- Officers may carry their **issued primary and/or secondary handgun(s)** off duty.

- Officers must carry their **department-issued official identification card** when armed off-duty.
- Officers in **plain clothes** with exposed firearms must display their **department badge** near the weapon in a clearly visible manner, unless special circumstances exist.
- Officers who choose to carry a **non-issued firearm** must demonstrate annual proficiency with the **Training Division**, at their own expense.

H. Department-Issued Weapons and Ammunition

1. Firearm Inspection and Maintenance

- All department-issued firearms shall be inspected **annually** by a **certified armorer**.
 - Firearms must be **approved** before issuance or use.
 - The **Training Division** will maintain inspection records.
- Unsafe or irreparable firearms shall be removed from service with documentation.
 - Repairs will be made by a certified armorer or sent to a certified repair center.
 - All weapon modifications and accessories must be **approved by the Chief of Police**.
 - Only **certified armorers** may repair or modify department-owned firearms.
 - Armorers must hold **current certification** for the specific weapon.
 - The Training Division will maintain records of inspection and maintenance.

2. Officer Responsibility

- Officers must maintain reasonable care of issued firearms.
- Damaged or unsafe firearms must be reported to the **on-duty supervisor** and documented via memorandum.
- Officers may be held **financially liable or dismissed** for negligence or willful damage.
- Lost or stolen firearms must be reported immediately to the supervisor and Chief of Police. The firearm must be entered into **ACIC/NCIC**.

I. Discharge of Weapon

If an officer discharges a department-issued weapon while acting in an official capacity (excluding training), or in the event of an accidental discharge:

1. Notify the **shift supervisor** as soon as practical.
2. Supervisor shall conduct a **preliminary investigation**.

3. Supervisor shall file a **report** with the Chief of Police.
4. If a suspect is wounded or killed, a **Use of Force Report** must be completed and the officer placed on **administrative leave** pending investigation.
5. If negligence is determined, the officer must undergo **firearms certification training** and may face **disciplinary action**, up to termination.

J. Use of Force Reports

Purpose

To define when a **Use of Force Report** is required. Not all physical contact requires a report; only specific circumstances do.

1. Reporting Criteria

A Use of Force Report must be completed when:

- a. Force causes death, visible injury, or the subject claims injury.
- b. An object (hand, fist, foot, weapon) is used to strike a subject.
- c. A subject is forcibly moved or restrained in a prone position.
- d. A subject loses consciousness due to force.
- e. An intermediate or less-lethal weapon is used.
- f. A firearm or CEW is pointed at anyone.
- g. An “Arc Display” is used to gain control.
- h. A police canine injures a person (excluding training scenarios).
- i. A firearm is discharged during a deadly force encounter.

Reports must be submitted to the supervisor **before the end of shift** or **as soon as possible** if off-duty.

2. Documentation

- Officers shall **photograph and document** any injury or claimed injury.
- Supervisors will review reports for **policy compliance** and submit them to administration.

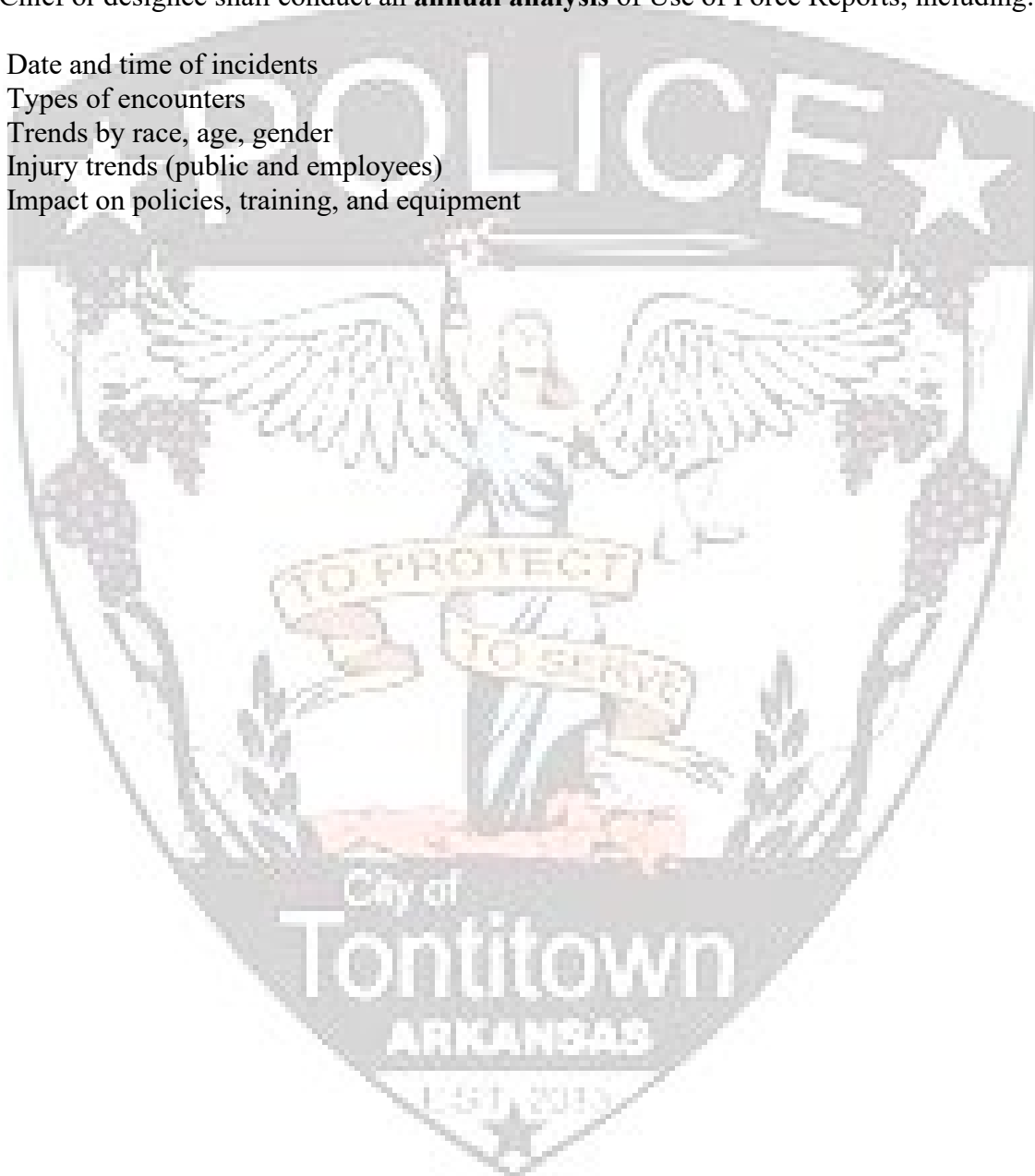
Supervisors must review **camera footage** in cases involving:

- Less-lethal weapon use
- Weaponless force resulting in medical treatment

b. Reports will be reviewed by the **division captain** and **Chief of Police**.

c. The Chief or designee shall conduct an **annual analysis** of Use of Force Reports, including:

- Date and time of incidents
- Types of encounters
- Trends by race, age, gender
- Injury trends (public and employees)
- Impact on policies, training, and equipment



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 11 Less-Lethal Weapons and Defensive Tactics	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

This directive establishes specific guidelines for the use of **authorized less-lethal weapons** and **defensive tactics**. These tools provide officers with additional use-of-force options for gaining compliance from resistant or aggressive individuals during arrests and other enforcement situations.

II. Policy

Officers shall use defensive tactics and less-lethal weapons **only when warranted**, and in a manner consistent with the department's **Use of Force Policy**, applicable **general orders**, and **training standards**.

III. Defensive Tactics

- The department provides instruction in various defensive techniques, including:
 - Pressure point control
 - Ground fighting techniques
- Officers shall use **only authorized techniques** they have been trained to perform.

IV. Less-Lethal Weapons

- Less-lethal weapons are tools within the **use-of-force continuum**, not substitutes for deadly force.
- Officers shall carry only **department-issued or approved** less-lethal weapons and ammunition while on duty or during off-duty assignments with potential for police action.
- All less-lethal weapons shall be:
 - Annually inspected** by a qualified instructor or armorer
 - Deemed safe and operational** before issuance
 - Removed from service** if found unsafe
- The department will maintain records of:
 - Inspection dates

- Maintenance history

Officer Responsibilities

- Report damaged or unsafe weapons to the **on-duty supervisor**
- Submit a **memorandum** documenting the issue to their immediate supervisor
- Weapons must be re-inspected before being returned to service

Training and Documentation

- All authorized personnel will receive:
 - Copies of relevant policies
 - Instruction from certified weapons or tactics instructors
 - Documented refresher training

V. Conducted Electrical Weapons (C.E.W.)

Definition

A C.E.W. disrupts motor function by delivering an electrical discharge that interrupts communication between the brain and muscles.

Deployment Modes

- **Probe Deployment:** Cartridge-fired probes at a subject or animal

Certification and Carry

- Officers must complete:
 - Instructor Taser Course or
 - Tontitown PD Taser User Training Program
- C.E.W.s must be:
 - Properly functioning and charged
 - Worn on the **weak side** in an approved holster
 - Drawn using **weak hand or cross-draw**

Use Guidelines

- C.E.W.s fall under **Level 4** in the Response to Force Policy
- May be used when:
 - Lower levels of force are ineffective or inappropriate
 - Subject is non-compliant, dangerous, or violent
 - Deadly force is not justified
- **Prohibited uses:**
 - Display during routine calls
 - Simultaneous use with a firearm

- Against passive resisters or handcuffed subjects
- For intimidation or misuse

Reporting and Investigation

- All discharges (including accidental) must be:
 - Investigated
 - Documented with a **C.E.W. Use of Force Report**
- Training discharges do not require reports unless injury occurs
- Spark tests are not considered discharges

Aftercare

- Probes may be removed by officers unless embedded in sensitive areas (face, throat, groin, female breast)
- Medical personnel must remove probes from sensitive areas
- Probes must be returned to the cartridge and treated as **biohazard**

VI. Oleoresin Capsicum (O.C.) and JPX Devices

Purpose

O.C.-based weapons provide officers with additional use-of-force options. JPX devices are issued to trained officers for controlled deployment.

Use Guidelines

- Not substitutes for other less-lethal tools or deadly force
- Uniformed officers may carry O.C. spray; non-uniformed officers may carry authorized alternatives
- Canisters must be **periodically inspected**

Deployment Scenarios

- When verbal direction is ineffective or inappropriate
- When physical force is likely necessary
- To remove individuals from vehicles or enclosed areas
- JPX deployment requires a **minimum distance of 5 feet**

Restrictions

- Must not be used for retaliation or unlawful purposes
- Use only the amount necessary to achieve compliance
- Discontinue use once control is achieved

Aftercare

- Provide **relief from discomfort** using water and ventilation
- Handcuff suspects as soon as possible after spraying

VII. Oleoresin Capsicum (O.C.) Aerosol Spray

- Only officers who have completed the **prescribed training course** are authorized to carry O.C. aerosol spray.
- Officers must use **only department-approved O.C. spray** and conform to training protocols.
- Use of O.C. spray against any person is considered **physical force** and must be documented.

Reporting Requirements

- A **Use of Force Report** must be completed and submitted through the chain of command for any intentional or accidental exposure.
- Reports are **not required** for discharges during:
 - Testing
 - Training
 - Malfunctions
 - Accidental discharges where no one was exposed

Handling and Maintenance

- Officers shall not **deface or alter** O.C. weapons beyond normal wear.
- Expended canisters must be **turned in** before receiving replacements.
- Replacement of O.C. canisters and JPX cartridges will be handled by an **OC/JPX Trainer**.
- After standard deployment (one capsule used), place cartridge in **Evidence Locker** and notify JPX trainer and ask the trainer to have it replaced.

Medical Monitoring and Aftercare

- Exposed individuals must be **continuously monitored** and not left alone while in custody.
- If medical issues arise, officers must:
 - Summon **emergency medical aid**
 - Notify the **on-duty supervisor**
- Officers should reassure suspects and explain that the effects of O.C. are **temporary**.

Documentation and Jail Notification

- Arrest reports must include:
 - Notification that O.C. was used
 - Description of **decontamination efforts**

- Printed arrest reports must be **delivered to jail staff** with a verbal explanation of O.C. exposure.

Accidental Exposure

- Assistance must be offered to any individual accidentally exposed.
- Incidents must be reported to the **immediate supervisor** and documented in both a **Use of Force Report** and **Offense Report**.

VIII. JPX O.C. Delivery System

- The JPX is a **pyrotechnic-based less-lethal weapon** that deploys O.C. solution using a primer and gunpowder.
- It does **not propel a projectile**, but expels O.C. at high velocity.

Training and Carry Requirements

- Only trained officers may carry the JPX.
- JPX must be carried in an **approved holster** on the **non-dominant side** of the duty belt or vest.
- All issued JPX equipment must be **maintained and available for inspection**.

Deployment Guidelines

- OC solution travels at **590 ft/sec (405 MPH)**.
- Effective range: **5 to 23 feet**, measured from nozzle to target.
- Primary target: **subject's face**, aiming at the **chin** using sights or laser.
- Secondary targets: **upper chest, neck, or side of head**.

Deployment Limits and Tactical Use

- Limit deployments to the **minimum necessary** to gain control.
- If within 5 feet, officers may:
 - Deploy first shot to the **chest**
 - Create distance
 - Deploy second shot to the **primary target area**

Evidence Handling.

- If both capsules are used, **retention of empty cartridge is not required**.
- Injuries must be:
 - Evaluated by medical personnel
 - Photographed
 - Documented in the report
- Two-shot cartridge assemblies must be **processed as evidence**.

Violations

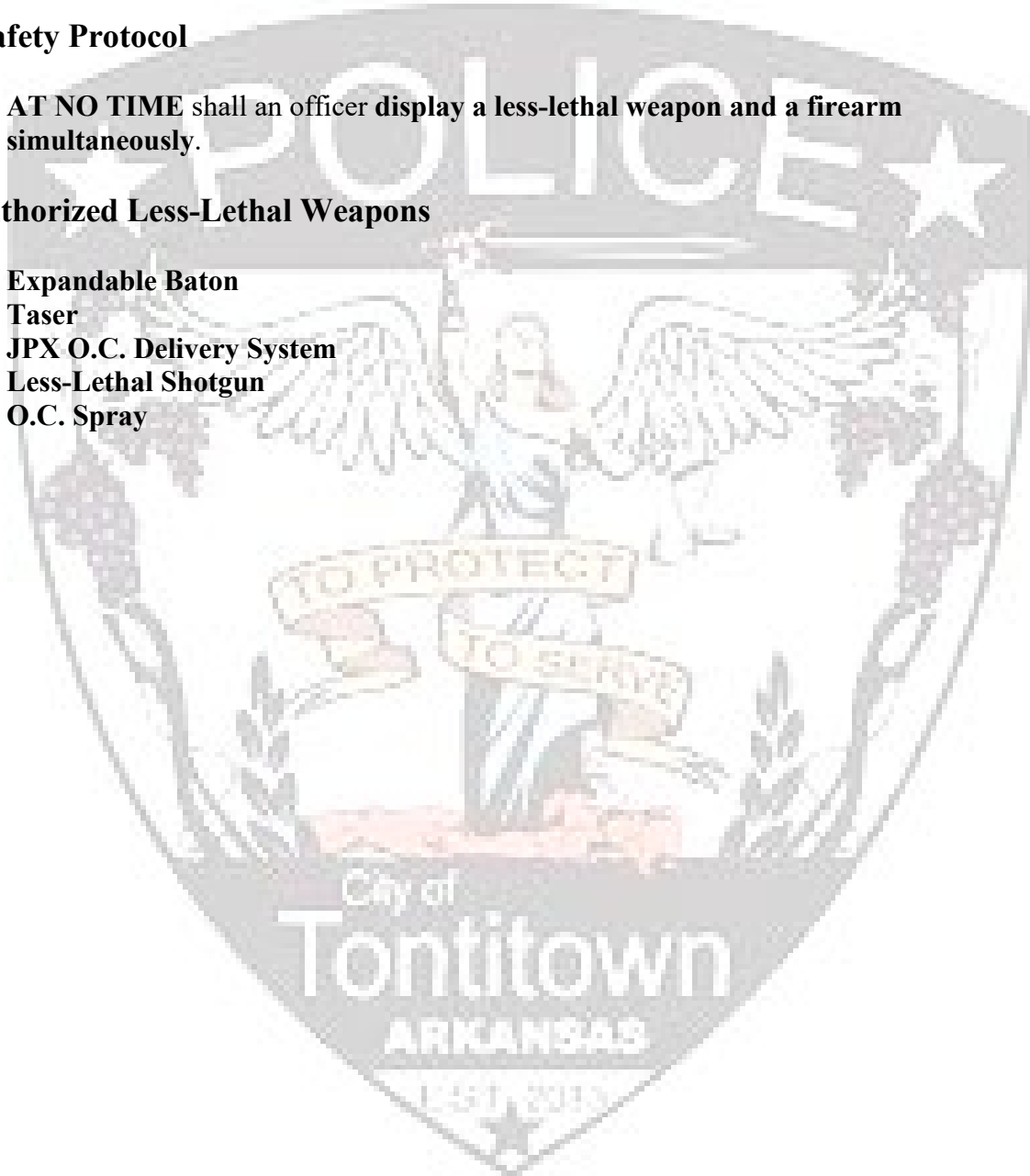
- Misuse may result in:
 - **Loss of authority** to use O.C. weapons
 - **Disciplinary action**

IX. Safety Protocol

- **AT NO TIME** shall an officer **display a less-lethal weapon and a firearm** simultaneously.

X. Authorized Less-Lethal Weapons

- **Expandable Baton**
- **Taser**
- **JPX O.C. Delivery System**
- **Less-Lethal Shotgun**
- **O.C. Spray**



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 12 Officer Involved Shooting	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish procedures for the **response and investigation** of officer-involved shootings, whether **on duty or off duty**, and to ensure that such incidents are investigated in a **thorough, fair, and impartial** manner.

This policy applies when:

- An officer **fires their weapon at any person**, or
- An officer **fires their weapon and strikes any person**

This policy does **not apply** to:

- Training or practice discharges
- Humane termination of critically wounded animals

II. Policy

The Tontitown Police Department recognizes that officer-involved shootings involve serious decisions and actions. These incidents require **immediate and objective review** to protect the interests of both the **public** and **involved employees**.

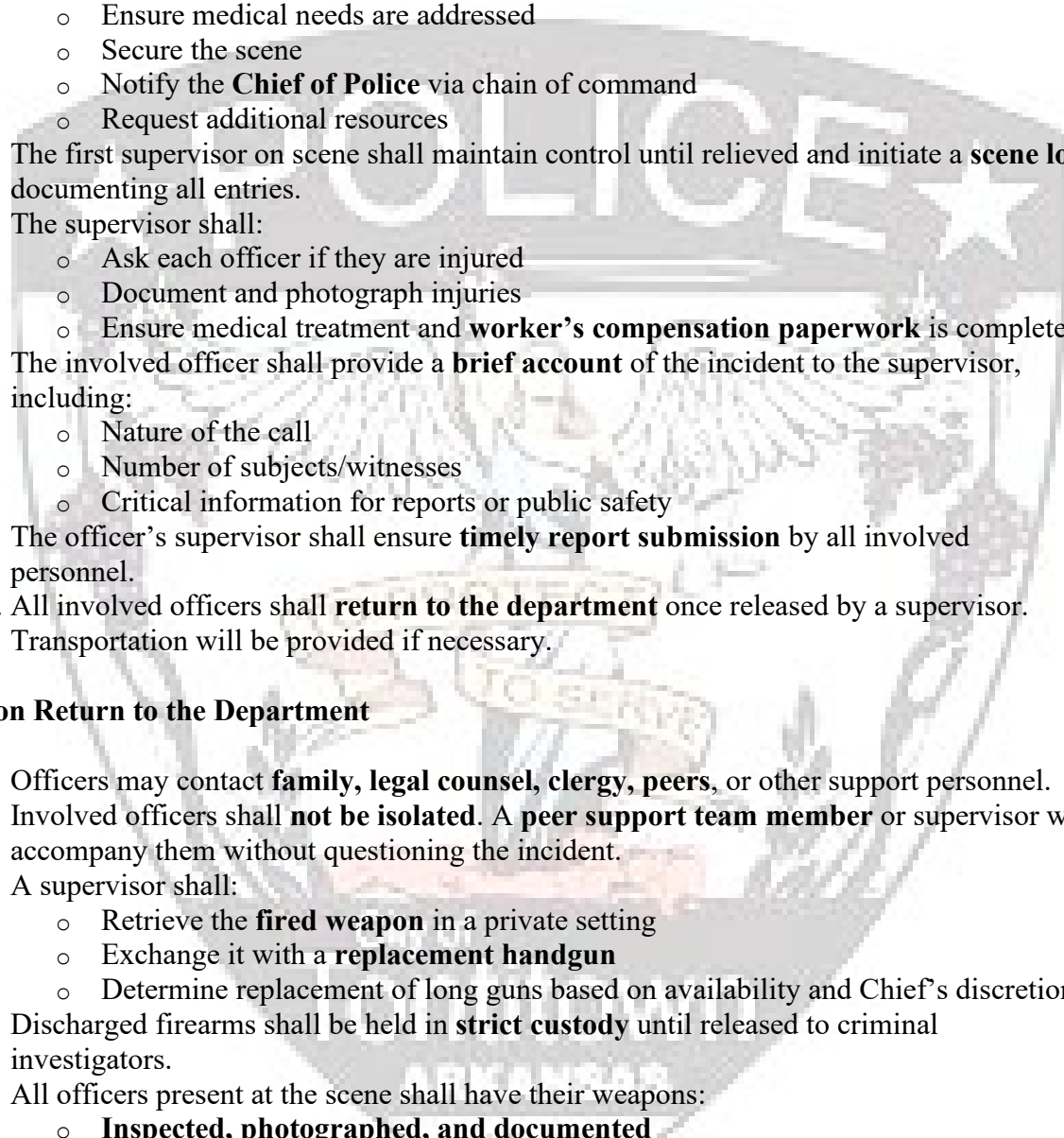
- The department is responsible for **criminal and internal investigations** within its jurisdiction.
- In most cases involving **injury or death**, criminal investigations will be **relinquished to another agency**.

III. Procedure

A. Crime Scene Protocol

Once the scene is secure and no immediate threat remains:

1. **DMVR and body-worn cameras** shall remain active until directed otherwise by a supervisor.

- 
- Exceptions may be made for **private conversations** with legal counsel or family.
 - 2. **Medical aid** shall be rendered immediately to any injured person.
 - 3. Officers shall **request an on-duty supervisor** to respond to the scene.
 - 4. Officers shall **secure the crime scene** to preserve evidence.
 - 5. The **on-duty supervisor** shall:
 - Ensure medical needs are addressed
 - Secure the scene
 - Notify the **Chief of Police** via chain of command
 - Request additional resources
 - 6. The first supervisor on scene shall maintain control until relieved and initiate a **scene log** documenting all entries.
 - 7. The supervisor shall:
 - Ask each officer if they are injured
 - Document and photograph injuries
 - Ensure medical treatment and **worker's compensation paperwork** is completed
 - 8. The involved officer shall provide a **brief account** of the incident to the supervisor, including:
 - Nature of the call
 - Number of subjects/witnesses
 - Critical information for reports or public safety
 - 9. The officer's supervisor shall ensure **timely report submission** by all involved personnel.
 - 10. All involved officers shall **return to the department** once released by a supervisor. Transportation will be provided if necessary.

B. Upon Return to the Department

- 1. Officers may contact **family, legal counsel, clergy, peers**, or other support personnel.
- 2. Involved officers shall **not be isolated**. A **peer support team member** or supervisor will accompany them without questioning the incident.
- 3. A supervisor shall:
 - Retrieve the **fired weapon** in a private setting
 - Exchange it with a **replacement handgun**
 - Determine replacement of long guns based on availability and Chief's discretion
- 4. Discharged firearms shall be held in **strict custody** until released to criminal investigators.
- 5. All officers present at the scene shall have their weapons:
 - **Inspected, photographed, and documented**
 - Verified for discharge status
- 6. The **shooting team** shall inform the officer of the **administrative and investigative process** and provide a **point of contact**.
- 7. Officers will be provided **transportation home** if needed.
- 8. Officers shall be kept **informed of investigation status** as practicable.

IV. Internal Investigation

1. The **Chief of Police** or designee shall appoint a **shooting team** immediately following the incident.
2. The shooting team will conduct an **internal investigation** focused on:
 - Department **policies, procedures, and rules**
 - Separate from the **criminal investigation**
3. Investigations shall be:
 - **Thorough and efficient**
 - Given **priority** over other assignments
 - Completed **as timely as possible**
4. All employees must **cooperate** and **not interfere** with the investigation.
5. Officers will be given time to **recover** before formal interviews.
 - **a.** Legal representation is permitted
 - **b.** Officers shall review their **Garrity Warning**
 - **c.** All interviews shall be **audio recorded**
 - **d.** Officers will be **compensated** for participation
 - **e.** Refusal to answer questions may result in **disciplinary action**, up to termination
6. **Compelled statements** made during internal investigations shall **not be used** in criminal proceedings.
7. Upon completion, findings shall be submitted to the **Chief of Police**, who will determine appropriate actions.

V. Criminal Investigation

1. The **Chief of Police** may request an **independent criminal investigation** by an outside agency when an officer fires their weapon.
 - If injury or death occurs, an independent investigation **shall be requested**.
 - The Chief or designee will determine which agency is utilized.
2. The **Washington County Prosecuting Attorney** shall be notified as soon as possible to allow for **crime scene examination**.
3. **Criminal investigators** shall have **priority access** to the scene. The internal shooting team will be granted access once critical evidence is secured.
4. All constitutional guarantees shall be afforded to department personnel during criminal interviews.
5. If the **Tontitown Police Department Criminal Investigation Division** conducts the investigation:
 - **a.** The Chief shall review the findings.
 - **b.** The case file shall be forwarded to the **Washington County Prosecuting Attorney**.
 - **c.** The investigation is not complete until reviewed by the prosecutor.
 - **d.** The case shall not be released to anyone other than the prosecutor or **Tontitown City Attorney** until officially closed.

VI. Administrative Leave

1. Any officer who fires their weapon at or strikes a person shall be placed on **paid administrative leave**.
 - o The Chief may place other employees on leave as deemed necessary.
2. Administrative leave is **not disciplinary** and does not imply wrongdoing.
3. Officers on leave must remain **available to investigators**.
4. The **Chief of Police** determines when and how an officer returns to duty.
5. Officers must **requalify with duty weapons** before resuming regular assignments.

VII. Return of Weapons

- Firearm testing may take **weeks or months**.
- Once returned from the prosecutor, the weapon shall be **inspected by a certified armorer** before reissue.

VIII. Employee Assistance

1. Officers involved in shootings shall be offered **critical stress debriefing** with a counselor, chaplain, medical doctor, or peer group.
 - o Debriefing should occur within **72 hours** of the incident.
2. Officers who discharge their weapon or are shot must attend the **Employee Assistance Program (EAP)** and follow the treatment plan.
3. The Chief may refer employees to **alternate mental health professionals** specializing in law enforcement.
4. Employees present during a shooting, but not directly involved, shall be **offered EAP services**.
5. Officers shall be granted **adequate time off** as determined by the Chief and the employee.
6. The Chief may require an **independent fitness-for-duty evaluation**.
 - o This evaluation shall not be conducted by any professional involved in post-shooting counseling.

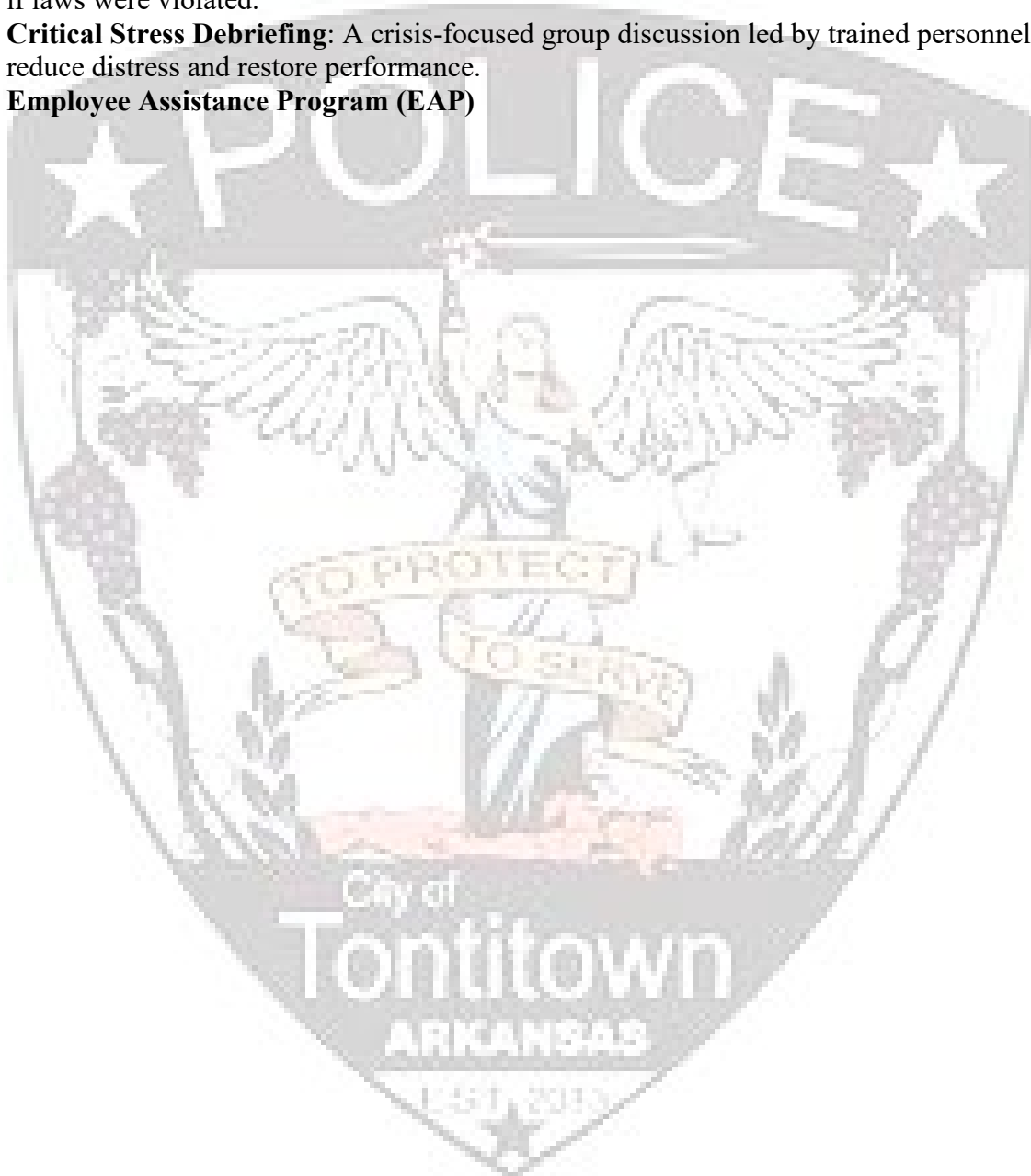
IX. Social Media

1. **Social media posts** by employees regarding officer-involved shootings are **strictly prohibited** unless expressly authorized by the Chief.
2. Employees are **prohibited** from releasing information about **line-of-duty injuries or deaths** without express permission from the Chief.

X. Definitions

- **Deadly Force:** Force likely to cause death or grave injury, or that a prudent person would consider likely to do so.
- **Reasonable Belief:** Facts or circumstances that would cause a prudent person to act similarly under the same conditions.
- **Officer-Involved Shooting:** Any incident where an officer fires their weapon at or strikes a person, including on-duty, off-duty, and unintentional discharges causing injury.

- **Internal Investigation:** An inquiry into adherence to department policies, procedures, and rules.
- **Shooting Team:** Investigators appointed by the Chief to conduct the internal investigation.
- **Criminal Investigation:** An inquiry by Tontitown PD or an outside agency to determine if laws were violated.
- **Critical Stress Debriefing:** A crisis-focused group discussion led by trained personnel to reduce distress and restore performance.
- **Employee Assistance Program (EAP)**



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 13 Hostage Barricaded Subject Situations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish **standardized procedures** for responding to **hostage situations** and **barricaded subjects** in order to protect lives, ensure public safety, and resolve incidents peacefully. This policy provides guidance on containment, communication, tactical response, and coordination with specialized units to minimize risk to victims, suspects, and law enforcement personnel.

II. Policy

In hostage or barricaded subject situations, the Tontitown Police Department shall:

- Prioritize the **lives of hostages, civilians, and officers**
- Seek peaceful resolution through **communication**
- Maintain readiness to use **alternative approaches** if communication fails
- Make every reasonable effort to ensure the **safe release of hostages**

Definitions

- **Barricaded Subject:** An individual reasonably believed to pose a threat of serious bodily injury or death and who is in a fortified or stronghold position.
- **Hostage:** A person held against their will by force or threat of force, either expressed or implied.

III. Procedures

Initial Patrol Response

Patrol officers shall not initiate tactical actions unless necessary to protect life and safety, in accordance with the department's **Use of Force Policy**.

Patrol officers should:

1. **Notify dispatch** and request additional patrol units.
2. Direct dispatch to **notify the Chief of Police** immediately.

3. **Contain and isolate** the scene:
 - Establish an **inner perimeter** for safety and contact
 - Establish an **outer perimeter** to control traffic and access
4. **Evacuate** nearby residences and businesses when possible.
5. Attempt **initial contact** with the subject to calm and gather information.

Communication Guidelines:

- Avoid soliciting demands
- Listen for emotional cues
- Avoid bargaining or concessions
- Reassure that police will not storm the building
- Do not offer anything to the subject
- Minimize the seriousness of the subject's crimes
- Avoid referring to individuals as "hostages"
- Be honest; avoid tricks
- Do not say "No" to demands (avoid "Yes" as well)
- Do not make suggestions
- Do not use outsiders or citizens to communicate with a barricaded subject.

Officer in Command (OIC)

The **ranking officer on scene** shall assume command until relieved by a superior.

OIC Responsibilities:

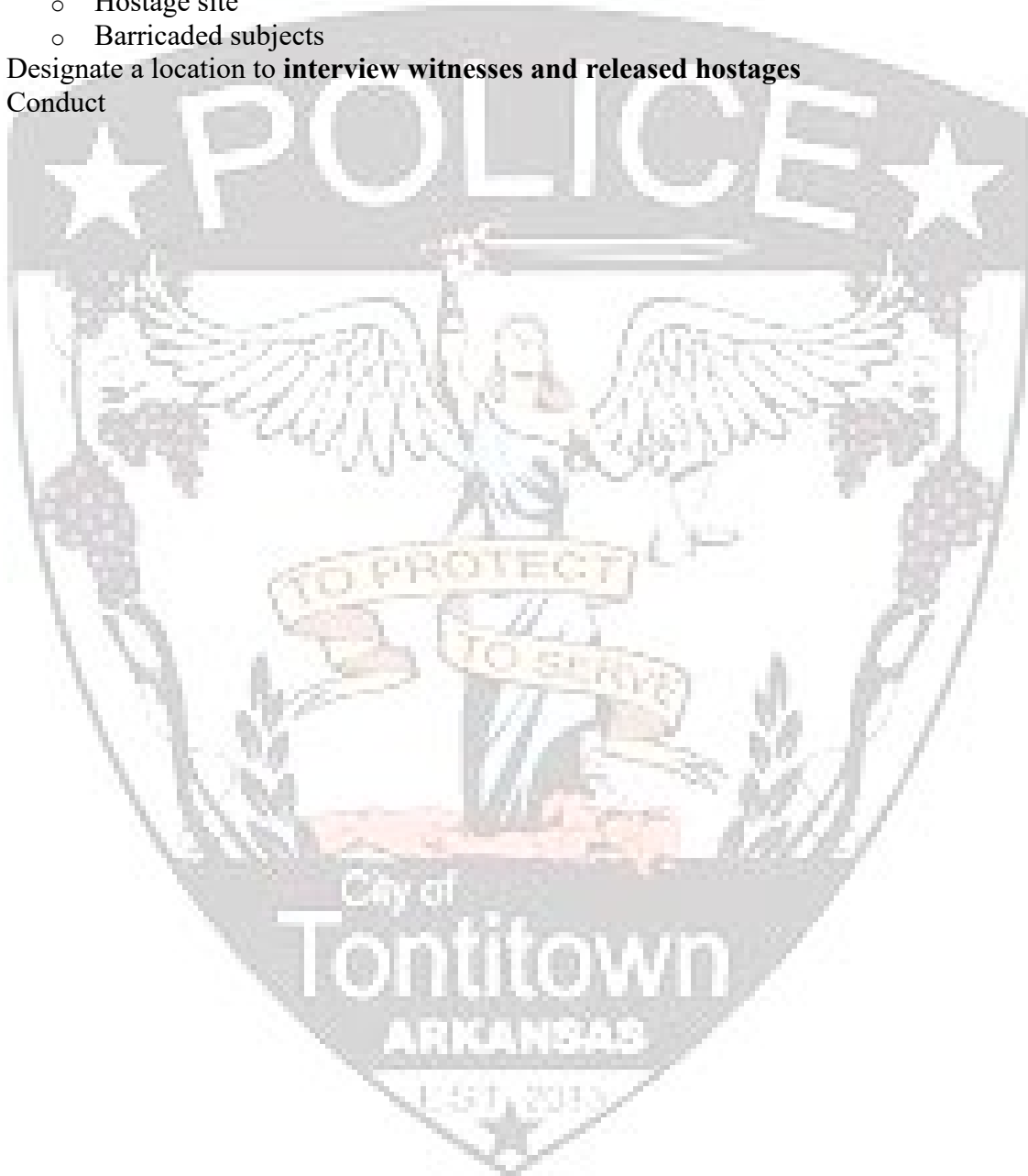
- Inform the Chief of Police of the incident details
- Delegate tactical operations to the **Tactical Response Team OIC**
- Develop a **communications/negotiations strategy**
- Establish:
 - Inner and outer perimeters
 - Command post
 - Tactical operations center
 - Negotiations center
 - Staging area for personnel
- Assign a **press center** and designate a **press liaison officer**
- Ensure **traffic and crowd control** and designate emergency vehicle routes
- Record **personnel assignments** and maintain a **chronological log** of events
- Coordinate with the **fire department** and other support units (e.g., canine teams)
- Ensure **emergency medical services** are available on-site

Hostage Communications

The designated communications officer shall:

- Assist the OIC as needed

- Provide **trained primary and secondary negotiators**
- Assign a **negotiations investigator** if available
- Gather information on:
 - Hostage taker
 - Hostages
 - Hostage site
 - Barricaded subjects
- Designate a location to **interview witnesses and released hostages**
- Conduct



	TONTITOWN POLICE DEPARTMENT	
	Section 14 Pursuits	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to define the **Tontitown Police Department's policies and procedures** governing the pursuit of motor vehicles by department personnel.

II. Policy

The department's primary concern during vehicular pursuits is to **protect lives and property**. Officers must make reasonable efforts to apprehend violators while complying with laws regulating emergency vehicle operation and must **discontinue pursuits** when the risk to public safety outweighs the need for immediate apprehension.

III. Definitions

- **Forcible Stop:** Use of force or physical acts to compel a fleeing driver to stop (e.g., roadblocks, ramming, firearms).
- **Primary Pursuit Officer:** The officer who initiates or is closest to the fleeing vehicle during pursuit.
- **Secondary Pursuit Officer:** An officer assisting the primary officer during pursuit.
- **Vehicular Pursuit:** An active attempt to apprehend a suspect in a moving vehicle who is aware of the officer's intent and actively evades.
- **Intentional Intervention:** Use of a police vehicle to intentionally collide with another vehicle.
- **PIT/TVI:** Precision Immobilization Technique or Tactical Vehicle Intervention—forced rotational stop to end a pursuit.
- **Authorized Emergency Vehicle:** Department-issued vehicle with emergency lights and siren operated by a Tontitown officer.
- **Due Regard:** Duty to exercise ordinary care for the safety of others.
- **Fleeing:** Defined under Ark. Code Ann. § 5-54-125.
- **Grappler Vehicle Immobilization Device:** A netting system deployed from a vehicle's bumper to safely immobilize a fleeing vehicle.

IV. Procedures

A. Circumstances Leading to Pursuit

Officers must continually evaluate the following factors before initiating or continuing a pursuit:

- Seriousness of the original offense
- Suspect's identity or likelihood of later identification
- Suspect's actions increasing public danger
- Visibility, weather, and road conditions
- Officer's familiarity with the area
- Type of area (e.g., residential, school zone)
- Speed, direction, and traffic density
- Presence of passengers or prisoners
- Mechanical condition of the pursuit vehicle
- Likelihood of safe apprehension
- Other unknown or unseen circumstances

Extreme caution must be used when driving against traffic on divided highways, interstates, or one-way streets.

B. Initiating Officer Responsibilities

1. Remain the **primary officer** unless relieved.
2. Immediately **notify dispatch**, providing:
 - Vehicle description and license plate
 - Location, direction, and speed (continually updated)
 - Occupant description and count
 - Request for Chief notification
 - Assistance for injured persons
 - Request for additional support (e.g., aircraft, equipment)

C. Secondary/Backup Officer Responsibilities

1. Relieve the primary officer of dispatch updates.
2. Maintain **safe following distance**.
3. Assume primary position if needed.
4. Take supporting role only when safe and requested.
5. Assist with **apprehension and arrest** post-pursuit.

D. Supporting Officer Responsibilities

Officers requested in a support role may:

- Cover escape routes
- Deploy stop-sticks
- Assume backup role
- Gather suspect/vehicle info
- Render aid in collisions
- Recover evidence

- Assist with arrest

Unrequested officers shall **not parallel** the pursuit or operate in emergency status.

E. Supervisor Responsibilities

The **on-duty shift supervisor** shall:

- Take command of the pursuit
- Evaluate and re-evaluate pursuit criteria
- Assign and reassign officer roles
- Direct dispatch to notify **Administrative Command**

F. Police Vehicle Requirements

1. Vehicles **without sirens and emergency lights** may not participate.
2. All emergency equipment must be **activated** during pursuit.
 - Avoid takedown lights that may obscure visibility
3. Unmarked vehicles may initiate pursuit only under **exigent circumstances**.
4. Patrol vehicles should be used when feasible.
5. No more than **three vehicles** should be directly involved.
6. Vehicles with **damaged or failed equipment** must disengage.
7. Officers shall not follow into **oncoming traffic** on divided highways unless **Intentional Intervention** is required.

V. Termination of Pursuit

The decision to terminate a pursuit may be the most rational means of preserving life and property. Officers who terminate a pursuit shall:

- **Deactivate emergency equipment**
- Drive at or below the **posted speed limit**

Pursuits shall be **immediately terminated** under the following conditions:

- **a.** A supervisor or higher-ranking officer determines the risk outweighs the need for apprehension
- **b.** The suspect is known and wanted only for a **traffic violation, misdemeanor, or non-violent felony**
- **c.** The officer loses **visual contact** with the fleeing vehicle for an extended period

Upon termination, the primary officer shall:

- Notify **dispatch**
- May follow the **predicted route** within city limits to ensure no harm to citizens

Termination decisions are **not subject to disciplinary review**.

VI. Methods of Forcible Stop

1. Intentional Intervention

Use of a TPD vehicle to intentionally collide with another vehicle to disable or force it off the road. Includes **PIT** and **TVI**.

2. PIT/TVI

Defined as **physical force**. Authorized when **objectively reasonable** based on totality of circumstances.

3. Roadblocks

- May be used when **objectively reasonable**
- Must have a **clear suspect/vehicle description**
- Must be **plainly visible** unless deadly force is justified
- Requires **supervisor approval**

4. Hollow Spike Strip

Officers deploying spike strips must be informed of:

- Location
- Direction and speed
- Erratic behavior
- Possible weapons
- Other relevant data

Precautions:

- Deploy from **hard cover** (e.g., bridge supports)
- Avoid high-risk areas (e.g., rivers, embankments)
- Stop oncoming traffic before deployment on two-way roads
- May be used on **motorcycles only when deadly force is justified**
- Avoid use on **hazmat trucks or passenger vans/buses** unless exigent circumstances exist

5. Boxing Technique

Used to end **slow-speed pursuits** or halt vehicles failing to yield.

- Not for high-speed pursuits unless **exigent circumstances** exist
- Requires **clear communication** among three units

- Primary unit executes the maneuver

VII. Pursuits Initiated by Tontitown Police Department

1. In-State Pursuits

- Notify dispatch when pursuit **leaves city limits**
- Maintain pursuit position
- Notify dispatch when **changing radio frequencies**

2. Out-of-State Pursuits

- Notify dispatch when pursuit **leaves Arkansas**
- Relinquish primary position to **local state officer**
- Continue in **backup role** with supervisor approval

VIII. Pursuits Initiated by Other Agencies

- Tontitown officers shall follow **TPD pursuit policy**
- Assume **support role** within city limits
- Do not pursue **beyond city limits** unless requested
- Deploy **stop-sticks** near city limits when feasible

IX. StarChase Equipped Vehicle Pursuits

1. Communications

- Identify device as **“StarChase”** over radio

2. Equipment Use

- Operated only by **trained officers**
- Not assigned to untrained officers unless **exigent circumstances**

3. Deployment Judgment

- Officers may deploy without supervisor approval
- Must consider:
 - Safe maneuvering range
 - Safe passing of other vehicles
 - Environmental or vehicle conditions

4. Pursuit Integration

- StarChase vehicles may **join pursuits**
- Join at **rear** until clear to pass

- May pass other units **only with permission**, one at a time

5. Tag Deployment

- Used to **track and apprehend suspects**
- Tags deployed per **training protocols**
- After deployment:
 - Pursuing vehicles should **drop back**
 - **Deactivate emergency equipment** unless supervisor approves continued pursuit

6. Monitoring and Coordination

- Maintain communication with **StarChase Monitor**
- Patrol Supervisor coordinates **resources and apprehension**

7. Tactical Considerations

Avoid deployment when:

- Heavy rain
- Rough terrain
- Motorcycle pursuit
- Pedestrians near suspect vehicle

8. Reporting

- All tag deployments must be reported to the **Training Division**
- All other pursuit policies remain in effect

X. Grappler Purpose and Legal Considerations

1. The Grappler system is an effective tool to conclude or avoid pursuits while minimizing danger to the public, fleeing subjects, and officers.
2. Use of the Grappler constitutes a **forceful intervention** and a **seizure** under law. Officers must ensure a **legal basis** exists prior to deployment.

XI. Deployment Considerations

Officers must evaluate the following factors before deploying the Grappler:

- Speed and behavior of the suspect vehicle
- Traffic conditions and pedestrian presence
- Communication with other officers
- Violence potential of vehicle occupants
- Availability of alternative apprehension methods
- Road and lighting conditions

- Time of day
- Location of deployment
- Presence of passengers

XII. Authorized Use

1. Grappler may be deployed when the suspect vehicle is traveling between **5 MPH and 75 MPH**, unless deadly force is justified.
2. To prevent escalation, Grappler may be deployed **without emergency lights/siren**, unless actively engaged in a pursuit. Emergency equipment should be activated **after deployment** when necessary.
3. Officers must complete **department-approved training** prior to use.
4. Grappler may be used when:
 - **a. The suspect poses an immediate or imminent threat**
 - **b. To terminate or prevent hazardous driving**
 - **c. To stop a stolen vehicle** or felony suspect with articulable facts indicating likely flight
 - **d. Not authorized for civil matters only**
 - **e. Not authorized for stolen plate-only offenses**
 - **f. May be used by Special Operations** in felony arrest or violent crime apprehensions

XIV. Prohibited Use

Grappler shall not be deployed when:

- The **risk to public safety** outweighs the benefit of apprehension
- Near **heavily populated pedestrian areas** (e.g., school zones, bus stops)
- Unless deadly threat exists, Grappler shall not be used for:
 - **a. Non-violent or non-life-threatening offenses**
 - **b. Pickup trucks with occupants in open beds**
 - **c. Vehicles with less than four wheels**
 - **d. Oversized vehicles** (e.g., buses, semis, RVs)
 - **e. Vehicles believed to be transporting hazardous materials**

XV. Deploying Officer Responsibilities

1. Avoid deployment **without support**, unless immediate capture is necessary
2. Deploy on **flat, dry, hard surfaces** (e.g., blacktop, concrete)
3. Target **rear tire, axle, or suspension**—preferably **driver's side**
4. Announce **success or failure** of deployment over radio
5. **Coordinate** with other officers via radio before deployment

XVI. Supporting Officer Responsibilities

1. Be **present or nearby** to assist

2. Act as **cover vehicle** to shield Grappler deployment
3. Allow Grappler vehicle to **close and capture** the suspect vehicle
4. Prepare to assist in **high-risk stop approach**

XVII. Reporting Requirements

1. Document all Grappler deployments (attempted or successful) in a **departmental report**, including:
 - Date, time, location
 - Reason for stop
 - Road conditions
 - Suspect vehicle speed
 - Approving supervisor
 - Deploying officer and vehicle number
 - Suspect vehicle details (year, make, model)
 - Occupants
 - Narrative of incident and any failed attempts
2. **Do not complete an Accident Report** for Grappler-related damage
3. Take **photos** of suspect and department vehicles
4. Notify vehicle driver/owner of Grappler deployment and need for **mechanical inspection** via:
 - Grappler **windshield sticker**
 - **Body-worn camera** documentation

XVIII. Equipment Inspections

1. Officers assigned Grappler-equipped vehicles must conduct **pre-shift checks**:
 - **a.** Insert safety pins to prevent accidental deployment during inspection
 - **b.** Remove safety pins before going into service
 - **c.** Inspect equipment after each deployment or attempted deployment

	TONTITOWN POLICE DEPARTMENT	
	Section 15 Patrol Functions and Traffic Enforcement	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

To establish objectives and procedures for the **organization, administration, and operations** of patrol functions and traffic enforcement duties within the Tontitown Police Department.

II. Policy

Traffic enforcement shall be conducted using **appropriate actions and available resources** at the time of the infraction. Enforcement includes:

- **Observing, detecting, and preventing** traffic law violations
- Taking **appropriate action** under the circumstances
- Promoting compliance through **citations, warnings, and arrests**

Traffic enforcement may be:

- **Reactive:** in response to observed violations, accidents, or community concerns
- **Proactive:** to prevent violations before they occur

Enforcement must be **proportional** to accident trends and considerate of the violator's understanding of the law. Overzealous enforcement can damage community trust.

III. Types of Traffic Enforcement

- **Warning:** For minor violations; officer discretion encouraged. Builds rapport and may be more effective than citations.
- **Citation:** For violations that jeopardize safety; officer discretion encouraged. Provide court details and options, but do not predict court outcomes.
- **Physical Arrest:** Preferred for DWI, drug-related offenses, felonies, reckless driving, racing, etc.
- **Non-Residents and Juveniles:** Consider warnings for minor violations; notify parents when appropriate.

IV. Guidelines for Enforcement Decisions

- **Speed Violations:** Must be clearly convictable; consider location (e.g., school zone, residential).
- **Hazardous Violations:** Evaluate degree of hazard and accident history.
- **Equipment Violations:** Consider issuing warnings.
- **Multiple Violations:** Cite most serious; warn others unless necessary to cite all.
- **New Laws:** Issue warnings during grace periods; use discretion afterward.

V. Enforcement Methods

- **Normal Traffic Enforcement:** Officers observe and address violations during routine patrol.
- **Directed Patrol:** Specific enforcement efforts based on location or violation type.

VI. Objectives of Traffic Stops

- **Immediate Objective:** Take proper enforcement action.
- **Ultimate Objective:** Influence future driving behavior.

Officers must:

- Evaluate the driver's **mental and physical condition**
- Minimize conflict and maintain **professional demeanor**
- Be courteous, alert, and well-prepared
- Inform the driver of the violation and intended action
- Allow discussion without argument or verbal abuse
- Complete paperwork and assist safe re-entry into traffic

VII. Common Practices for Traffic Stops

- Notify **dispatch** with location, vehicle details, and occupant count
- Run **license plate** through ACIC prior to stop
- Choose **safe stop locations**; redirect if necessary using PA system or verbal commands
- Do not allow impaired drivers to relocate vehicle
- Approach vehicle safely and appropriately

VIII. Speed Enforcement Practices

Excessive speed is a leading cause of highway fatalities. Enforcement must be **uniform and consistent**.

RADAR/LIDAR Guidelines

- Operate in compliance with **manufacturer instructions**
- Units must meet **NHTSA standards**
- Only **certified officers** with valid operator certificates may use radar
- Units must be properly **installed and powered**

- Operators must understand **effective range** and support readings with **visual observations**
- Radar units must be **properly calibrated** to ensure accuracy.
- Officers must follow **manufacturer-recommended calibration methods** without exception.
- Any **malfunctions or operational issues** must be promptly reported.

Court Presentation Requirements

When issuing a citation for speed, officers must be prepared to establish:

- Time, place, and location of the stop
- Visual estimation and radar-confirmed speed
- Officer's radar certification
- Proper operation and calibration of radar unit
- Posted speed limit at the location of infraction

Officers are responsible for ensuring radar units are **properly maintained**.

X. DWI Enforcement

General Guidelines

Driving under the influence is defined as **impaired ability** to operate a motor vehicle due to alcohol or drugs. Officers must be familiar with all applicable **laws and ordinances**.

Initial Observations

Common indicators include:

- Sitting through green lights
- Weaving or crossing center lines
- Varying speeds
- Ignoring stop signs or signals
- Other erratic driving behaviors

Officers should **document all observations** for future reference.

Officer-Driver Contact

- Remain **professional** and avoid arguments
- Safely remove driver from vehicle
- Note all **actions and statements**
- Obtain license, registration, and insurance

If impairment is suspected, request **field sobriety tests**:

- Horizontal Gaze Nystagmus
- Walk and Turn
- One Leg Stand

Refusal to perform tests does not prevent arrest if other indicators support impairment.

XI. DWI Processing Procedures

- Apply procedures outlined in **Arkansas Code**, regardless of driver's age
- Transport driver to facility for **breath or blood test**
- Read **implied consent form** and explain right to independent test
- Breath tests must be conducted by a **certified operator**
- If driver refuses testing:
 - No test shall be given
 - License shall be **seized**
 - Officer shall issue **temporary permit**
 - Complete all **departmental forms and reports**

XII. Patrol Function Overview

Patrol is a **primary law enforcement function** encompassing:

- Enforcement of traffic and criminal laws
- Responding to complaints
- Conducting follow-up investigations
- Community relations
- Prisoner transport
- Crime prevention activities

XIII. Stopping Known or Suspected Felons

Special procedures apply when stopping vehicles with **armed and dangerous occupants**:

1. Notify **dispatch** with location and vehicle/occupant description
2. Maintain **visual contact** and request **adequate support**
3. Keep support units informed of **location and direction**
4. Avoid stopping vehicle until **support is in position**

Felony Stop Procedures

- Choose a location with **minimal danger** to the public
- Position vehicles for **maximum protection and cover**
- Have weapons **ready for immediate use**
- One officer gives **commands** for occupants to exit
- Support officers provide **cover and assist with detention**

XIV. Patrol Coverage

The Tontitown Police Department operates **24/7**, providing continuous law enforcement services including:

- Emergency response
- Preventive patrol
- Traffic enforcement
- Calls for service

Assignment of Officers

Assignments are determined by the **Chief or supervisor** based on:

- Call volume and type
- Geographic coverage needs
- Officer availability and experience
- Community concerns and priorities
- Special events or seasonal demands

XV. Sharing Significant Law Enforcement Information

Officers assigned to specific patrol areas are encouraged to **share relevant law enforcement information** with fellow officers. This promotes situational awareness and enhances operational effectiveness.

- Information may be shared via:
 - **Information memos**
 - **Email communications**
 - **Personal briefings or verbal updates**

XVI. Patrol Activities

Response to High-Risk Incidents

Certain calls may require **multiple officers** to ensure safe and effective resolution. These include:

- **a.** Potential or actual assault on an officer
- **b.** Felony or violent misdemeanor arrests
- **c.** Resistance to arrest
- **d.** Use of force incidents
- **e.** Crimes in progress
- **f.** Fleeing suspects
- **g.** Domestic abuse incidents

Dispatcher Protocol:

- Dispatchers will attempt to assign **two officers** to these and other high-risk calls, based on availability.
- Officers encountering these situations must **evaluate the scene** and request backup as needed.
- Assigned officers should **coordinate simultaneous arrival** when possible to enhance safety and control.

XVII. Incidents Requiring Notification of the Chief of Police

The **Chief of Police** shall be notified immediately of the following incidents:

- **Injury to a police officer**
- **Accidents involving police vehicles**, especially those involving injury or property damage
- **Major crimes**, including:
 - Murder
 - Bank robbery
 - Heinous crimes
 - Assaults with potential for fatality
- **Barricade or hostage situations**
- **Disasters or severe weather** resulting in emergency conditions
- **Complaints or incidents involving law enforcement officers**
- **Any other incident** requiring command presence when the on-duty supervisor cannot manage the situation alone

	TONTITOWN POLICE DEPARTMENT	
	Section 16 Seatbelt Usage	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The use of seatbelts significantly reduces fatalities and injuries resulting from traffic accidents. Safety restraints also help officers maintain control of their vehicles during pursuits and emergency high-speed operations. This directive establishes rules for the use of **occupant safety restraining devices** in department vehicles.

II. Policy

All personnel operating or riding in **city-owned, leased, or operated vehicles** must use available safety belt systems while the vehicle is in motion.

1. Passenger Requirements

- **Non-employees** riding in city vehicles must use safety belts, including **child-safety restraints**, when available.
- The **driver** is responsible for ensuring all passengers are properly restrained.

2. Vehicle Safety Belt Conditions

- Vehicles with **non-operable driver-side belts** shall not be driven unless transporting the vehicle for repair.
- Vehicles with **non-operable passenger belts** shall not transport passengers in those seats.
- Drivers must **report safety belt defects** to their supervisor and complete any required **vehicle repair forms**.

III. Exemptions

This policy does not apply to:

- Occupants in seating positions **not equipped** with safety belts
- Officers with **written medical exemptions** from a physician

a. Uncooperative Prisoners

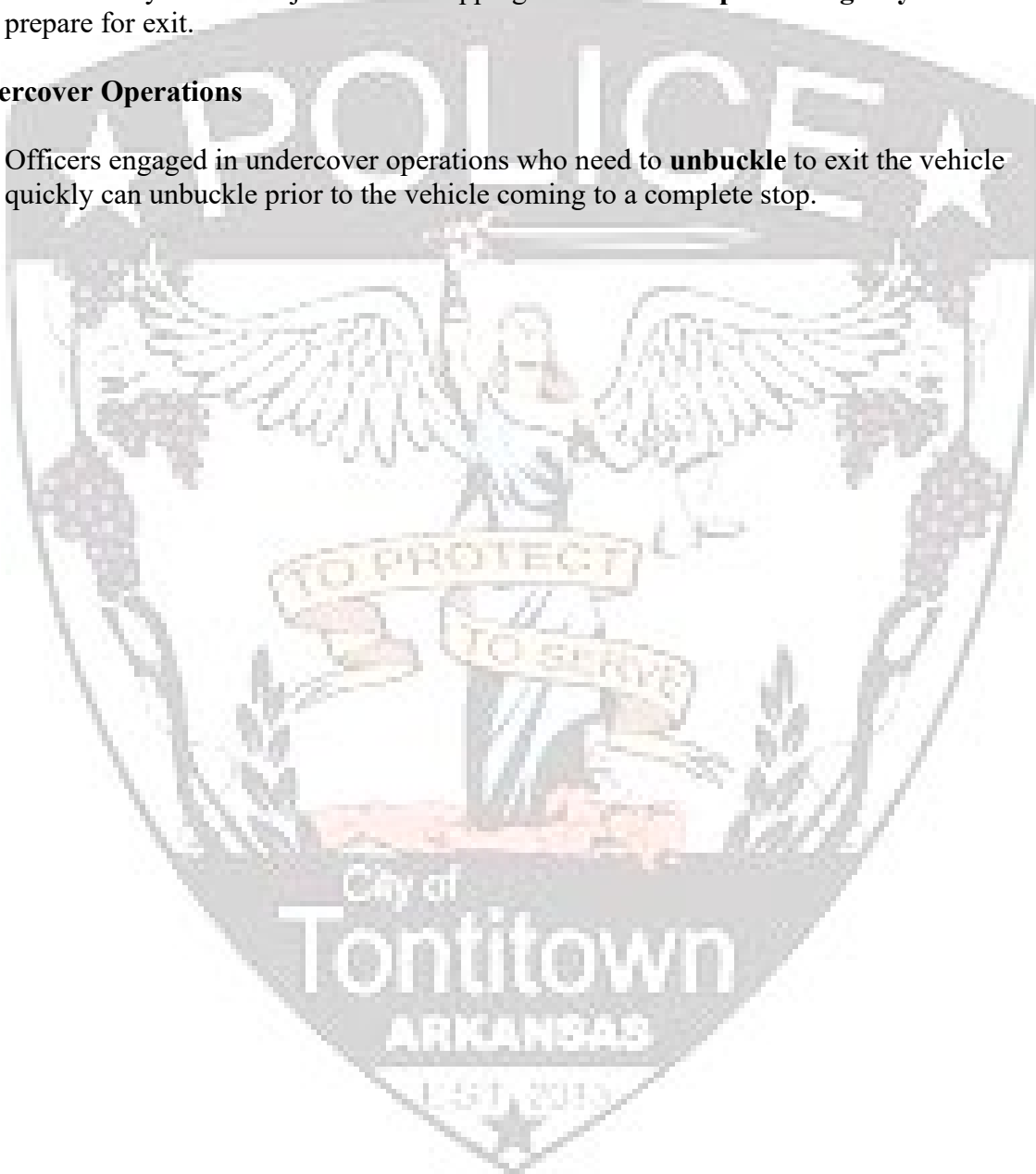
- Directing a prisoner to wear a seatbelt is considered **compliance**, even if the prisoner refuses.

b. Tactical Considerations

- Officers may **unbuckle** just before stopping for a **traffic stop** or **emergency call** to prepare for exit.

c. Undercover Operations

- Officers engaged in undercover operations who need to **unbuckle** to exit the vehicle quickly can unbuckle prior to the vehicle coming to a complete stop.



	TONTITOWN POLICE DEPARTMENT	
	Section 17 Body Cameras/MVR	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

This policy provides officers with **guidelines for the use and management** of body-worn cameras (BWC). These devices may document audio/video of investigative and enforcement activities and are intended to:

- Promote **officer safety**
- Strengthen **accountability**
- Enhance **operational transparency**
- Support **effective prosecution**
- Protect against **false allegations**
- Safeguard **civil liberties and privacy**

II. Policy

Officers shall activate body-worn cameras when appropriate to the **performance of official duties**, in accordance with this policy and **state law**.

III. Use of Equipment

1. Only **department-issued and approved** body-worn cameras may be used.
2. The **Chief of Police** selects the camera model used by the department.
3. All **sworn personnel** should be issued body-worn cameras.
4. Cameras shall be worn **centered on the torso** at chest height, with adjustments allowed for uniform or body type.
5. All data captured is the **sole property of the department**.
6. Officers must ensure **adequate recording capacity** for their shift.
7. Cameras must remain **active and unmuted** until the contact is complete.
 - Exception: When soliciting **confidential information**, reactivation must occur immediately after.
8. A contact is considered complete when the officer **clears with dispatch** and provides a disposition.
9. In the case of an arrest, the event ends when the detainee is **removed from the vehicle at the holding facility**.

10. Officers must keep **battery components charged** and notify a supervisor if unable to do so.
11. Cameras must be **docked or downloaded** at the end of each shift.
12. Officers shall not **postpone priority calls** to download footage; any delay must be documented.
13. Officers shall not **tamper with camera components** (e.g., fuses, antennas).
14. Officers are responsible for **accurate video labeling** (e.g., DWI, Citation, Felony).
15. Exceptional circumstances may justify law enforcement action without a BWC.
Examples include:
 - Off-duty travel to/from the department
 - Immediate deployments
 - Critical incidents without functioning BWCs
 - Authorization from a supervisor should be obtained when practical

IV. Training

1. Officers must be **trained prior to use** of the camera system.
2. Patrol Sergeants/Supervisors shall ensure **additional training** is provided when necessary.

V. Inspection, Maintenance, and Repair

1. Supervisors shall ensure equipment is operated per **manufacturer guidelines** and policy.
2. Officers must perform **pre-operation checks** before use.
3. Operational issues must be **reported to supervisors** for corrective action.
4. Repairs may only be performed by **trained camera technicians**.
5. Inoperative systems must be **logged daily** and reported.

VI. Judicial Requests

1. Prosecuting Attorneys may request **recording duplication**.
2. Requests must be submitted to the Chief **72 hours in advance**.
3. Prosecutors and Defense Attorneys may request copies for **permanent case files**.

VII. Law Enforcement Requests

1. Other agencies may request recordings under the following conditions:
 - Written request on **official letterhead**
 - Signed by the **chief administrative officer**
 - Copy labeled:

“This copy is for the expressed use of the requester and further duplication and/or distribution is prohibited without the express written authorization of the Chief or his designee.”

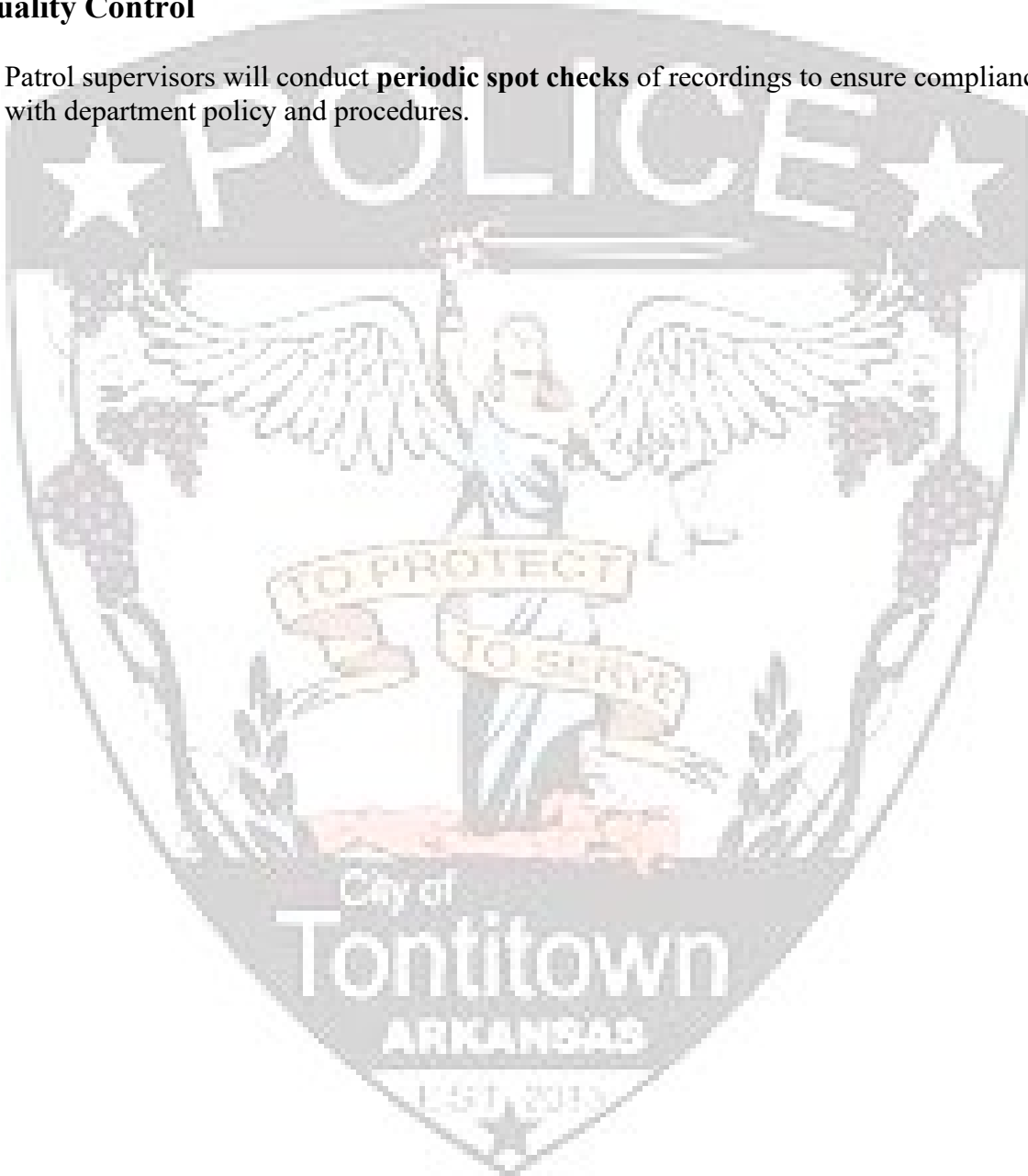
2. Guidelines may be waived by the Chief for **external investigations**.

VIII. Media and Public Requests

1. Officers shall not release recordings to **media or public**.
2. All requests must be **forwarded to the Chief or designee**.

IX. Quality Control

- Patrol supervisors will conduct **periodic spot checks** of recordings to ensure compliance with department policy and procedures.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 18 Transport of Arrested Subjects	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

To establish procedures that ensure the **safe, secure, and lawful transportation** of individuals in custody, while protecting **officers, detainees, and the public**.

II. Policy

Officers shall take all necessary precautions during prisoner transport to protect the **lives and safety** of:

- Law enforcement personnel
- The general public
- Individuals in custody

III. Procedures

A. Vehicle Inspections

Vehicles used for prisoner transport shall be inspected at the **beginning and end of each tour of duty**:

- Safety screen must be **secure and undamaged** (if equipped)
- Windows must be **intact**; door latches must function properly
- Rear seat door handles and window controls must be **deactivated**
- Interior must be **thoroughly searched** for weapons or contraband

Additional Searches:

- Before placing a prisoner in the vehicle
- After delivering the prisoner to the destination

B. Handcuffing

- All prisoners shall be **double-locked** with hands behind the back and palms outward
- Exceptions for front or side cuffing include:

- **Pregnancy**
- **Physical handicap**
- **Injury risk** from standard procedures

Additional Guidelines:

- Prisoners shall **not be handcuffed to the vehicle**
- Approved restraint devices may be used for:
 - **Violent resistance**
 - **Mental health threats**

C. Transport Procedures

- All prisoners must be **thoroughly searched** for weapons or escape tools
- Searches should be conducted by an officer of the **same sex**, when practical
- If another officer conducts the search, it must be done **in the presence** of the transporting officer

Dispatcher Notification:

- Identity of prisoner
- Arrest location and transport destination
- Time and mileage readings (before and after transport)
- Gender of prisoner

Vehicle Placement:

- With **security screen** and one officer: prisoner in **back seat**
- Without security screen and one officer: prisoner in **right front seat**

Additional Guidelines:

- One officer should **not transport multiple prisoners** without a security barrier
- **Wheelchairs, crutches, prosthetics, and medication** must be transported with—but not in possession of—the prisoner
- Prisoners must **not be left unattended** during transport
- Any **escape** must be reported **immediately**

	TONTITOWN POLICE DEPARTMENT	
	Section 19 Criminal Investigations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish procedures relating to the Tontitown Police Department's Criminal Investigation function. This policy provides guidance to both uniformed officers and officers specializing in investigations.

II. Policy

The Tontitown Police Department will maintain a 24-hour Criminal Investigations Division (CID). Officers assigned to CID will acknowledge the necessity of being on-call and agree to accept their duties as criminal investigators prior to assignment.

A. Operations of Investigations

1. Preliminary Investigation

Officers and investigators shall value the importance of each investigation. The following steps should be considered and documented when applicable:

- a. Securing the scene
- b. Providing aid to injured persons
- c. Maintaining and protecting the crime scene and arranging for evidence collection
- d. Observing all conditions, events, and remarks
- e. Locating and/or identifying witnesses and suspects
- f. Interviewing and obtaining statements from complainants, witnesses, and suspects
- g. Determining whether an offense has been committed and its exact nature
- h. Effecting an arrest at the scene or through immediate pursuit
- i. Furnishing other units with descriptions, methods, direction of flight, and other relevant information
- j. Accurately recording all pertinent information using prescribed reporting methods

2. Follow-Up Investigation

The following steps should be considered and completed when applicable:

- a. Reviewing and analyzing all previous reports, departmental records, and lab results
- b. Conducting additional interviews and interrogations
- c. Seeking additional information from uniformed officers and informants
- d. Planning, organizing, conducting searches, and collecting, preserving, analyzing, and evaluating evidence
- e. Identifying and apprehending suspects
- f. Determining suspect involvement in other crimes
- g. Determining in detail the exact circumstances of the offense
- h. Checking suspects' criminal history
- i. Recovering stolen property
- j. Maintaining contact with case principals
- k. Reporting information obtained in accordance with departmental reporting methods and forwarding reports to the prosecutor's office, if required
- l. Preparing cases for court presentation

B. Constitutional Rights

Officers must respect constitutional rights during interrogation and access to counsel:

1. Definition of Interrogation

Interrogation includes express questioning and any words or actions likely to elicit an incriminating response.

2. Miranda Rights

When questioning a person in custody, officers shall provide Miranda warnings.

3. Invocation of Counsel

Upon invocation of the right to counsel, officers shall cease questioning. Interrogation may resume only if:

- Conducted in the presence of an attorney, or
- The person initiates further communication voluntarily.

Prior to any discussion after self-initiation, officers shall clarify that:

- The person previously invoked their right to counsel
- They are under no obligation to answer questions
- They are entering discussion voluntarily

C. Exculpatory Evidence

Exculpatory evidence includes any evidence favorable to the defendant that exonerates or tends to exonerate them.

1. Pre-Trial Evidence

Employees who discover exculpatory evidence shall:

- Notify their supervisor immediately

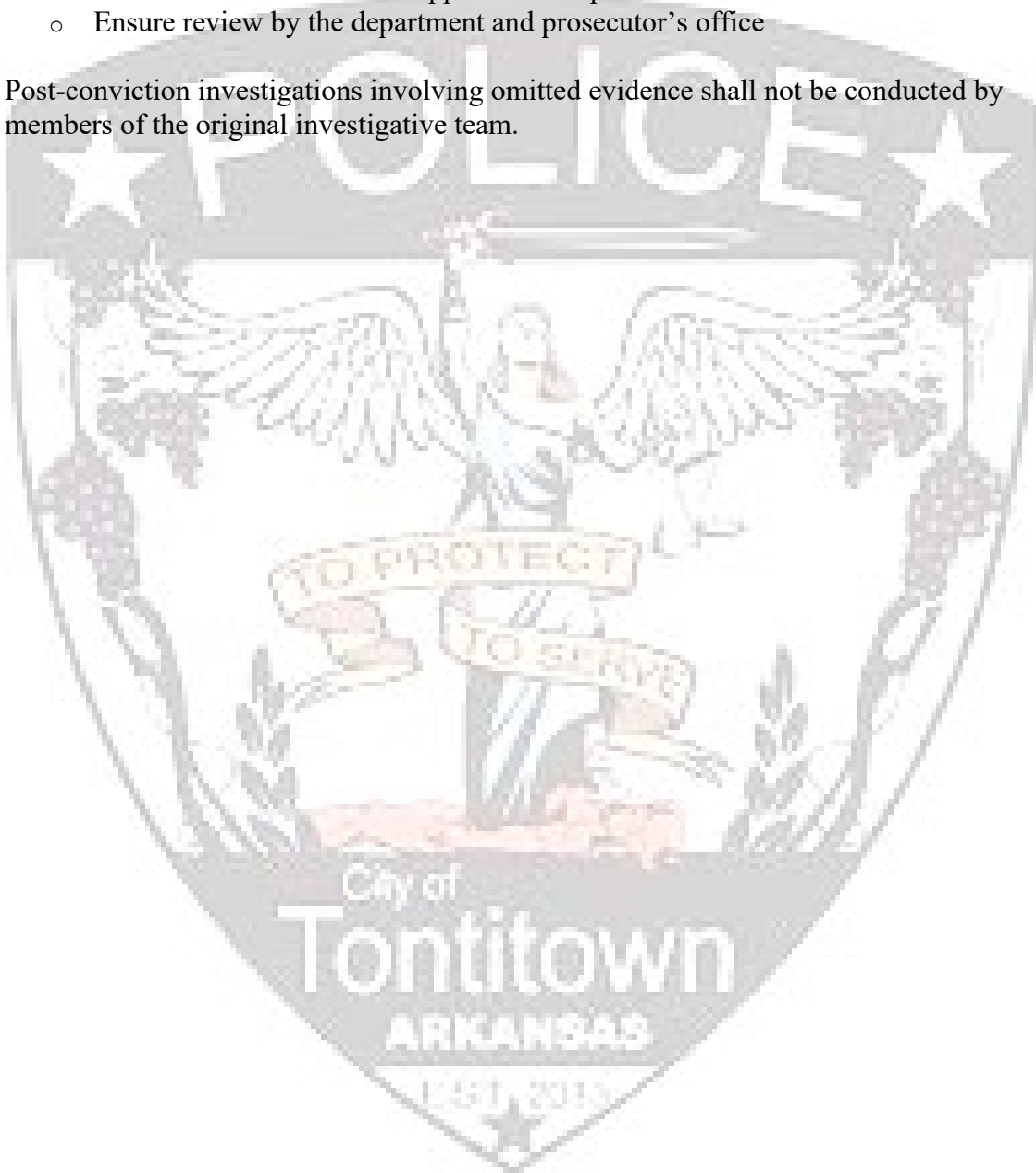
- Complete a supplemental report in the records management system
- Ensure the prosecutor's office is notified

2. **Post-Conviction Evidence**

Employees who discover potentially omitted exculpatory evidence shall:

- Notify their supervisor
- Document disclosure in a supplemental report
- Ensure review by the department and prosecutor's office

Post-conviction investigations involving omitted evidence shall not be conducted by members of the original investigative team.



	TONTITOWN POLICE DEPARTMENT	
	Section 20 Juvenile Procedures	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this directive is to establish policies concerning the department's juvenile programs and the processing of juvenile offenders and victims. Officers of the Tontitown Police Department must recognize that juveniles may not understand their rights, formal police procedures, and may need parental guidance to make decisions. When encountering a juvenile in any law enforcement capacity, officers must exercise patience and understanding of the juvenile's limited knowledge and consider factors such as:

- Intelligence and educational background
- Understanding of the circumstances
- Mental capacity and age
- Nervousness, physical condition, injuries, and trauma

II. Policy

Whenever an officer takes a juvenile into custody, the officer shall immediately notify a juvenile intake officer. Any arrest or detention of a juvenile will follow the orders and instructions of the Juvenile Court and the Juvenile Intake Officer of Washington County. The following procedures serve as guidelines for resolving incidents involving juveniles.

III. Procedures

1. Encountering Abuse or Neglect

- Anytime an officer encounters a juvenile exposed to neglect or abuse, the officer shall report the neglect or abuse to the **Arkansas State Police Hotline**.
- Contacting the local Arkansas Department of Human Services (DHS) office or a local DHS employee does **not** fulfill the obligation of reporting to the hotline.

2. Taking a Juvenile into Custody

Personnel shall ensure the constitutional rights of juveniles are protected in all situations. Protecting a juvenile in immediate danger is of the utmost importance. A juvenile may be taken into custody without a warrant under the following circumstances:

- a. Pursuant to an order of the court.
- b. By a law enforcement officer without a warrant under circumstances set forth in **Arkansas Rules of Criminal Procedure 4.1**
- c. By a law enforcement officer or DHS representative if there are clear, reasonable grounds to conclude that the juvenile is in immediate danger and removal is necessary to prevent serious harm, and parents or guardians are unavailable or unwilling to act
- d. Officers shall follow Arkansas law when determining protective custody and may seek guidance from a supervisor
- e. When taking a juvenile into protective custody, the officer must report the situation to the **Arkansas State Police Hotline** and arrange transfer of custody to DHS during the hotline call
- f. Officers should attempt to contact the parent(s) or legal guardian and advise them of the situation

3. Alternatives to Arrest for Delinquent Acts

When encountering juvenile offenders, officers shall use the least coercive reasonable alternative. For minor violations without a victim or where the victim does not wish to press charges:

- a. Officers may make an outright release with no further enforcement action
- b. Alternatives include verbal warning, referral to a school resource officer, conference with parents/guardians, or referral to juvenile services or court
- c. If alternatives are used, it is not necessary to contact juvenile court officials

4. Investigation of Juvenile Non-Custodial Interview

- a. Officers may conduct a non-custodial interview if there is no probable cause and the juvenile is not detained
- b. Non-custodial interviews may include:
 1. Victim interviews
 2. Witness interviews
 3. Field interviews
 - c. If probable cause develops, follow custodial interrogation protocol.
 - d. Consider the juvenile's age, mental capacity, education, and other influencing factors during interviews

5. Detention of a Juvenile

- a. Officers do not need to notify parents if the juvenile is detained for a warning or ticket at a traffic stop or collision. For arrests, follow custody protocol
- b. Officers may detain a juvenile for up to **15 minutes** if they are a potential witness at or near a felony scene (**Arkansas Rules of Criminal Procedure 3.5**)
 - Identify yourself as an officer
 - Explain the reason for the stop

- Request name, address, and information regarding the offense
- c. Officers may stop and detain a juvenile suspected of committing or about to commit a felony or dangerous misdemeanor for up to **15 minutes (Arkansas Rules of Criminal Procedure 3.1)**
- At the end of the period, release or arrest the juvenile

6. Taking a Juvenile into Custody – With or Without a Warrant

a. Juveniles must be processed and released by orders of the appropriate authority (e.g., juvenile intake, prosecutor, warrant, or judge) within **six hours**.

1. The six-hour window begins when the juvenile is arrested and placed inside a police vehicle for transport.
2. “Process” time includes transport, interview, and completion of paperwork for the juvenile and/or the arrest. The time does not stop until the juvenile is transferred to another facility or released to a parent/guardian.

b. While a juvenile is in Tontitown Police Department custody, he/she must be separated from adult offenders by **sight and sound** and remain under continuous supervision.

c. The officer should always attempt to contact the parent(s) or legal guardian of any juvenile taken into custody and advise them of the situation.

d. When a juvenile is arrested and taken into custody, the officer shall contact the **Washington County Juvenile Court Intake Officer** to discuss terms and conditions of release or detention. Officers will follow the intake officer’s direction regarding whether the juvenile is released to a parent/guardian or taken to the Washington County Juvenile Detention Center.

- If directed to detention, transport the juvenile without delay unless emergency medical treatment is required.
- If medical care is needed, prioritize treatment and notify the intake officer to determine custody arrangements during treatment.

e. Juvenile requirements under **Arkansas Code § 9-35-414** mandate that when a juvenile is arrested for any offense that would constitute a Class Y, Class A, or Class B felony if committed by an adult, the juvenile shall be photographed and fingerprinted. These processes are typically completed during booking at the Washington County Detention Center.

f. No juvenile shall be incarcerated in the Washington County Jail, except when prosecutors charge juveniles as adults under state law.

g. An alternative to custody is release using a **Uniform Traffic Ticket/Citation** or an **Arkansas Criminal Citation**:

- For traffic violations processed through Elm Springs District Court, intake officer authorization is not required.

- For criminal violations processed through Washington County Juvenile Court, contact the intake officer.

h. **Traffic Offenses:** If a juvenile is taken into custody for a warrant on a traffic offense from another jurisdiction, contact the issuing jurisdiction immediately to determine release conditions. If immediate release is not possible, contact the juvenile detention center.

7. Taking a Juvenile into Custody – Protective Reasons

a. An officer may take into custody any “**Dependent-neglected juvenile**”, defined as a juvenile at substantial risk of serious harm due to abandonment, abuse, sexual abuse, sexual exploitation, neglect, or parental unfitness. Officers may seek supervisor guidance when necessary.

b. Any officer taking a juvenile into custody as a “Dependent-neglected juvenile” shall immediately contact the **Washington County Department of Human Services (DHS)**. Custody will then be transferred to DHS.

c. Officers shall take possession of any child **30 days old or younger** if the child is voluntarily delivered to the Tontitown Police Department by a parent who does not express intent to reclaim the child. The officer shall take the child into protective custody for **72 hours** under the **Arkansas Child Maltreatment Act** and immediately notify the **Division of Children and Family Services (DHS)**.

8. Investigation of Juvenile Offender – Custodial Interrogation

a. Officers must understand that juveniles, like adults, are entitled to constitutional rights, including **Miranda rights**. A juvenile may invoke the right to speak to a parent or guardian in addition to standard Miranda. Officers shall not question a juvenile who indicates in any manner that they do not wish to be questioned.

b. During custodial interrogation:

- The juvenile’s parent or guardian must be present in the building.
- The parent or guardian must be aware of the waiver and have had the chance to speak with the juvenile.
- The parent or guardian shall sign the waiver before questioning begins.
- Both juvenile and parent/guardian must understand the consequences of waiving rights and be informed of the alleged delinquent act (**Arkansas Code Annotated § 9-35-437**).

c. Officers shall use the **Juvenile Waiver of Right to Counsel** form and ensure the juvenile understands their rights. Refer to **Arkansas Code Annotated § 9-35-411** governing juvenile questioning. If the juvenile requests counsel, questioning shall not proceed until counsel is present.

d. No waiver shall be accepted if the parent, guardian, or custodian has filed or initiated a petition against the juvenile or requested removal from the home.

e. The duration of custodial interrogation must be reasonable. Voluntariness will be judged by the **totality of circumstances**, including:

- Age, intelligence, education, psychological state, mental capacity
- Physical condition, injuries, fatigue, time of day, length of confinement
- Prior experience with the criminal system
- Availability of an officer trained in youth matters

f. Juveniles should not normally be handcuffed during interrogation unless they pose a danger to themselves or others. They shall not be threatened or promised leniency for cooperation.

g. During the custodial interrogation, there shall be **no more than one suspect and two investigators** in the interview room.

- Exception: Suspects may be accompanied by legal representation, a parent, guardian, or other authorized representative.

h. Officers/detectives conducting custodial interrogations shall ensure the juvenile has **adequate access to restrooms, water, and breaks** throughout the process.

i. Officers/detectives shall confirm the juvenile is **familiar with English** prior to interrogation.

- If the juvenile is not proficient in English, arrangements shall be made for a qualified interpreter or an officer fluent in the juvenile's language.

j. Juveniles in the custody of the **Department of Human Services (DHS)**, including the **Division of Youth Services**, must be represented by their **attorney ad litem** before they can be questioned by police.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 21 Inventory Search of Motor Vehicle	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish procedures for conducting inventory searches of vehicles lawfully in police custody, ensuring the protection of property, officer safety, and compliance with constitutional standards.

II. Policy

It is the policy of the Tontitown Police Department to inventory a vehicle whenever it is impounded. The impounding officer shall conduct the inventory to:

- Protect the owner's property while in police custody
- Protect the agency against claims or disputes over lost or stolen property
- Protect law enforcement personnel and the public from dangerous items that could pose a threat

III. Procedure

1. The inventory search shall include:
 - All spaces within the vehicle
 - The trunk or bed of the vehicle
 - All containers therein, including those that are closed or locked
2. If valuables are located inside the vehicle or a container that should be stored separately, the officer shall:
 - Record the nature and condition of the item
 - Document the location where the item is stored
 - Attach inventory details to the incident report
 - Provide a copy of the inventory to the vehicle owner or driver
3. **No vehicle will be intentionally damaged during the inventory process.**

	TONTITOWN POLICE DEPARTMENT	
	Section 22 Motor Vehicle Accident Investigation	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of accident investigation is to properly determine factors involved in an automobile crash and utilize these factors to develop enforcement strategies that reduce accidents. Reports are also used by this agency too:

- Develop selective enforcement programs to promote street and highway safety
- Determine accident frequency in specific areas

Goal: Reduce traffic accidents through comprehensive investigation and enforcement. This includes:

- Providing emergency services for the injured
- Protecting the accident scene
- Conducting investigations and follow-ups
- Preparing reports
- Taking proper enforcement action

II. Policy

The policy of the Tontitown Police Department is to properly investigate accidents when requested or required by Arkansas state law.

Requirements

- Drivers involved in an accident resulting in injury, death, or property damage of \$1,000 or more shall notify the nearest law enforcement agency immediately.
- Anyone involved must make themselves available to the investigating officer(s).
- Reports will be made available within **5 days** after the investigation consistent with Ark. Code Annotated § 27-53-303(c).

III. Procedures

Responding to Accident Scenes

Officers shall respond and prepare reports for accidents involving:

- Death or injury
- Property damage is over \$1,000
- Hit and run
- Possible impaired driver
- Hazardous material

Special Cases:

- Accidents involving department property or vehicles will be investigated by another agency to avoid conflicts.
- If another city vehicle is involved, a supervisor will investigate.
- Officers may respond to assist with information exchange or potential confrontations.

Safety Measures:

- Wear a reflective vest when in traffic flow
- Position patrol vehicle as a barrier
- Summon medical assistance for injuries
- Call fire department for fire or hazardous material incidents
- Fire Chief or designee assumes command during hazardous material spills

On-Scene Responsibilities

- Provide medical care if necessary
- Request additional officers if needed
- Protect the accident scene and preserve evidence
- Establish safe traffic patterns
- Obtain statements from drivers and witnesses
- Remove vehicles, persons, and debris promptly
- Take photographs of damage and roadway conditions
- Issue citations if violations contributed to the accident
- Arrest impaired drivers when appropriate
- If driver is hospitalized, continue investigation at hospital and issue citation or transport upon release

Serious Injury or Fatality:

- Supervisor may assume lead investigator role and request assistance from another agency if needed

Private Property Accidents

- Not reportable unless damage exceeds legislative threshold
- Officer may complete private property accident forms for in-house records and upload them to the appropriate databases.

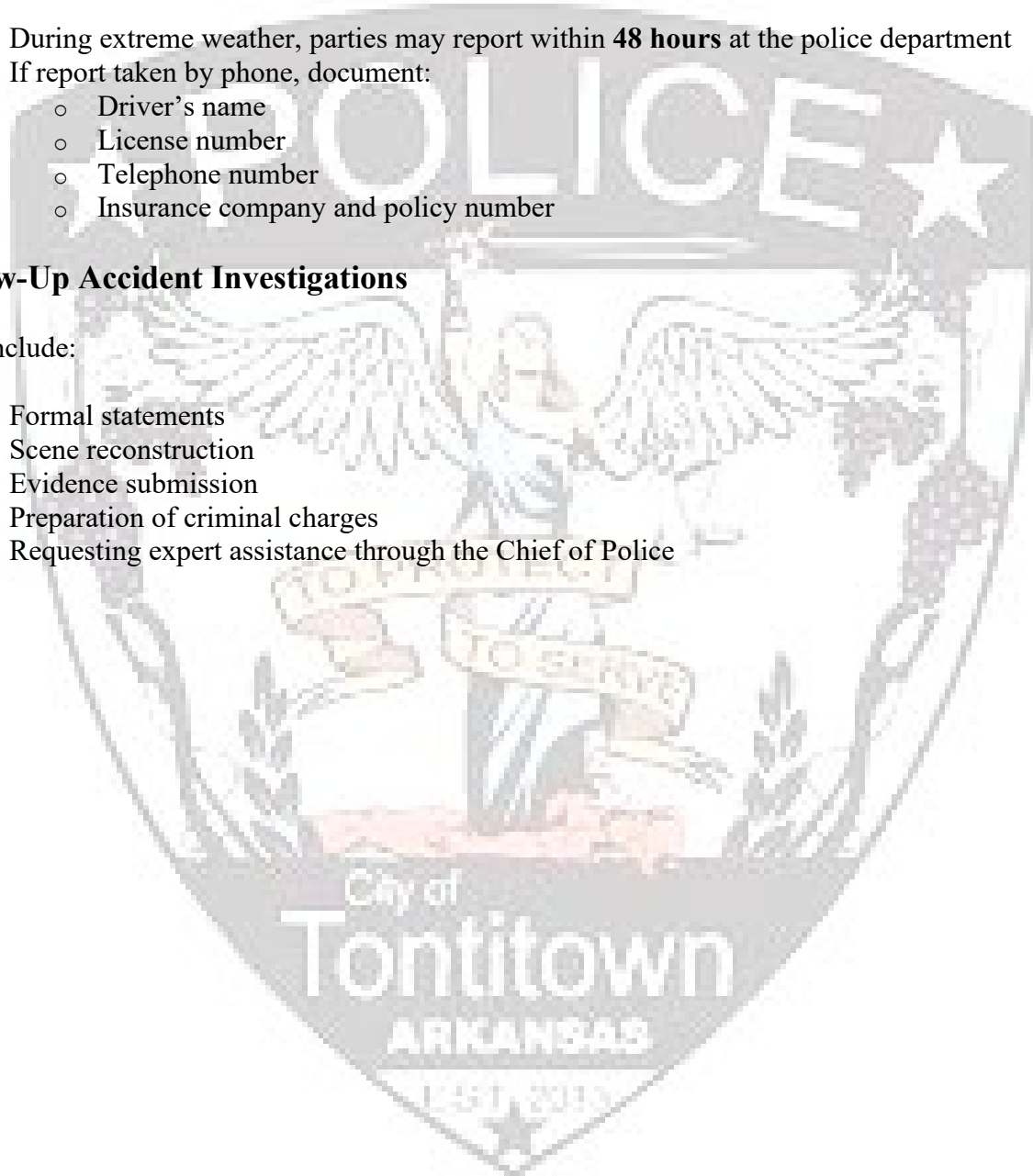
Delayed Accident Reports Due to Weather

- During extreme weather, parties may report within **48 hours** at the police department
- If report taken by phone, document:
 - Driver's name
 - License number
 - Telephone number
 - Insurance company and policy number

Follow-Up Accident Investigations

May include:

- Formal statements
- Scene reconstruction
- Evidence submission
- Preparation of criminal charges
- Requesting expert assistance through the Chief of Police



	TONTITOWN POLICE DEPARTMENT	
	Section 23 DWI Sobriety Checkpoints	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish procedures and guidelines for conducting **DWI (Driving While Intoxicated) checkpoints** to ensure public safety and compliance with constitutional standards.

II. Policy

It is the policy of the Tontitown Police Department to conduct sobriety checkpoints when appropriate to:

- Identify impaired drivers and remove them from the road
- Deter individuals from driving after consuming alcohol or drugs
- Increase public perception that drinking and driving is dangerous and risky

III. Procedure

A. Objective

The primary objective of a sobriety checkpoint is to identify drivers operating a motor vehicle under the influence of alcohol or drugs. Enforcement action may also be taken for other observed violations during the checkpoint.

B. Operational Plan

Before any sobriety checkpoint:

- A **checkpoint supervisor** shall be appointed
- An **operational plan** shall be prepared, including:
 - Location of the checkpoint
 - Adequate safety and visibility for motorists
 - Sufficient space for police and subject vehicles
 - Designated area for sobriety testing
 - Proper signage and lighting
 - Public notification/advertisement of the checkpoint

- Purpose, objectives, timeline
- Job descriptions and assignments for all personnel
- Equipment requirements
- Contingency plan

C. Techniques and Procedures

- Each checkpoint plan shall specify techniques used (e.g., driver's license inspection, registration checks, sobriety inspections)
- Techniques shall **not be deviated from** during the operation
- Assigned members do **not** have discretion to alter the plan; only the checkpoint supervisor may authorize changes for safety reasons, and such changes must be documented

D. Vehicle Selection

- Selection of vehicles to be stopped (e.g., every vehicle, every 5th, 10th, or 15th vehicle) shall be **uniformly applied**
- The checkpoint supervisor and all personnel/equipment must be in place before the first vehicle is stopped
- Checkpoints shall only be conducted when adequate manpower is available to ensure safety and efficiency

E. Professional Conduct

- All personnel shall maintain professionalism to minimize inconvenience to motorists
- Driver's license checks will not be conducted on every vehicle unless specified in the operational plan
- If a driver presents a license that appears valid, it will be considered **prima facie proof** of validity
- ACIC/NCIC checks will only be conducted if reasonable grounds exist to believe a violation occurred
- If reasonable suspicion or probable cause is established, the driver will be directed to the screening area for further investigation

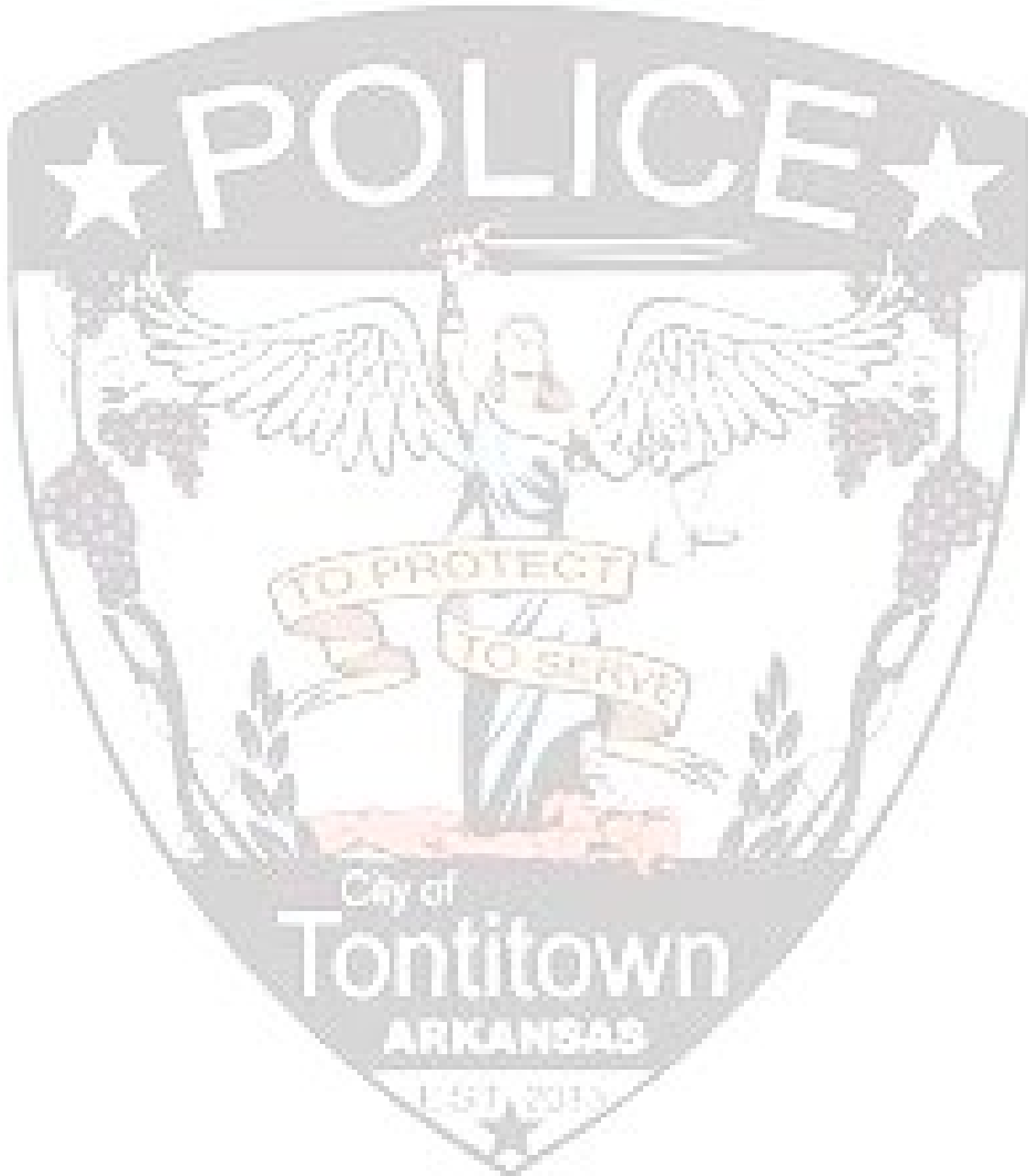
F. Indicators of Impairment

Personnel shall observe for:

- Speech difficulties
- Bloodshot, watery eyes
- Odor of intoxicants
- Lack of coordination

G. Notifications and Review

- The checkpoint supervisor shall notify surrounding agencies of the checkpoint
- After the checkpoint, the supervisor shall conduct an **after-action review** and forward it to administration and the Chief of Police



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 24 Missing Person	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish procedures for the timely, thorough, and coordinated investigation of missing person cases, ensuring individual safety, effective resource use, and compliance with legal and departmental standards.

II. Policy

The effectiveness of ACIC and NCIC communication networks, as well as departmental liability, depends on **accurate and prompt entry** of missing person information and **immediate cancellation** when no longer required.

- Officers handling missing person reports must conduct proper investigations, prepare necessary reports, and request ACIC/NCIC entries.
- Telecommunications operators making entries must ensure accuracy and completeness and avoid unnecessary delays.

III. Procedures

A. Initial Investigation

- Officers receiving a missing person report shall **collect and evaluate information** (photos, descriptions, etc.) and investigate leads without delay.
- For missing juveniles, officers shall immediately confirm the youth is missing by checking:
 - Residence
 - Schools
 - Friends' homes
 - Local stores and parks

Important: There is **no waiting period** before accepting a missing person report.

B. Review and Entry

- Immediately after receiving the report, the investigating officer shall review it with the senior officer on duty.
- Enter individual into National Missing and Unidentified Persons System (NamUs) and enter a final disposition into (NamUs) upon the conclusion of the case.
- If any of the following criteria are met, the missing person will be entered into ACIC/NCIC:

Entry Criteria

1. A person of any age with a proven physical/mental disability or senility, possibly subjecting self or others to immediate danger.
2. A person of any age missing under circumstances indicating physical safety is in danger.
3. A person of any age missing under circumstances indicating disappearance was not voluntary (e.g., abduction, kidnapping).
4. An un-emancipated juvenile missing without meeting other criteria.
5. A person missing after a disaster.

C. Documentation

Documentation must be on file at the time of entry, supporting the conditions under which the person is declared missing. Acceptable documentation includes:

- A missing person report prepared by a law enforcement officer
- A written statement from a physician or authoritative source corroborating disability
- A written statement from a parent, guardian, next of kin, or authoritative source advising danger or involuntary disappearance

D. Clearing Entries

- When notified that the missing person has been located or the investigating officer requests cancellation, the telecommunications operator shall **follow NCIC guidelines** and clear the entry from the system.

	TONTITOWN POLICE DEPARTMENT	
	Section 25 Next of Kin Notifications	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to provide officers with directions for notifying next-of-kin of deceased, seriously injured, or seriously ill persons in a timely, professional, and compassionate manner.

II. Policy

It is the policy of the Tontitown Police Department that notifications of death, serious injury, or serious illness be carried out:

- Promptly
- In person whenever practicable
- In a considerate and professional manner

Media Release:

Information regarding victim identities will only be released by authorized personnel and delayed until proper notifications have been made.

III. Procedure

A. Notifications Within City Limits

1. If next-of-kin reside within Tontitown city limits, **prompt notification** shall be made by Tontitown officers.
2. Notifications should be made **in person** at the residence when applicable, in a professional manner reflecting compassion and dignity.
3. Notifications should occur in a **comfortable setting**; adults should be encouraged to sit prior to notification. Family members should notify small children.
4. When possible, officers may seek assistance from clergy, close friends, or the department chaplain.
5. Officers shall be aware of potential issues:

- Family members may become distressed or despondent and require medical assistance
- Officer safety concerns may arise if family members become angry or violent
- 6. Use **clear language** when making a death notification:
 - Use terms such as “dead” or “has died”
 - Avoid euphemisms like “passed on,” “succumbed,” or “expired”
- 7. Do not disclose information that could jeopardize ongoing investigations.
- 8. Be supportive and ensure family members are left in stable, capable care by contacting additional relatives, friends, or clergy as needed.

B. Notifications Outside City Limits

1. For active Tontitown cases where next-of-kin are out of area, officers shall contact the corresponding law enforcement agency and request notification.
2. The request shall include all necessary information and the name/contact details of the requesting Tontitown officer or detective.
3. On-duty supervisors may authorize local, out-of-jurisdiction notifications when appropriate.

C. Requests from Other Agencies

1. The Tontitown Police Department will promptly honor requests from other agencies to provide next-of-kin notifications.
2. Dispatch shall obtain all necessary information, including:
 - Name of the deceased, seriously injured, or seriously ill person
 - Contact information for the requesting agency’s point of contact
3. Dispatch shall notify an on-duty supervisor whenever a death notification request is received.
4. The assigned officer shall contact the requesting agency to obtain pertinent details for the notification.

	TONTITOWN POLICE DEPARTMENT	
	Section 26 Police Canine	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this directive is to establish procedures and provide guidelines for the management and use of police canines in field operations.

II. Policy

Due to their superior sense of smell, hearing, and ability to protect officers and citizens, trained law enforcement canines are a valuable asset. However, their utilization requires adherence to procedures that control their use-of-force potential and ensure their specialized capabilities are applied in legally acceptable crime prevention and control activities.

III. Procedures

A. Canine Unit Utilization

1. **Definition:** A Canine Team consists of an officer handler and an assigned police canine.
2. **Availability:** Canine teams are available 24/7 for incidents such as:
 - Building searches for offenders
 - Assisting in arrests or preventing escape
 - Protecting officers or others from death or serious bodily injury
 - Area searches for suspects or missing persons
 - Detection of hidden instruments or evidence
 - Establishing probable cause for search warrants
 - Assisting with warrant execution and perimeter containment
 - Community relations and demonstrations
3. **Appropriate Scenarios:**
 - Burglary in progress
 - Felony or violent misdemeanor suspects fleeing on foot
 - Alarm calls
 - Prowler calls
 - Situations where canine presence may deter attacks on officers

- Narcotics calls if necessary
Canines should not be used for minor complaints without supervisor approval.
- 4. **Restrictions:**
 - Canines may only be used for criminal apprehension when resistance or flight is anticipated
 - Canine teams are prohibited from initiating or engaging in vehicle pursuits unless authorized by a supervisor
- 5. **Handler Responsibilities:**
 - Determine justification for canine use and appropriate tactics
 - Ensure canine does not roam freely
- 6. **Requests for Assistance:**
 - Patrol officers or detectives shall request canine assistance through the patrol supervisor

B. Canine Use of Force

1. Deployment of a police canine for apprehension constitutes a real or implied use of force.
 - Canines may only use force reasonably necessary to apprehend or secure a suspect, consistent with the department's Use of Force Policy
 - Handler shall provide a verbal warning when reasonable, unless doing so creates undue risk
2. **Documentation:**
 - All deployments must be documented
 - If a canine bites an individual:
 - Notify an on-duty supervisor
 - Obtain medical treatment at an authorized facility (victim may refuse only after being taken to the facility)
 - Take color photographs of injuries prior to treatment if possible
 - Complete a Canine Activity Report and Use of Force Report detailing circumstances, identities, witnesses, and injuries
 - Include a diagram showing injury locations

C. Building Searches

1. Canines may be used to locate suspects in buildings where officers would face unnecessary risk.
 - Secure building perimeter
 - Avoid preliminary searches that interfere with scent detection
 - Assign an assisting officer for safety
2. **Preparation Steps:**
 - Evacuate all occupants
 - Shut off air systems to prevent scent interference
 - Secure exits and limit communications
 - Canine should be unleashed unless risk to innocents exists
 - Avoid searching areas with substances harmful to the canine

- Issue loud warnings in English and Spanish before release, allowing time for surrender
- Command canine to disengage once suspect complies
- Do not transport arrestee in same vehicle as canine unless no alternative exists and immediate transport is essential

D. Crowd Control

1. Canine teams may be used for crowd control upon **Shift Supervisor approval** during riots or major unauthorized gatherings.
 - Canines must remain on a short leash
 - No offensive action unless guarding against substantial property damage, imminent loss of life, or serious bodily injury

E. Drug Detection

Use of police canines in a drug detection capacity is authorized under the following conditions, as allowed by law:

1. **Recordkeeping:**
 - The canine supervisor or designee shall maintain records documenting each canine's use and proficiency in drug detection.
 - Documentation must be readily available for officers seeking warrants.
2. **Random Exploratory Sniffing:**
 - Permitted in public facilities (airports, train stations, bus stations) with supervisor authorization.
 - Confined to areas open to the public and, whenever possible, with advance consent from facility management.
 - Conducted without interfering with the public or facility operations.
3. **Restricted Areas:**
 - Sniffs in non-public areas (e.g., baggage staging) require proper notification and approval from facility representatives.
4. **Detention of Luggage:**
 - Officers may detain checked luggage for canine sniff if **reasonable suspicion** exists.
5. **Public Schools:**
 - Permitted when requested or approved by the school principal or designated authority.
 - Limited to inanimate objects in public areas and exterior of lockers unless reasonable suspicion exists for entry.
6. **Residences:**
 - Sniffs of exterior or common areas must comply with state and federal law.
7. **Motor Vehicles:**
 - Permitted when:
 - a. Reasonable suspicion exists that occupants possess illegal narcotics; or

- b. During a traffic stop, the canine sniffs the vehicle exterior in an exploratory manner.
 - o Unless the canine alerts, the operator may not be detained longer than necessary.
 - o Avoid allowing the canine to enter the vehicle unless narcotics are indicated.
- 8. **Search Warrants:**
 - o Canines may be utilized during execution of search warrants without additional restrictions.

F. Tracking

Police canines may track missing persons, suspects, or locate abandoned evidence under these conditions:

1. **Before Summoning a Canine:**
 - o Officer shall stop and pinpoint the last known location of the suspect.
 - o Avoid vehicle or foot movement in the area to preserve scent integrity.
2. **Assisting Officer:**
 - o Assign an additional officer for safety and support during the track.
 - o Assisting officers shall avoid interfering with the track and keep others informed of progress.
3. **Leash Requirement:**
 - o Canines used for tracking people shall remain on a leash of sufficient length to ensure safety without compromising tracking ability.
4. **Small Children:**
 - o Canines should not be used to locate small children unless foul play or imminent harm is suspected.
 - o Risks of injury must be explained to parents or next of kin before deployment.
5. **Scene Security:**
 - o Secure the perimeter of the search area.
 - o Keep all individuals out of the search area to maintain integrity.

G. Requests from Another Agency

1. Requests for canine assistance from other police agencies shall be directed to the **on-duty supervisor** or K9 officer.
 - o If a canine team is dispatched outside city limits, another officer or supervisor will accompany the team if manpower is available, and the **Patrol Lieutenant** shall be notified.
2. The requesting agency shall provide as much of the following information as possible:
 - a. Type of incident and circumstances
 - b. Time and location of the incident
 - c. Weather and ground conditions
 - d. Type of area and terrain
 - e. Any prior search by personnel or other canine units
 - f. Knowledge of available witnesses

- g. Pending charges
- h. Information regarding violence or weapons
- 3. The requesting agency shall secure and protect the search area or item until the canine unit arrives.
- 4. The canine handler will decide the type of search and will be the only person directing the canine's actions.
- 5. The handler shall complete an **incident report** and forward a **Canine Activity Report** or other required reports to the supervisor for review and statistical purposes.

H. Financial Responsibility

The Tontitown Police Department will assume financial responsibilities related to canine care and use, including:

- a. Necessary medical expenses
- b. Grooming items and supplies (including food)
- c. Licensing and certification costs (national, regional, or local)
- d. Handling and training equipment
- e. Materials needed for canine unit operations
- f. Training for handler and canine
- g. Insurance coverage for canines and handlers
- h. Boarding expenses if needed

I. Canine Kennel and Equipment

- 1. The kennel will be constructed at the City of Tontitown's expense and built to department specifications.
- 2. The handler must have at minimum:
 - a. A fenced yard at least **8 ft x 16 ft** with a **6-ft tall fence** in good condition, including a locking gate
 - b. Facilities inspected and approved by the canine supervisor prior to housing the canine
 - c. Deviations may only be authorized in writing by the Chief of Police or designee
- 3. Only department-owned or approved equipment shall be used for handling and care.
 - o Equipment will be requisitioned and purchased through approved procedures
 - o Handler shall maintain all equipment in operational readiness and keep it in possession or stored in the police vehicle when the canine is in service

J. Ownership

- 1. The Tontitown Police Department furnishes and retains ownership of all canines.
- 2. A handler may apply to take possession of a canine when:
 - a. The canine is retired or relieved due to injury
 - b. The handler is transferred, promoted, or retires, and the Chief decides not to retrain the canine with another handler
- 3. These exceptions release the department from further financial responsibility or liability for the canine.

K. Canine Selection, Certification, Qualification, and Training

1. Selection Process:

- Determined by source credibility, health, temperament, and workability
- Chief or designee selects kennel and training facility
- Chief or designee informs kennel of requirements (purpose, temperament, drive, workability)
- Handler, supervisor, and administration member will evaluate and purchase the canine

2. Certification:

- Canine team must complete a **national certification course** before deployment
- Canine trained to meet certification standards for drug and patrol searches under various conditions
- Annual certification required per national standards or Chief's determination

3. Training Aids:

- Numbered and documented during training
- Inventory taken after each session
- Stored in approved locked case in handler's department locker when not in use
- Carried only while on duty
- Damage or loss reported immediately to supervisor, who notifies canine supervisor and captain

4. Training Time:

- Canine teams allotted **5 paid hours per week** for training
- Training log required for each session

5. Handler Qualifications:

- Minimum 1 year of uniform patrol experience with satisfactory performance
- Commitment to unit for at least 3 years
- Willingness (with family) to house and care for canine per department requirements
- Strong desire to work with canines and train them
- Ability to pass departmental physical fitness and agility tests

6. Ongoing Requirements:

- All canines must meet departmental certification standards
- New handlers must complete prescribed training course
- Handlers must demonstrate abilities periodically as requested by the canine supervisor

L. Canine Use and Care

1. Police canines shall **not** be used for breeding or participation in shows or field trials.
2. Police canines may be used in **department-approved demonstrations and exhibitions** in their official capacity as a canine team.
3. Canine handlers are personally responsible for the **daily care and feeding** of the canine, including:
 - a. Maintenance and cleaning of the kennel and yard area
 - b. Provision of food, water, and diet maintenance as prescribed by an authorized

veterinarian

c. Grooming as required by weather, working conditions, or other factors

d. Daily exercise

e. General medical attention and maintenance of health care records

4. Canine handlers are allotted **five (5) paid hours per week** for canine care.
5. If the handler is unable to perform these duties due to illness, injury, or leave:
 - a. The canine supervisor shall assign another handler or department employee to ensure proper care
 - b. If boarding is necessary, the canine shall be boarded at a facility approved by the Chief of Police or designee
6. Handlers shall **not allow members of the public to engage or pet the police canine.**



	TONTITOWN POLICE DEPARTMENT	
	Section 27 Department Response to Subjects with Mental Health Concerns	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to provide officers with effective resources for individuals in need of mental health services and to outline legal and procedural requirements to ensure the highest degree of service to the community.

The Tontitown Police Department is committed to protecting emotionally disturbed individuals from harming themselves or others. Officers may encounter subjects with mental health issues during daily activities, requiring more time, different communication strategies, and unique decision-making. Effective strategies must prioritize public safety, community needs, and individual rights.

II. Policy

Officers shall make every effort to manage subjects believed to have mental health issues in a manner that ensures maximum safety for themselves, the community, and the subject.

- When possible, officers should have another officer present during such encounters.
- Officers shall take steps to ensure individuals receive appropriate treatment whenever possible.

Recognizing Subjects with Mental Health Issues

1. Definition:

Arkansas Code Annotated § 20-47-202(12)(A) defines *mental illness* as a substantial impairment of emotional processes, or the ability to exercise conscious control of actions, perceive reality, or reason, manifested by extremely abnormal behavior or faulty perceptions.

2. Warning Signs:

Officers' decisions should be based on observed symptoms, which may include:

- Confused thinking
- Prolonged depression or irritability
- Extreme mood swings
- Paranoia or excessive fears
- Dramatic changes in sleep/eating habits
- Strong anger

- Delusions or hallucinations
- Suicidal thoughts
- Denial of obvious problems
- Unexplained physical ailments
- Substance abuse
- Social withdrawal
- Threatening behavior

Initial Contact Guidelines

1. **Initial Contact:**
 - Subjects may be experiencing severe medical conditions, chemical imbalances, brain damage, narcotic effects, or combinations thereof.
 - Officers should not attempt to diagnose symptoms but must articulate observations and make sound decisions.
 - Remember: Subjects with mental health issues can be dangerous and may not respond predictably to force or pain stimuli.
2. **Gathering Facts:**
 - Obtain information from the subject, family, friends, and witnesses.
 - Review prescription medications and consult psychiatric staff when possible.
3. **Officer Evaluation:**
 - Determine disposition per Arkansas Code Annotated §§ 20-47-204, 20-47-207, and 20-47-210.
 - Criteria for intervention:
 - a. Danger to self
 - b. Danger to others
 - c. Gravely disabled (unable to care for basic needs)
4. **Custodial Detention:**
 - Required if subject refuses voluntary treatment and meets criteria above.
 - Custody may be via arrest (with probable cause) or protective custody.
 - **Do not place a person in jail without a chargeable offense.**
5. **Non-Custodial Options:**
 - Utilize Crisis Intervention Team (CIT) officers for CSU admission.
 - Provide transportation or referral to treatment facilities.
 - Assist with contacting family or care providers.
6. **Transportation:**
 - Use patrol units equipped with safety screens for transport.

C. Involuntary Commitment

1. **Eligibility:**

Arkansas Code Annotated § 20-47-207: A person may be involuntarily committed if they pose a clear and present danger to self or others due to mental illness.
2. **Protective Hold:**
 - State law requires subjects under protective hold be taken to a hospital or receiving facility (ACA §§ 20-47-201–210).

3. Procedure:

- Take subject into custody (arrest or protective custody per A.C.A. § 20-47-210).
- Transport to Washington County Jail or appropriate facility for screening.
- Provide detailed information to receiving personnel.
- Stay with subject until secure transfer is complete.
- Complete probable cause form if arrest made.
- Complete petition for involuntary commitment and attach to report; forward to Prosecutor's Office.

4. Witness Petitions:

- If officer did not witness qualifying behavior, encourage witnesses to file petition with Prosecutor's Office.

5. Use of Force:

- Officers may use reasonable and appropriate force to control and transport subjects for involuntary commitment or court order enforcement, consistent with the Department's Use of Force policy.

D. Felony Arrest

1. No petition for involuntary commitment is necessary in the case of a **felony arrest**.
2. Felony arrests may result in a **court order requiring immediate confinement** of a subject with mental health issues into the **Act 911 Program**.
3. In instances where crimes have been committed, particularly those against other people, **arrest is the preferred method of action**.

E. Interviews and Interrogations

1. Persons presently experiencing mental health issues may be **interviewed or interrogated** in reference to an investigation.
2. **Officer safety is paramount**; having a second officer observe the interview is strongly recommended.

	TONTITOWN POLICE DEPARTMENT	
	Section 28 Mutual Aid	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish procedures for assisting other agencies that require or request our assistance in handling emergency and non-emergency situations.

II. Policy

The Tontitown Police Department shall provide efficient, high-quality law enforcement services during both emergency and non-emergency situations.

The **regional mutual assistance agreement** enables agencies to handle emergencies more effectively by pooling resources. Recognizing that this agency has finite resources, it is our policy to participate in mutual assistance agreements to strengthen emergency response capabilities.

III. Types of Requests

A. Non-Emergency Situations

- Requests for mutual assistance shall be forwarded to the **Chief of Police** or designated representative.
- Officers may take only those law enforcement actions permitted under **Arkansas Code Annotated § 16-81-106**.

B. Emergency Situations

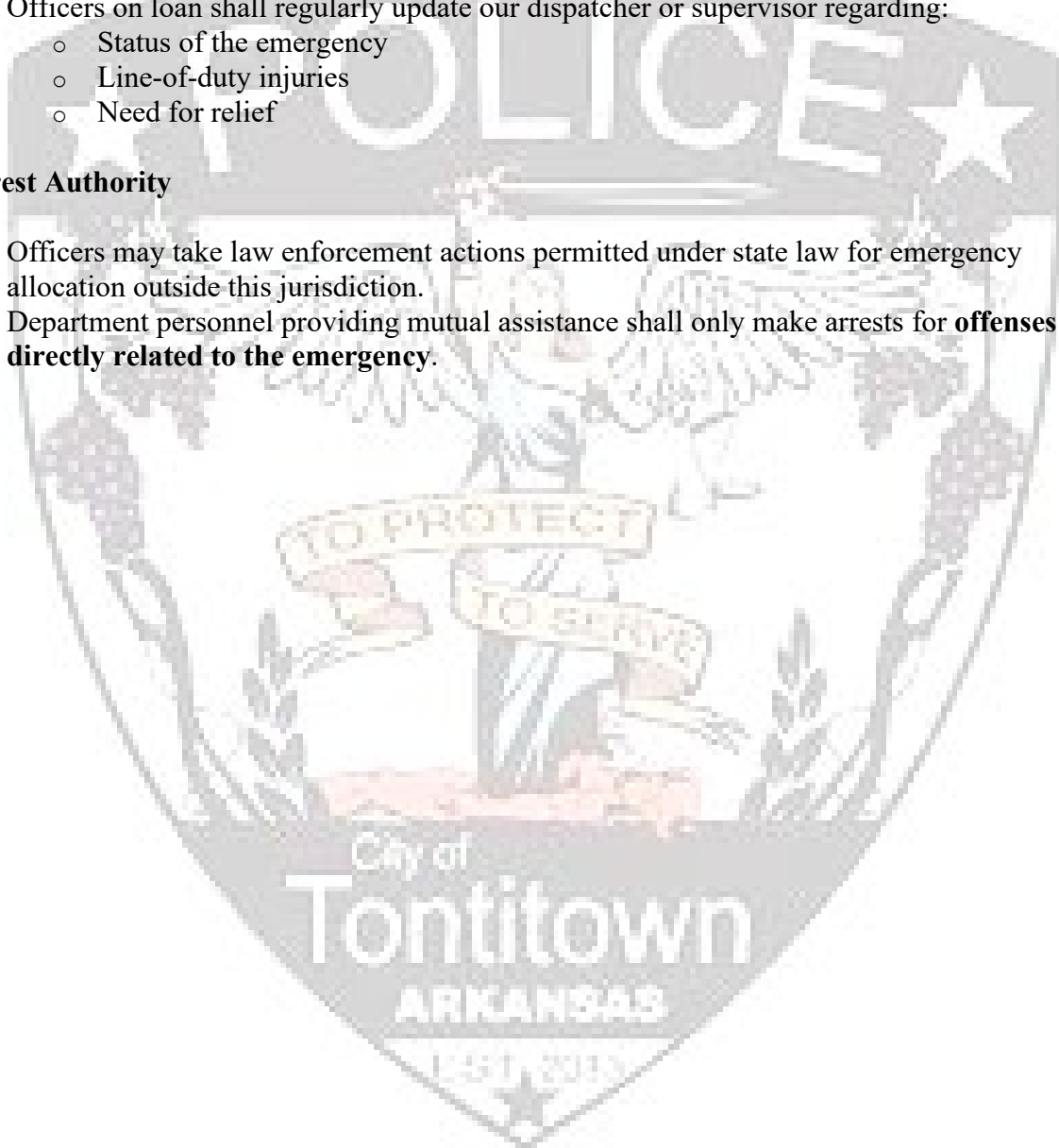
- If this agency requires assistance for an emergency, the **officer in charge at the scene** shall contact the Chief directly or through dispatch.
- The Chief shall be briefed on:
 - Nature of the emergency
 - Measures taken and why they are insufficient
 - Estimated equipment, personnel, or special units needed

C. Emergency Scene Responsibilities

- The designated supervisor of this agency shall oversee the emergency site.
- Loaned personnel shall follow lawful orders.
- Specialized units (SWAT, hostage negotiation, bomb disposal, canine) shall operate under their commander for mission implementation, as directed by the designated supervisor.
- Officers shall adhere to **agency policies and procedures** for all law enforcement actions, including use of force, and utilize only weapons and tactics for which they are qualified.
- Officers on loan shall regularly update our dispatcher or supervisor regarding:
 - Status of the emergency
 - Line-of-duty injuries
 - Need for relief

D. Arrest Authority

- Officers may take law enforcement actions permitted under state law for emergency allocation outside this jurisdiction.
- Department personnel providing mutual assistance shall only make arrests for **offenses directly related to the emergency**.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 29 Towing/Wrecker Service	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to establish standardized procedures for the selection, use, and oversight of wrecker (towing) services in support of law enforcement operations. This ensures timely, safe, and lawful removal of vehicles from public and private property while promoting transparency, accountability, and fairness in interactions with towing providers and the public.

II. Policy

Officers must know when towing is authorized.

- In accident cases, owners/operators will be encouraged to specify a towing service of their choice.
- In arrest cases, officers will summon tow trucks on a **rotation basis**.
- Tow companies with storage facilities inside city limits are primary; if unavailable, Washington County Dispatch will use its rotation list.

III. Procedures

A. Accident

- Vehicles involved in accidents shall be moved to the shoulder or safe location as soon as investigation is complete.
- Vehicles may be pushed at no expense to the owner if possible.
- If removal is not possible and a traffic hazard exists, towing at the owner's expense may be ordered.

B. Emergency

- Any vehicle illegally parked near a fire, traffic accident, or emergency area that creates a hazard or interferes with rescue work may be towed at the owner's expense.

C. Impeding/Danger to Traffic

- Vehicles stopped in a manner that impedes or endangers highway use may be towed if not promptly removed.

D. Blocking Driveway or Parking Area

- Vehicles blocking driveways or parking areas without permission may be towed at the owner's expense.

E. Unattended Traffic Hazard/Violation

- Officers may tow unattended vehicles that constitute a hazard or violate parking laws.

F. Removal from Private Property

- Property owners may immediately tow vehicles occupying their property without permission.

G. Evidence/Crime Involvement

- Vehicles involved in crimes or needed for evidence will be towed to the department.
- After processing, vehicles may be released upon proof of paid tow bill.

H. DWI Vehicles

- Vehicles driven by DWI suspects shall be towed unless keys are immediately turned over to a responsible party.
- Officers shall inform the owner of the tow service, location, and that towing is at the owner's expense.

I. Towing Procedure

- In major traffic congestion, officers will request the closest available wrecker via dispatch.
- For oversized vehicles, dispatcher will use a special list of equipped wreckers.
- If an owner requests a specific wrecker, it will be logged with dispatch.
- Officers shall notify dispatch of all tows and record arrival times and issues.
- Vehicles are normally stored at the towing company's lot; payment of tow bill is required before release.
- Copies of paid tow bills for vehicles processed at the department shall be forwarded to the Chief's Office.
- Holds for defective equipment or similar issues will not be placed; vehicles released after tow bill payment.

J. Inventory

- All towed vehicles shall be inventoried.

- A **Vehicle Inventory Tow-In Report** shall be completed and filed with the case file.

K. Wrecker Qualifications

- Must be licensed by the Arkansas Towing and Recovery Board and placed on rotation list.
- Must provide 24-hour service for vehicle acceptance, release, and requests.
- Must meet insurance requirements, including on-hook cargo coverage.
- Maximum **20-minute response time** from dispatch log to arrival.
- No towing company shall respond unless requested by law enforcement or vehicle owner.
- Tow operators shall not act until directed by the officer in charge.
- Rates must be **reasonable and necessary**.
- Violations result in written warning; repeated violations result in removal from rotation list.
- Storage facilities must:
 - Be lighted and fenced to prevent unauthorized entry
 - Assume liability for theft or vandalism
 - Be located within city limits for primary rotation status
- Secondary rotation facilities must meet all requirements except city lot location; variances require approval by Code Enforcement Officer.

L. Use of Wrecker Rotation List

1. **Request Process:**
 - Officer requests the next wrecker and advises if special equipment is needed.
 - Dispatcher calls the wrecker service whose turn is next on the rotation list.
2. **Unavailable Wrecker:**
 - If the phone is busy or unanswered, or the wrecker is unavailable, dispatch will contact the next available tow company.
 - Mark “NA” (Not Available) on the list for any company that cannot respond.
 - If a company has **three (3) or more “NA” entries within 12 months**, it may be removed from rotation by the Chief of Police.
3. **Canceled Tow:**
 - If a wrecker is called but the tow is canceled, this does **not** count as a turn on the rotation list unless the driver receives payment for services rendered.
 - Dispatch shall note “canceled” and call the same wrecker company again when another tow is needed.

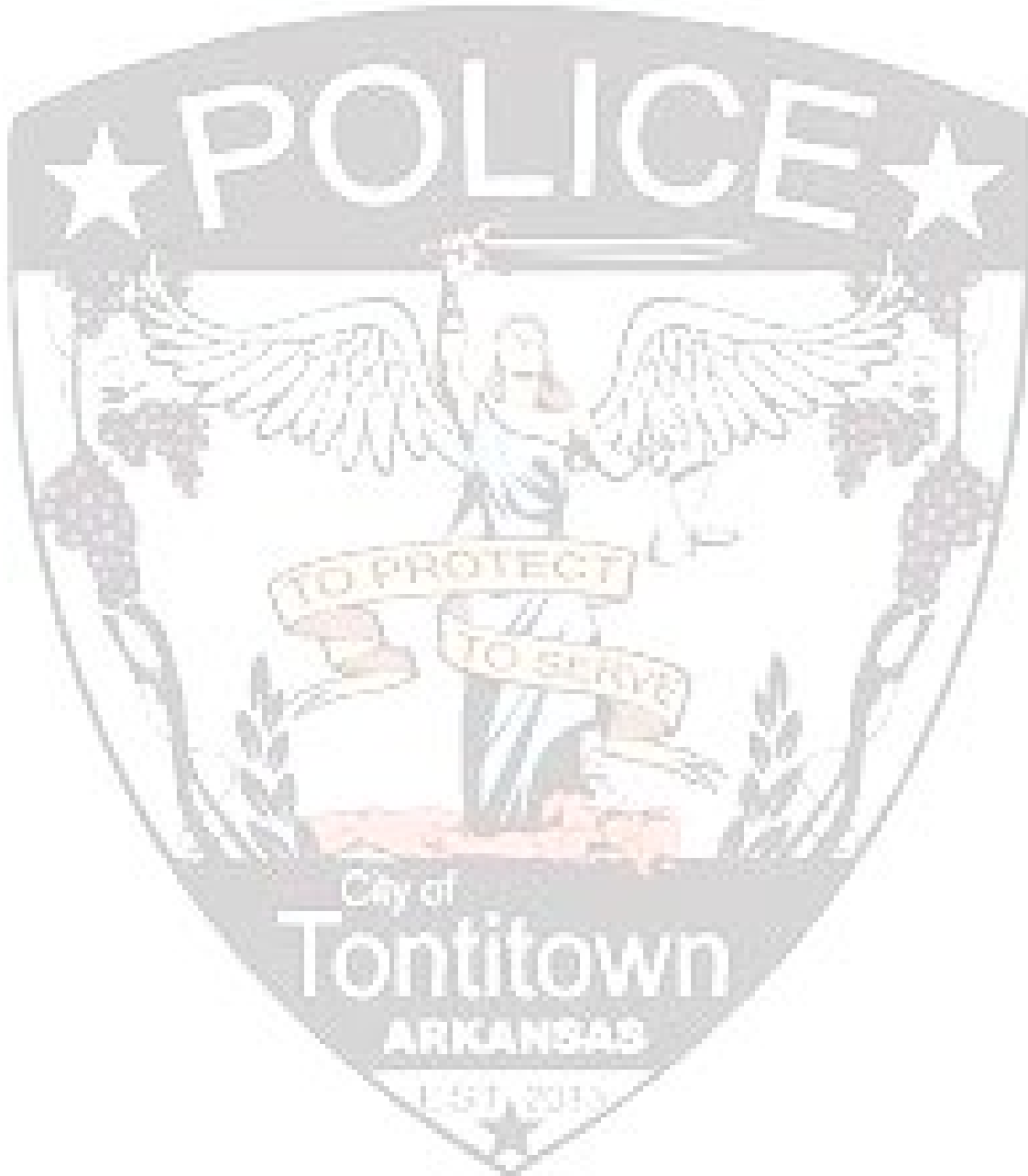
M. Officer Feedback

- Officers are strongly encouraged to provide comments on tow service efficiency.

N. Complaints

- Any complaints against the department or towing service by the vehicle owner or responsible party must be submitted **in writing** to the Chief of Police.

- The Chief will review the complaint and take corrective action if the complaint is validated.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 30 Ride Along	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish guidelines for civilian participation in ride-along programs, promoting transparency, community engagement, and public understanding of law enforcement operations while ensuring safety and operational integrity.

II. Policy

It is the policy of the Tontitown Police Department to maintain a ride-along program that enhances mutual respect between police officers and the community. This program provides participants with a greater understanding of law enforcement in our community.

III. Procedures

A. Eligibility

- Participants must be approved by the **Chief of Police or designee**.
- Must be **at least 18 years old** or have guardian approval.
- Must complete an **application and waiver of liability form**.
- Media representatives must complete all required documents and obtain **written authorization** from the Chief or designee before recording any portion of the ride-along.

B. Application Process

- Applications and regulations are available at the police department.
- Completed applications with photo ID must be returned to the department.
- Applications will be reviewed by the Chief or designee, including a **record check and NCIC inquiry**.
- Applicants with felony records or misdemeanors involving moral turpitude or dishonesty may be excluded.
- Approved applicants will be notified and assigned a ride-along date.

C. Reporting for Ride-Along

- Scheduled by the Chief or designee.

- Participants must report **15 minutes prior** to scheduled time.
- On-duty officer will meet the participant, review and sign the **liability waiver** (officer signs as witness).
- Participants refusing to sign the waiver cannot participate.
- Officers will review program rules and advise participants they may be called as witnesses if they observe an event subject to court action.

D. Duties of the Participant

- Act only as an **observer**, unless directed by the host officer in an emergency.
- Do not operate police equipment unless directed in an extreme emergency.
- Remain in the police vehicle unless instructed otherwise.
- Do not speak to victims, witnesses, prisoners, or others involved in police events. If approached, direct them to the officer.
- No cameras or recording devices without **written permission** from the Chief or designee.
- Do not enter homes unless the host officer obtains **express permission** from the occupant.
- Follow all instructions from the host officer.
- No firearms or weapons allowed, even if legally authorized.
- Dress in **comfortable, casual, conservative clothing**.

E. Duties of the Hosting Officer

- Host officers have **no duty to protect the ride-along** and may drop the participant at a safe location before responding to high-risk calls.
- Officers should conduct activities as if the rider were not present, maintaining operational efficiency.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 31 ACIC Arkansas Crime	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish clear guidelines for the lawful, ethical, and responsible use of protected information by law enforcement personnel. Protected information—including personally identifiable information (PII), criminal justice data, and sensitive intelligence—shall be accessed and utilized solely to support legitimate law enforcement functions such as crime prevention, investigation, public safety, and the administration of justice.

II. Policy

This policy ensures that all use of protected information:

- Complies with applicable laws and regulations
- Respects individual privacy rights
- Upholds public trust through accountability, transparency, and data security

III. Procedures

A. Computer Systems

- Officers shall make every attempt to prevent unauthorized viewing when operating any electronic form of ACIC.
- Officers shall **not leave computers unattended** unless locked or secured and free from view.

B. Paper Forms

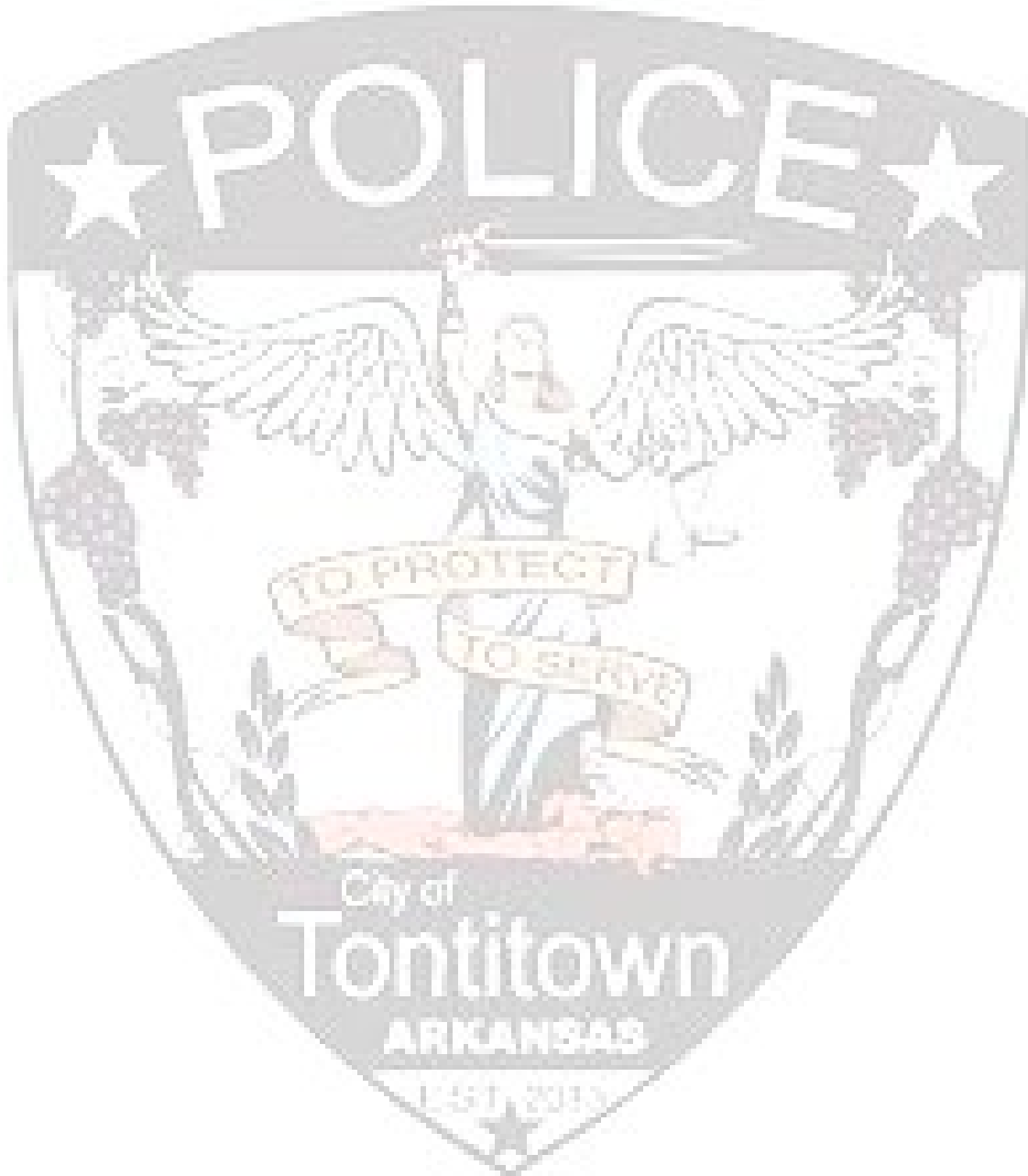
- All information retrieved from ACIC shall be discarded properly:
 - **Paper:** Shred before disposal
 - **Electronic media:** Delete, overwrite three times, and/or degauss prior to reuse or release

C. Compliance

- Officers failing to follow this policy may face disciplinary action **up to termination**.

D. References

- Refer to:
 - **Arkansas Crime Information Center (ACIC) Policy Guide**
 - **Criminal Justice Information Services (CJIS) Security Policy**



	TONTITOWN POLICE DEPARTMENT	
	Section 32 Flock	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish guidelines for the use, management, and operation of Flock Safety cameras by the Tontitown Police Department. These cameras are intended to enhance public safety, assist in criminal investigations, and support the department's mission while safeguarding privacy and civil liberties.

II. Policy

It is the policy of this department to utilize Flock Safety Automated License Plate Reader (ALPR) technology exclusively for legitimate law enforcement purposes, including:

- Identifying stolen or wanted vehicles and license plates
- Locating missing or endangered persons (AMBER/Silver Alerts)
- Assisting in criminal investigations and crime prevention

Flock Safety cameras shall **not** be used for:

- Facial recognition
- Immigration enforcement
- Traffic enforcement (speed or parking violations)
- Monitoring First Amendment-protected activities
- Harassment or targeting based on protected characteristics

III. Definitions

- **ALPR (Automated License Plate Reader):** Technology that captures images of license plates and converts them into alphanumeric data.
- **Detection:** Automated recognition and recording of license plate numbers, vehicle characteristics, and associated date, time, and location data.
- **Hot List:** A list of license plates associated with vehicles of interest (e.g., stolen vehicles, wanted persons, AMBER Alerts).
- **Alert/Hit:** Notification that a scanned plate matches a plate on a hot list.

IV. Procedures

A. System Use and Access

- Only trained and authorized personnel may access the Flock Safety system.
- All users must complete department-approved training before system access is granted.
- Access shall be logged and audited regularly to ensure compliance.

B. Data Collection and Retention

- Flock Safety cameras capture:
 - License plate image
 - Vehicle image
 - Date, time, and GPS location
- Data retention: **30 days**, unless actively used in a criminal investigation.
- Data shall not be sold, shared with unauthorized parties, or used for personal purposes.

C. Hot Lists and Alerts

- Hot lists may include entries from NCIC, state databases, and department-generated lists.
- All alerts must be **human verified** before enforcement action.
- A Flock alert alone does **not** constitute reasonable suspicion for a stop; additional factors must be considered.

D. Privacy and Civil Rights

- The system shall not be used to monitor constitutionally protected activities.
- No facial recognition or biometric data shall be collected.
- No queries or downloads unless related to a legitimate law enforcement purpose.

E. Oversight and Auditing

- The Chief or designated administrator shall oversee system use, conduct audits, and ensure compliance with this policy.
- Violations of this policy may result in disciplinary action.

V. Transparency

- The department will maintain a public-facing transparency portal or provide periodic reports on system usage, including:
 - Number of cameras deployed
 - Data retention practices
 - Statistics on alerts and searches

	TONTITOWN POLICE DEPARTMENT	
	Section 33 Drone Operations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish procedures for the safe operation of small Unmanned Aircraft System(s) (sUAS).

II. Policy Statement

The Tontitown Police Department has implemented the operation of small Unmanned Aircraft System(s) to assist during special events, emergencies, and special operations in order to provide increased situational awareness and enhance officer safety. They will also be utilized to help combat increases in crimes in specific, identifiable areas. This policy sets forth guidelines for aircraft operation during specified missions and establishes measures to minimize risks to people, property, and aircraft while safeguarding the privacy rights of all persons.

III. Definitions

- **Small Unmanned Aircraft System (sUAS):** A remotely piloted aircraft weighing less than 55 pounds.
- **UAS Administrator:** Responsible for full oversight of all logistical and administrative elements of sUAS operations, including reviewing and approving missions.
- **Team Commander:** Assists the UAS Administrator with administrative functions, ensures operational readiness, oversees maintenance, and approves missions.
- **Assistant Team Commander:** Assists the Team Commander in all duties.
- **Pilot in Command (PIC):** Responsible for overall flight operations during a mission.
- **Visual Observer (VO):** Maintains line-of-sight and 360° hazard awareness, assisting the PIC in safe operation.
- **sUAS Pilot/Camera Operator:** is responsible for remotely controlling the sUAS, operating all onboard camera systems during missions, and ensure proper handling, preservation and documentation of collected evidence.
- **Defined Incident Perimeter:** A designated operational area with a defined perimeter and an operational ceiling at or below 400 feet AGL.

IV. Procedures

A. Aircraft

- **General Airworthiness:**
 - Team Commander ensures all sUAS are maintained and flight-ready per manufacturer recommendations and industry standards.
 - Aircraft must comply with all documents and provisions referred to in the Certificate of Authorization (COA).
- **Software and Hardware Changes:**
 - All changes documented in aircraft logbooks.
 - Test flights conducted and documented after major changes.
- **Pre-Flight/Post-Flight Inspections:**
 - PIC ensures airworthiness before each mission, relying on Team Commander's reports.
 - PIC and/or VO perform inspections; issues logged and reported via Department email.
 - Team Commander determines corrective actions before next flight.
- **Storage and Transport:**
 - Aircraft stored securely during transport; damage reported immediately.
- **Battery Maintenance:**
 - Batteries charged per manufacturer guidelines; inspected regularly for damage (e.g., swelling).
 - Damaged batteries removed from service immediately.

B. Pilots

- PIC has final authority and responsibility for flight safety.
- Only personnel who have successfully completed the required training and demonstrated operational proficiency shall be authorized to operate small Unmanned Aircraft Systems (sUAS).
- PIC may rotate duties among qualified pilots; only one aircraft per PIC at a time.
- **Training Requirements:**
 - Internal training shall include, at minimum, instruction in airspace classification and restrictions, Low Altitude Authorization, notification capability (LAANC) approval procedures, and weather interpretation.
 - Mission-specific training conducted post-certification.
- **Flight Currency:**
 - Minimum of three qualifying flights per sUAS model within last 60 days.
 - Flight logs must include aircraft number, date, duration, location, and conditions.
- **Recurrent Training:**
 - Includes pilot/observer skills, sUAS knowledge, and crew resource management.
- **Proficiency:**
 - All unit members must read current COA and maintain proficiency.
 - Failure to maintain proficiency may result in removal from UAS unit.
- **Unit Training:**
 - Conducted monthly or as needed.

C. Visual Observers

- VO required for all mission flights.
- Responsible for maintaining visual contact and reporting position to PIC.
- Must participate in all pre-flight briefings.

D. Camera Operators

- Must receive training on camera operations and evidence handling procedures.
- Responsible for proper storage of photo/video recordings per Department policy.
- Must participate in all pre-flight briefings.

V. Flight Conditions

- The Pilot in Command (PIC) is responsible for obtaining and reviewing a current weather report prior to initiating any flight operations. The use of RadarScope or comparable weather monitoring software is strongly recommended to ensure accurate assessment of prevailing and forecast conditions.
- All flights shall be conducted at or below four hundred **(400) feet Above Ground Level (AGL)** unless otherwise restricted or authorized through the LAANC system.
- All aircraft operations shall remain within **visual line-of-sight** of the PIC or Observer to detect and avoid hazards such as aircraft and property.
- Flight operations shall normally be conducted during daylight hours. Night flight operations are permitted only when mission necessity requires and must be specifically authorized by the Police Chief, his designee, Team Commander, or Assistant Team Commander. All authorized night flight operations shall utilize appropriate aircraft lighting and beacon system.
- The aircraft shall not be operated in sustained winds greater than **21 knots (24 mph)** or in adverse weather that affects line-of-sight or VFR minimum requirements.

VI. Mission Requirements

- Requests for sUAS support for scheduled or emergency missions shall be forwarded to the **UAS Administrator, Team Commander, or Assistant Team Commander**.
- Once approved, the PIC, Visual Observer (VO), and Camera Operator (if applicable) will be designated.
- A **pre-flight briefing** will be held prior to launch and will include:
 1. Review of mission goals and handoff procedures
 2. Current and forecasted weather conditions and limitations
 3. Applicable COA contents
 4. Review of all current Notices to Air Missions (**NOTAMs**) and Drone Notices to Air Missions (**DROTAMs**) Temporary Flight Restrictions (**TFRs**) shall be conducted prior to flight operations
 5. Radio frequencies to be used
 6. Identification of mission limitations and safety issues (e.g., radio/microwave interference)
 7. Review of proposed flight grid and maximum ceiling based on airspace location

8. Clear and continuous communications shall be maintained between the Pilot in Command (PIC), Visual Observer (VO), sUAS Pilot/Camera Operator, and Ground Support personnel throughout all phases of the operation.
9. Emergency/contingency procedures (system failure, flight termination, lost link)
10. Required video or digital images
11. Execution of pre-flight checklist

VII. Flight Operation Requirements

- All operations will be conducted **case-by-case**.
- If a review of NOTAMs or DROTAMs identifies any active notices within the intended flight area, the Team Commander or Assistant Team Commander shall de-conflict the operation by directly contacting the applicable agency or business. NOTAM and DROTAM details, including contact information, may be obtained via Sky Vector (www.skyvector.com)

VII. Night Operations

- Night operations occur between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac (approximately 30 minutes after sunset until 30 minutes before sunrise).
- Observers will be positioned appropriately during all flight operations.
- Binoculars, night vision devices, etc., may not be used as the primary means of visual observation. These devices may only augment visual capability.
- Visual observers must ensure the aircraft remains within normal visual line-of-sight.

IX. Data Reporting

- Documentation of all sUAS operations is required monthly.
- The Team Commander is responsible for completing the monthly report.
- The PIC will complete a Mission Report for each scheduled or emergency mission and forward it to the Team Commander upon completion.

X. Incident/Accident/Mishap Reporting

- Any incident, accident, or mishap must be reported immediately in accordance with department procedures.

XI. Aircraft Maintenance and Pilot Logbooks

- Each pilot shall record the following in their logbook:
 - Aircraft name and identification number
 - Piloting time
 - Flight conditions and location
 - Mission description

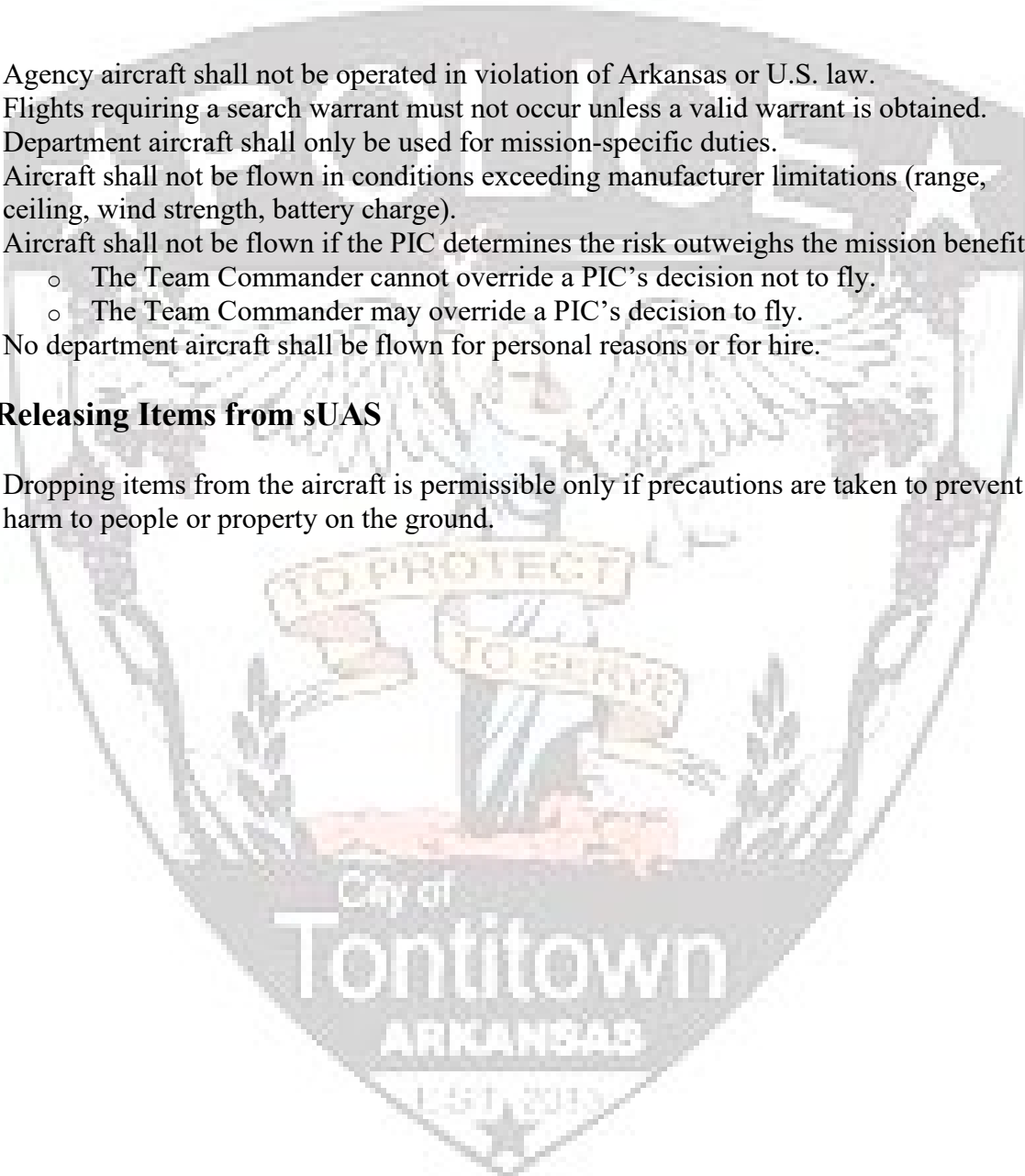
- Aircraft and component maintenance shall be documented in the maintenance log book, including monthly inspections.
- Maintenance logbooks shall be stored with the aircraft and inspected for compliance.

XII. Prohibited Acts

- Agency aircraft shall not be operated in violation of Arkansas or U.S. law.
- Flights requiring a search warrant must not occur unless a valid warrant is obtained.
- Department aircraft shall only be used for mission-specific duties.
- Aircraft shall not be flown in conditions exceeding manufacturer limitations (range, ceiling, wind strength, battery charge).
- Aircraft shall not be flown if the PIC determines the risk outweighs the mission benefit.
 - The Team Commander cannot override a PIC's decision not to fly.
 - The Team Commander may override a PIC's decision to fly.
- No department aircraft shall be flown for personal reasons or for hire.

XIII. Releasing Items from sUAS

- Dropping items from the aircraft is permissible only if precautions are taken to prevent harm to people or property on the ground.



	TONTITOWN POLICE DEPARTMENT	
	Section 34 Domestic Abuse Incidents	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. POLICY

It is the policy of this agency to:

- Reduce the incidence and severity of domestic abuse.
- Protect victims of domestic abuse and provide them with support through law enforcement and community services.
- Promote officer safety by ensuring officers are fully prepared to respond to and effectively deal with domestic abuse calls for service.

II. DEFINITIONS

- **Domestic Abuse:**
 - Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or
 - Any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state.
- **Family or Household Members:**
 - Spouses, former spouses, parents, children, persons related by blood within the fourth (4th) degree of consanguinity, or persons who presently or in the past have resided or cohabited together.

III. RESPONDING OFFICERS PROCEDURES

A. On-Scene Investigation

When responding to a domestic abuse call, officers shall:

1. Restore order by gaining control of the situation.
2. Take control of all weapons used or threatened to be used.
3. Assess the need for medical attention and summon medical assistance if necessary.
4. Interview all parties involved.
5. Confer with other responding officers to determine if an arrest should be made.
6. Collect and record evidence, including photographs of injuries and property damage.

7. Complete appropriate offense or incident reports documenting the response, whether a crime was committed or an arrest made.
8. Provide the victim with information regarding **Laura's Law**.
9. Advise the victim of their right to file a petition for relief in Circuit Court.
10. Inform all parties of the criminal nature of family violence, its potential for escalation, and available help.
11. Remain on scene until satisfied that no threat remains to the victim.
12. Provide referral information for legal or social assistance under Laura's Law.

B. If the Offender Has Left the Scene

- Conduct a search of the immediate area.
- Obtain information from victims and witnesses regarding the offender's whereabouts.
- Refer the matter to the Prosecuting Attorney.

IV. ORDER OF PROTECTION

1. Victims may submit a petition for relief, accompanied by an affidavit under oath, to the Circuit Court.
2. The Court may issue temporary or permanent Orders of Protection pursuant to Arkansas Code Annotated § 9-15-204
3. Upon receipt, the person responsible for civil process service shall:
 - Enter the order into the **ACIC system** pursuant to Act 995 of 1995.
 - Record the following information:
 - Full name and date of birth
 - Race and sex
 - Driver's license number (and Social Security number if available)
 - Last known address
 - Service status ("has" or "has not" been served)
4. Service of protection orders should be a **high priority**. Orders must be served personally, offered directly, left at the dwelling with a resident at least 14 years old, or delivered to an authorized agent.
 - Service by registered mail is prohibited.
5. Information in the ACIC protection order registry is confidential and available only to courts, law enforcement, and prosecuting attorneys.

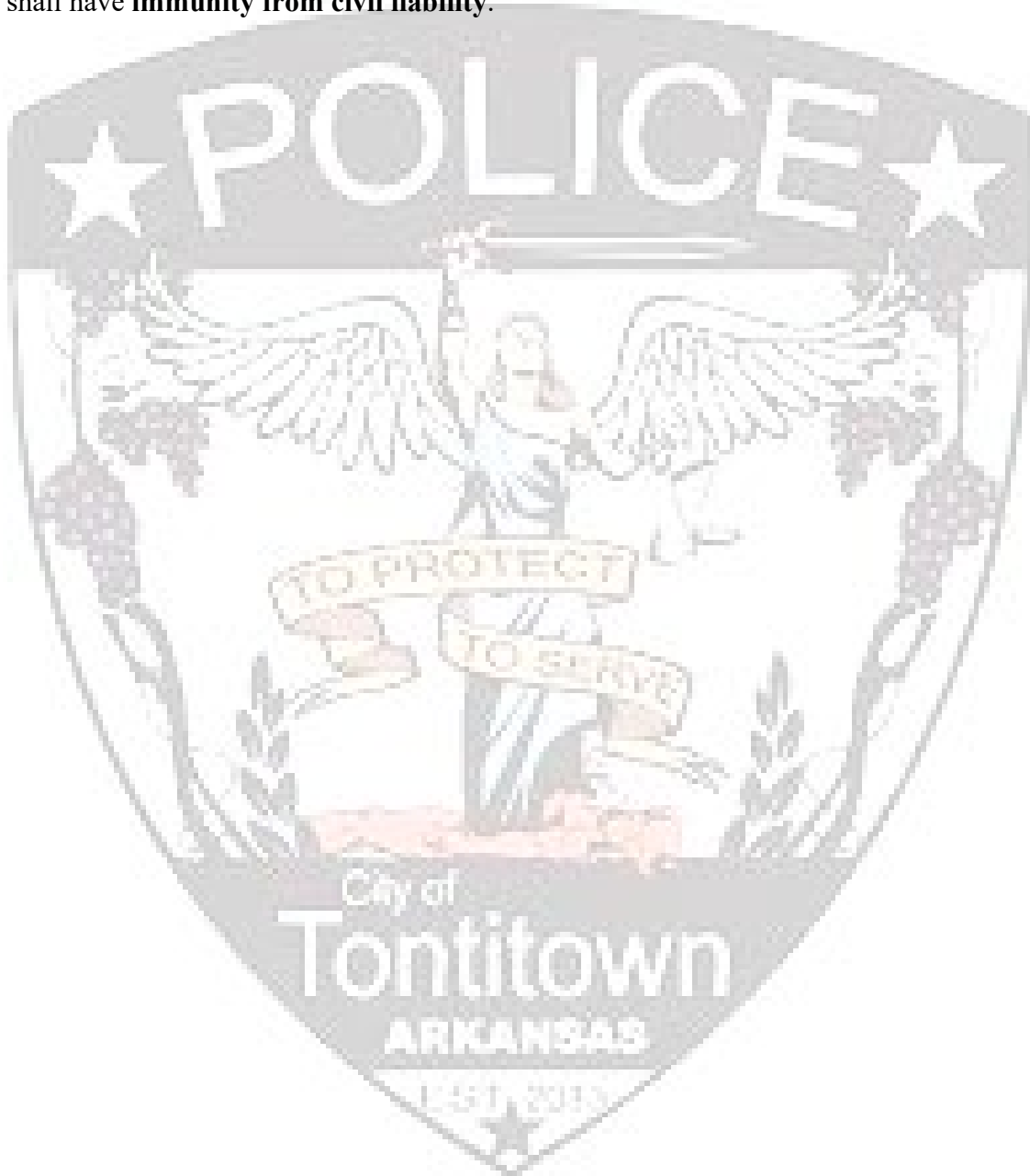
V. VIOLATION OF AN ORDER OF PROTECTION

A person commits the offense of violation of an order of protection if:

1. A court has issued an order of protection against them.
2. They have received actual notice or notice pursuant to Rule 4 of the Arkansas Rules of Civil Procedure.
3. They knowingly violate a condition of the order.

VI. ENFORCEMENT OF VIOLATION OF AN ORDER OF PROTECTION

- The **preferred course of action** is arrest and custody without a warrant, pursuant to **Arkansas Code Annotated § 5-53-134**, when probable cause exists that a person subject to an order of protection has violated its terms.
- Arrest may occur even if the violation was not committed in the officer's presence.
- Officers acting in good faith and exercising due care in making arrests for domestic abuse shall have **immunity from civil liability**.



	TONTITOWN POLICE DEPARTMENT	
	Section 35 Warrantless Detention, Search and Seizure	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. PURPOSE

The purpose of this policy is to establish guidelines for temporary detention and warrantless search and seizure decisions by officers, ensuring such actions are consistent with constitutional protections, federal law, and state law.

II. DEFINITIONS

- **Consent:** Permission for an officer to search a constitutionally protected area, granted by a person with legal standing. Consent must be voluntary and free from force, duress, or coercion.
- **Field Interview:** A brief, voluntary interview conducted to determine a person's identity and clarify suspicions of possible criminal activity.
 - Intended to resolve ambiguous situations.
 - Distinct from an investigative stop, which requires reasonable suspicion.
 - Must be terminated immediately if the citizen declines to participate.
- **Frisk:** A "pat down" of the outer garments to detect weapons or contraband.
- **Investigative Stop:** Temporary detention of a subject when an officer has reasonable suspicion that criminal activity has occurred, is occurring, or is about to occur, and that the person is involved or is a witness.
- **Probable Cause:** Facts and circumstances that rise above mere suspicion but fall short of proof beyond a reasonable doubt, leading a prudent person to believe a crime has been or is about to be committed.

III. PROCEDURE

A. Field Interview

- Officers may approach individuals and request voluntary cooperation in answering questions.
- The person must not be detained and may leave at any time without answering.
- No stop or detention of a person or driver is permitted during a field interview.
- Voluntary answers may be admissible in subsequent criminal proceedings.
- Officers are encouraged to use field interviews as investigative tools for crime prevention and intelligence gathering.

- All field interviews should be documented in **Crimestar or E-cite** or any future reporting system under the “Field Interview” section.

B. Investigative Stop

- Officers may temporarily detain a person if reasonable suspicion exists that:
 1. A crime has been committed, is being committed, or is about to be committed; or
 2. The person is reasonably suspected of illegally carrying a concealed weapon.
- **Authority:**
 - Stops may be made even if probable cause is insufficient to justify an arrest.
- **Factors Supporting Reasonable Suspicion** (not all required): a. Knowledge of a prior felony record. b. Person fits the description of a wanted individual. c. Conduct suggesting concealment of an object. d. Unusual or suspicious behavior. e. Presence in an area or at a time associated with criminal activity. f. Hearsay information or anonymous tips, provided reliability is corroborated.
- **Duration of Stop:**
 - Must be as brief as possible, limited to the time necessary to confirm or dispel suspicion.
 - If the basis for the stop no longer exists, the person must be immediately released.
 - Detention may be extended only if:
 - Additional supportive information reinforces suspicion; or
 - Probable cause develops.

C. Frisk

- Although an officer may have reasonable cause to stop an individual, a separate belief based on articulable facts that the subject is armed and dangerous is required to justify a frisk.
- The purpose of the frisk is not to discover evidence of a crime, but to allow the officer to continue the investigation without fear of violence.
 1. The frisk is limited to a pat down of the outer clothing.
 2. If bulky clothing (e.g., heavy overcoat) is worn, the officer may require the subject to open or temporarily remove the coat to complete the pat down.

D. Search Incidental to Lawful Arrest

- An officer shall search a subject incidental to that subject’s lawful arrest for weapons, contraband, or evidence of the crime.
- The search shall be confined to the subject arrested and the subject’s access area at the time of arrest.
 1. The search may extend beyond the arrestee’s access area if other persons are present who may endanger officer safety.
 2. The search should be limited to locating and controlling the movements of such persons.
 3. An arrest shall not be made solely as a pretext to conduct a search for evidence.

E. Search by Consent

- Officers may conduct a search of any person, place, or thing without probable cause when consent is freely and voluntarily given by a person with legal standing.
- 1. Consent must be voluntary, with the subject possessing sufficient mental ability and language skills to understand the circumstances.
- 2. The burden of proof that consent was granted rests with the officer.
- 3. Consent may be verbal or written.
 - Officers must inform subjects they have the right to refuse a consensual search of a residence.
 - This warning is not required for consensual searches of vehicles.
- 4. Consent may be withdrawn at any time.
- 5. The scope of the search may be limited by the subject.
- 6. Any search exceeding the authorized scope is unlawful.
- Officers may enter and search a constitutionally protected area under lawful exigent circumstances (e.g., medical emergencies, violent felony in progress).
- This exception extends only until the termination of the emergency.

F. Search of Vehicles under Movable Exception Rule

Due to the inherent mobility of motor vehicles, courts have held that officers may search vehicles without a warrant under certain conditions:

1. Passenger compartment incident to and contemporaneous with the arrest of an occupant, if:
 - It is reasonable to believe the arrestee might access the vehicle at the time of the search; or
 - The vehicle contains evidence of the offense of arrest.
2. Based on probable cause to believe the vehicle contains evidence of a crime or contraband.
 - Scope limited to areas where such items could be concealed.
3. During detention of a driver or occupant, if a frisk is justified, the frisk may extend into areas of the vehicle where the subject might lunge for a weapon.
4. An inventory shall be conducted on all vehicles impounded by the department.
5. When consent to search is granted.
6. Searches made pursuant to a warrant.
 - Officers may search all areas of the vehicle where the item(s) could be located, unless otherwise restricted by the warrant.

G. Search at the Scene of a Crime

If a crime scene includes a constitutionally protected area where a suspect has a reasonable expectation of privacy, a search warrant is required unless exceptions apply:

1. Officers may conduct a protective sweep for safety prior to securing the scene pending a warrant or consent.
2. Upon exigent entry, the scope of the search is limited to:
 - Providing aid to those in need.
 - Securing evidence in plain view.
 - Once aid is provided, a warrant must be obtained for further searches.
3. Constitutionally protected areas may be searched with consent from a person with standing.
4. When a suspect is arrested at the crime scene, officers may search the area under the suspect's immediate control contemporaneous with the arrest.
5. Officers may enter and search under lawful exigent circumstances (e.g., medical emergencies, violent felony in progress).
 - This exception extends only until the termination of the emergency.

H. Jail Booking Strip and Body Cavity Searches

Strip and body cavity searches during jail booking may be necessary for officer and public safety, including the safety of other detainees.

1. **Body cavity searches** involve the anus or vagina.
2. Such searches shall be conducted only with proper authority, justification, and in accordance with detention center policies.
3. A strip search shall not be conducted unless reasonable suspicion exists that the detainee is concealing weapons or contraband.
4. A body cavity search shall not be conducted unless probable cause exists and either consent or a search warrant has been obtained.
5. Body cavity searches must be conducted by a nurse or physician, with county jail supervisors notified.
6. Strip searches must be conducted by personnel of the same gender as the subject, out of public view, and with regard for human dignity.
 - If gender is in question, determination shall follow detention facility policies.
7. Officers involved in strip or body cavity searches must document the search in a report, including:
 - Subject's gender and identification.
 - Age if the subject is a juvenile.
 - Gender of personnel conducting the search.

I. Other Searches Authorized by State and Federal Provisions

Officers are authorized to conduct the following searches under state and federal law:

1. **Open Fields:** Officers may enter and search open fields for items subject to seizure when there is reason to believe such items are present.
2. **Public Places:** Officers may search public areas (e.g., parks) when items subject to seizure are believed to be located there.

3. **Private Locations Open to the Public:** Officers may search areas such as bank lobbies when items subject to seizure are believed to be present.
4. **Plain View Doctrine:** Officers may seize items immediately apparent as evidence when lawfully present in the area.
5. **Abandoned Property:** Officers may search abandoned property if it can be established that the owner intended to abandon it.

J. Warrantless Search of Probationers and Parolees

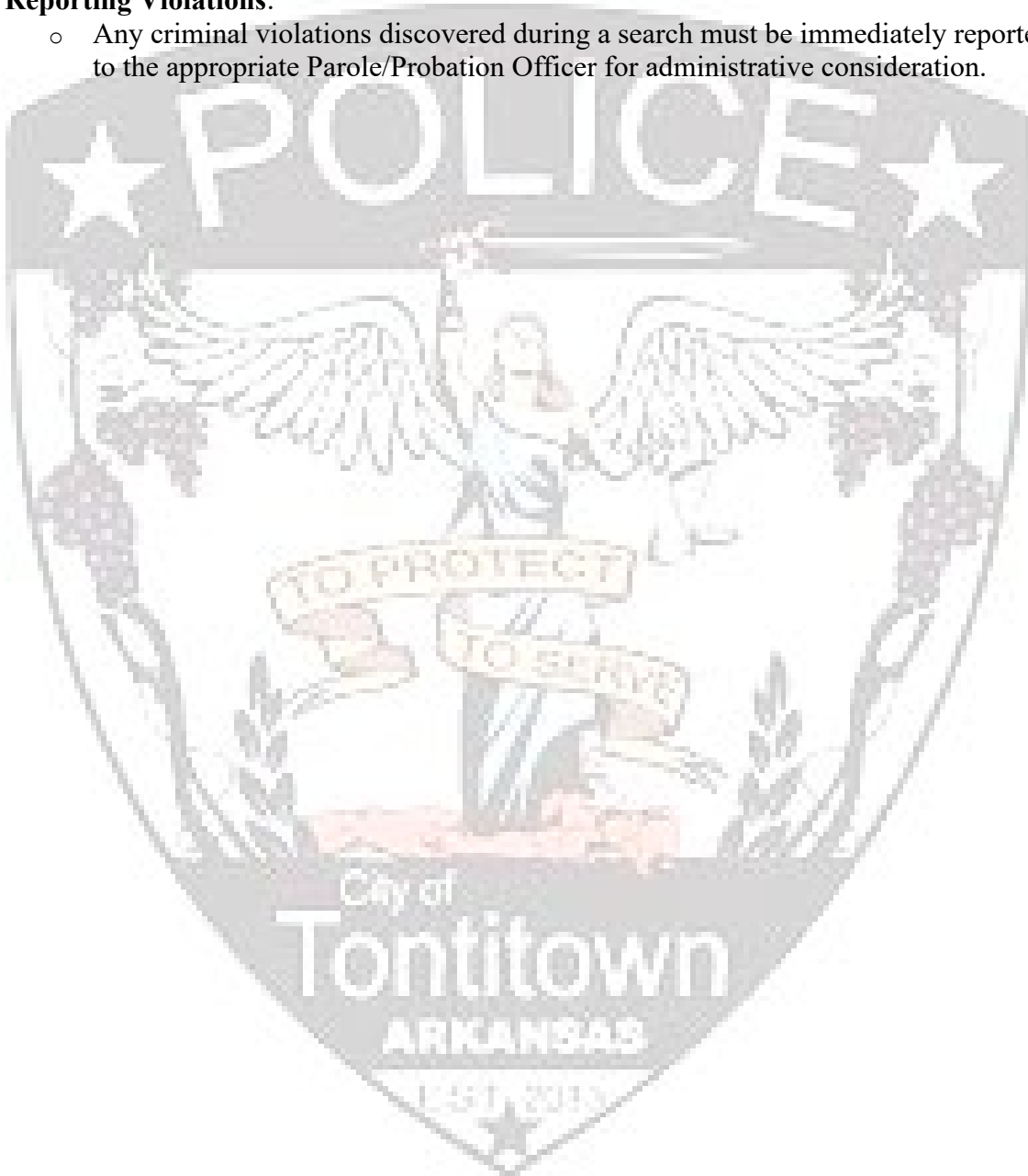
Under Arkansas law and departmental policy, warrantless searches of probationers and parolees are permitted under specific conditions:

1. **Waiver Requirement:**
 - As a condition of supervised probation or parole, individuals must agree to a waiver allowing warrantless searches of their person, residence, or motor vehicle at any time by certified law enforcement officers.
 - Searches must be conducted in a reasonable manner (Arkansas Code Annotated § 16-93-106).
2. **Departmental Standard:**
 - Although Arkansas law does not require articulable suspicion, this department requires officers to have some articulable law enforcement concern prior to conducting such searches without direct assistance from parole/probation officers.
 - Alternatively, the probationer/parolee must be a party to an otherwise lawful stop based on reasonable suspicion or probable cause.
3. **Examples of Law Enforcement Concern:**
 - Anonymous tips or reports insufficient on their own to justify a search.
 - Probationer/parolee found in known crime areas or under suspicious circumstances below the threshold of reasonable suspicion.
 - Probationer/parolee involved in a lawful traffic stop or detention where a search would otherwise be unlawful.
4. **Prohibition Against Harassment:**
 - Officers are prohibited from using this statute to harass probationers or parolees.
5. **Verification Requirement:**
 - Prior to conducting a search, officers must verify the individual's probation/parole status and confirm that a waiver exists.
 - If a waiver cannot be confirmed, officers must follow standard criminal procedure rules for warrantless searches.
6. **Third-Party Rights:**
 - Authority under this statute does not override third-party rights, including co-occupants.
 - If a lawful third party prevents a search, officers shall advise that the probationer/parolee may be in violation of parole and document the incident.
7. **Documentation:**
 - Officers must document all probation/parole searches or attempted searches in an incident or informational report.
 - Reports must include:

- Date, time, and location.
- Identity of the probationer/parolee.
- Scope of the search.
- Law enforcement concern or lawful stop leading to the search.
- Results of the search.

8. Reporting Violations:

- Any criminal violations discovered during a search must be immediately reported to the appropriate Parole/Probation Officer for administrative consideration.



	TONTITOWN POLICE DEPARTMENT	
	Section 36 Line of Duty Death	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. PURPOSE

The purpose of this policy is to provide a structured and compassionate response in the event of a line of duty death, ensuring that:

- The fallen officer is honored with dignity.
- The officer's family is supported with care.
- Departmental procedures are followed with professionalism.

II. POLICY

This policy establishes protocols for:

- Notification of next-of-kin.
- Benefits coordination.
- Memorial and funeral services.
- Long-term family support.

It reflects the department's commitment to its personnel and recognition of their ultimate sacrifice.

III. PROCEDURES

A. Initial Response

- In the event of a felonious or accidental line of duty death:
 - All personnel not engaged in an emergency shall prepare to respond as directed.
- The **first officer on scene** shall:
 - Call for the nearest available back-up officer immediately upon determining that an employee's death has occurred.
 - Notify dispatch that an employee death has occurred, specifying whether accidental or felonious.
 - **Names shall not be used over the radio.**
 - Remain at the scene until the investigation is complete or relieved by the Chief.
- The **back-up officer** shall:

- Assist in securing the scene.
 - Notify the supervisor and Chief through dispatch.
- The **dispatcher** shall:
 - Immediately notify the Chief.
 - Notify the Criminal Investigation Division.
 - Avoid using names over radio communication.
- The **first officer on scene** shall prepare a complete and detailed written report unless handled by the Criminal Investigation Division.

B. Notification of Next-of-Kin

- The Chief and/or a supervisor, accompanied by the back-up officer, shall notify the next-of-kin.
- The agency chaplain or clergy may be dispatched if available.
- If immediate transport to the hospital is possible, the back-up officer should not delay for additional personnel.
- Families requesting hospital transport shall be transported via police vehicle.
- Plans shall be made for care of young children.
- Surviving parents shall be notified in the same manner as spouses if within reasonable distance; otherwise, notification shall be requested from the appropriate agency.
- Ideally, the Chief will accompany the back-up officer and act as the primary notification officer.

C. Assisting the Family at the Hospital

- A member of the agency shall remain with the family at the hospital at all times.
- Officers who made the initial notification should also be present.
- Arrangements shall be made for transportation of the family back to their residence.
- All medical and funeral bills shall be directed to the agency, not the family's residence.

D. Family Support

- A **liaison officer** shall be appointed immediately.
 - Role: Facilitator between the family and the department.
 - Responsibilities include:
 - Ensuring family needs take priority.
 - Meeting with the family to explain responsibilities.
 - Assisting with funeral arrangements and explaining departmental support for a law enforcement funeral.
 - Providing information about the death and investigation.
 - Coordinating travel and lodging for out-of-town family.
 - Ensuring recognition of surviving parents during funeral services.
 - Briefing the family on funeral procedures (21-gun salute, flag presentation, taps, pallbearers, procession).
 - Organizing a family support group to assist with home preparation, food, babysitting, phone call screening, and visitor management.

- Coordinating pallbearers, ushers, and ceremonial details with other agencies if requested.
- Providing patrol vehicles for family transportation if desired.
- Assisting with benefits coordination.

E. Benefits Coordination

- The liaison officer shall also serve as **benefits coordinator** after the funeral.
- Responsibilities include:
 - Gathering information on all benefits and funeral payments available.
 - Filing appropriate paperwork.
 - Following through with the family to ensure benefits are received.
 - Visiting the family a few days after the funeral to provide a list of benefits, contacts, and timelines for payment.
- **Potential Benefits Sources** (not limited to):
 - Worker's Compensation.
 - Social Security.
 - Federal Public Safety Officer Death Benefit (42 U.S.C. § 3796 – currently \$250,000).
 - State Public Safety Officer Death Benefit (A.C.A. § 21-5-705 – currently \$150,000 for felonious act, plus \$25,000 if wearing a bulletproof vest, or \$25,000 for accidental death).
 - National Chief's Association (\$2,500).
 - Personal life insurance.
 - Educational benefits for dependent children.
 - Veterans Administration benefits.
 - Health benefits continuation for six months after death upon payment of premium.

	TONTITOWN POLICE DEPARTMENT	
	Section 37 Conduct Unbecoming and Employee/Officer	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish guidelines for the conduct of employees of the Tontitown Police Department.

II. Policy

Honesty, efficiency, and integrity are the primary standards for a law enforcement officer's conduct. Officers must remember that they are employed to serve the citizens of this jurisdiction. The public is entitled to courteous and efficient responses to requests for law enforcement service.

III. Procedures

1. Off-Duty Conduct in Uniform

- All officers, when off duty but in uniform, shall conduct themselves as though they were on duty.

2. Confidentiality

- Officers shall not disclose any order or information obtained through official duties unless performing official duties and sharing with a person entitled to receive such information.

3. General Conduct

- Officers, whether on or off duty, shall adhere to reasonable standards of good conduct and behavior.
- Officers shall not commit any act that could adversely affect the department's reputation or integrity.

4. Criminal Convictions

- Any employee or officer convicted of criminal behavior may be subject to disciplinary action or dismissal.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 38 Insubordination	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to define and address acts of insubordination within the department, ensuring that all personnel maintain discipline, respect the chain of command, and uphold the standards of professional conduct essential to effective law enforcement.

II. Policy

It is the policy of the Tontitown Police Department that **any act of insubordination will not be tolerated.**

For the purpose of this policy, **insubordination** is defined as any act of **defiance, disobedience, dissension, or resistance to authority.**

III. Procedures

1. Compliance with Orders

- All employees shall follow instructions and orders issued by supervisory personnel.

2. Questioning Orders

- If an officer has information that may adversely affect the intent of an order, the officer shall discuss the information with the supervisor for further evaluation.

3. Prohibited Conduct

- Any employee who uses **profane or obscene language** toward a supervisor or public official, or who **threatens or attempts physical violence**, shall be immediately relieved of duty and dealt with according to department policy or law.

4. Lawful Orders

- Officers are required to obey instructions; however, they are **not required to carry out orders** that would:
 - Violate federal, state, county, or municipal laws
 - Breach any department rules, regulations, policies, or procedures

	TONTITOWN POLICE DEPARTMENT	
	Section 39 Harassment & Discrimination in the Workplace	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to maintain a healthy work environment where all individuals are treated with respect and dignity, and to provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination.

Federal law protects individuals based on **race, color, sex, religion, age, disability, and national origin**.

II. Policy

All employees have the right to work in an environment free of harassment or discrimination.

The Tontitown Police Department will **not tolerate, condone, or allow harassment or discrimination** by employees, whether sworn, civilian, or non-employees conducting business with this agency.

Harassment and discrimination are considered **serious misconduct** and will result in immediate corrective action.

Prohibited Activity

1. No employee shall be given or denied any assignment based solely on age, sex, race, religion, politics, physical handicap, or sexual orientation, unless necessary to avoid a direct threat to safety.
2. No employee shall harass or bully another employee.
3. Employees shall not make offensive or derogatory comments about any person or group based on race, color, sex, religion, age, disability, national origin, or sexual orientation.
4. **Sexual harassment is prohibited**, including:
 - Unwelcome sexual advances
 - Requests for sexual favors
 - Verbal or physical conduct of a sexual nature when:
 - a. Submission is a condition of employment
 - b. Submission or rejection affects employment decisions
 - c. Conduct interferes with work performance or creates a hostile environment

Supervisor Responsibilities

1. Supervisors shall:
 - Monitor the work environment daily for signs of harassment or discrimination
 - Counsel employees on prohibited behaviors and reporting procedures
 - Stop any observed harassment or discrimination immediately
 - Prevent retaliation and eliminate hostile environments during investigations
 - If separation is required, avoid actions that appear punitive
 - Transfers should be voluntary if possible; if not, temporary pending investigation
 - Failure to act will affect evaluations and may result in discipline
2. Supervisors must assist employees in documenting and filing complaints with the Chief of Police.
3. Employees must refrain from participating in or encouraging harassment or discrimination.

Complaint Procedures

1. Employees encountering harassment or discrimination should inform the offender that the behavior is unwelcome and document incidents.
2. Employees shall report complaints promptly to any supervisor, the Chief of Police, or Director of Human Resources, or the City Attorney.
3. **No retaliation** will occur against employees filing complaints or participating in investigations.
4. Confidentiality will be maintained to the extent practical.
5. Employees may also file complaints with outside agencies.

Retaliation

1. Retaliation for filing or participating in a harassment or discrimination complaint is **illegal and prohibited**.
2. Retaliation is considered **separate misconduct** and will be handled under the same complaint procedures.
3. Monitoring for retaliation is the responsibility of the Chief of Police and supervisors.
4. Employees experiencing retaliation should report it immediately to a supervisor, the Chief of Police, or Director of Human Resources, or the City Attorney.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 40 Fraternalization	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to uphold the integrity, professionalism, and operational effectiveness of the department by establishing clear guidelines regarding personal relationships among personnel.

Given the unique responsibilities and public trust placed in law enforcement, this policy seeks to prevent **conflicts of interest, favoritism, and disruptions to unit cohesion** that may arise from romantic or close personal relationships, especially those involving supervisory or command roles.

By promoting transparency and accountability, the policy reinforces a culture of **respect, fairness, and ethical conduct** throughout the department.

II. Policy

- No employee shall fraternize with subordinates if they are the subordinate's immediate supervisor or may become their immediate supervisor.
- Relationships are prohibited if they:
 - Compromise supervisory authority
 - Result in preferential treatment
 - Appear to involve improper use of rank or position for personal gain
 - Adversely impact unit morale or mission effectiveness
- No employee shall fraternize with any inmate at any time.
- **Fraternalization is defined as:** Association in a friendly, familiar, or romantic way with anyone over whom the employee has or may have authority.
- This policy does **not** preclude normal team-building events such as unit social functions, picnics, family gatherings, office parties, or athletic competitions.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 41 Intoxicants and Non-Prescription Drugs	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to prohibit the use, possession, or influence of intoxicants and non-prescription drugs by department personnel, ensuring fitness for duty, public safety, and adherence to professional and legal standards.

II. Policy

It is the policy of the Tontitown Police Department that the consumption of alcoholic beverages and/or the use of non-prescription drugs is prohibited when such use could affect the performance or judgment of the individual.

III. Procedures

A. Reporting for Duty

- No employee shall report for duty if:
 - They have consumed any alcoholic beverage within **12 hours** prior to reporting.
 - They have used any non-prescription drug or medication within **8 hours** prior to reporting, unless:
 - The employee informs a superior officer and is ordered to report.

B. On-Duty Restrictions

- When on duty or in uniform, employees shall **not consume or possess alcoholic beverages**, except when specifically required for a duty assignment.
- Employees shall **not bring personal alcoholic beverages or non-prescription drugs containing pseudoephedrine, codeine, alcohol, or any other substances that may impair focus and decision making, effect the officer's ability to operate and motor vehicle, handle a firearm, cause drowsiness, or result in a positive drug test** into the department while on duty.
- Employees shall **not transport alcoholic beverages or non-prescription drugs** in a departmental vehicle unless:
 - It is evidence
 - Property of a suspect or prisoner

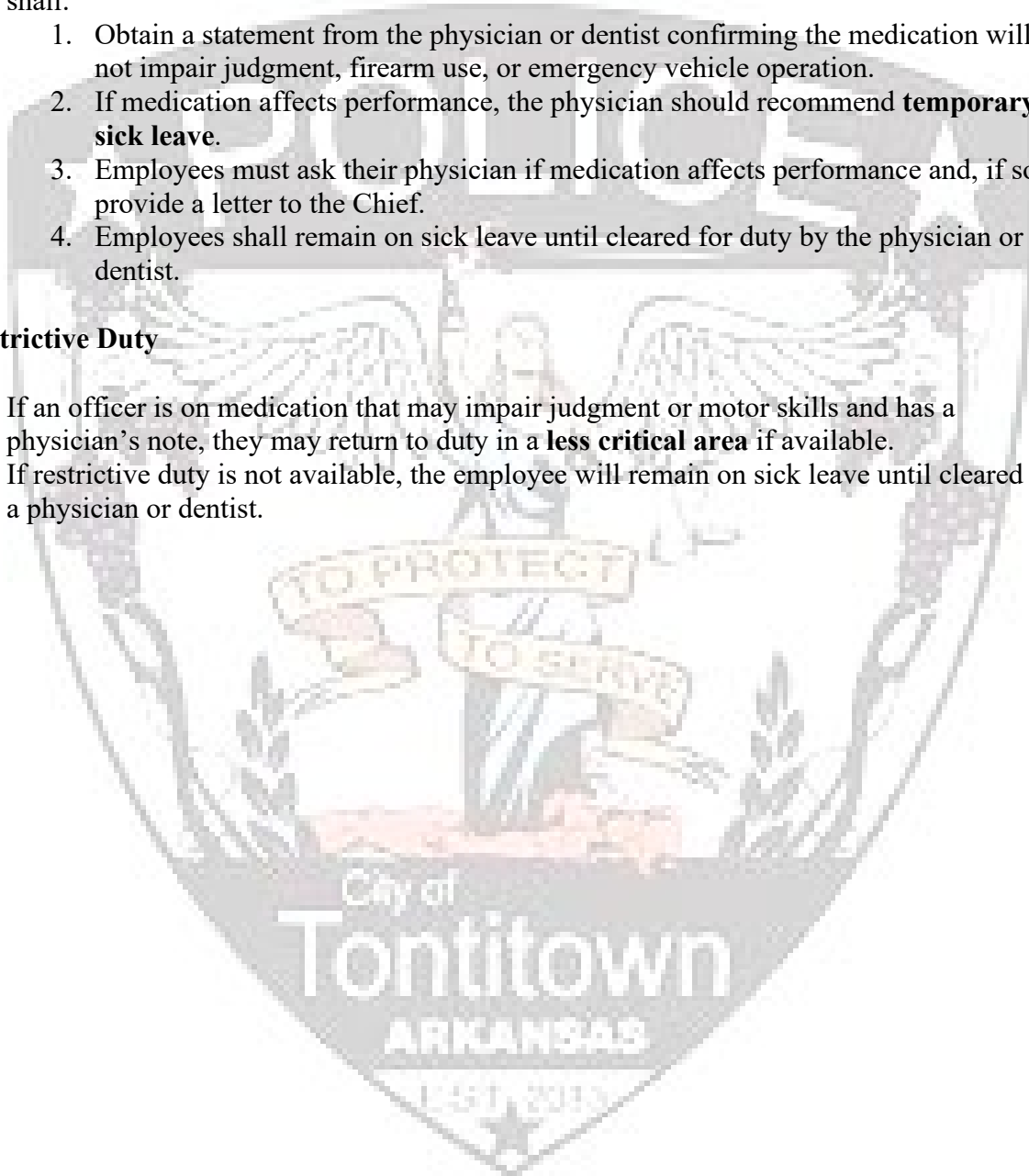
- Found property

C. Prescribed Medication

- Employees under the care of a physician or dentist and taking prescribed medication shall:
 1. Obtain a statement from the physician or dentist confirming the medication will not impair judgment, firearm use, or emergency vehicle operation.
 2. If medication affects performance, the physician should recommend **temporary sick leave**.
 3. Employees must ask their physician if medication affects performance and, if so, provide a letter to the Chief.
 4. Employees shall remain on sick leave until cleared for duty by the physician or dentist.

D. Restrictive Duty

- If an officer is on medication that may impair judgment or motor skills and has a physician's note, they may return to duty in a **less critical area** if available.
- If restrictive duty is not available, the employee will remain on sick leave until cleared by a physician or dentist.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 42 Gratuities, Rewards and Witness Fees	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to establish clear guidelines for the acceptance, refusal, and reporting of gratuities, rewards, and witness fees to ensure ethical conduct, maintain public trust, and prevent conflicts of interest in all law enforcement activities.

II. Policy

Employees shall **not solicit rewards, presents, gratuities, or compensation** other than that paid by the City of Tontitown or allowed by department policy for services provided in the line of duty.

III. Procedures

A. Reporting

- Any reward, gratuity, present, or unauthorized compensation received by an officer shall be **immediately submitted to the Chief of Police**, accompanied by a memorandum on departmental letterhead describing all circumstances related to the incident.

B. Prohibited Conduct

- No employee shall use their **badge, uniform, identification card, or official position** to solicit special privileges for themselves or others, such as:
 - Admission to places of amusement
 - Sporting events
 - Discounts on purchases
 - Other favors, except as expressly permitted by department orders

C. Witness Fees

- Employees shall **not solicit witness fees** for responding to a legally constituted subpoena or for testimony in criminal courts.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 43 Internal Affairs Investigations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish a fair, thorough, and consistent process for investigating allegations of misconduct, ensuring accountability, transparency, and integrity within the department.

II. Policy

The Tontitown Police Department shall make consistent and expeditious investigations of complaints from citizens against agency employees.

- The department will protect the rights of each employee during an investigation.
- All investigations shall be conducted **without prejudice**.

III. Procedures

A. Administration

- Internal Affairs investigations are conducted by the **Chief of Police or designee**, who reviews findings and makes final decisions.
- All investigations shall be **fair and impartial**.

B. Internal Affairs Activities

- **External Complaints:** Taking, recording, and investigating complaints from outside the agency.
- **Internal Complaints:** Investigating alleged or suspected misconduct reported within the department.
- **Confidentiality:** Maintaining confidentiality of investigations and records.

C. Classification of Complaints

- **Class One:** Serious or criminal misconduct, including excessive force, criminal law violations, corruption, civil rights violations, abuse of authority, intentional discrimination, and others as classified by the Chief.
- **Class Two:** Less serious complaints, such as inadequate service, discourtesy, improper procedures, and non-criminal conduct.

D. Processing Complaints

- Both formal and informal complaints shall be investigated.
- Investigators shall uphold the legal rights of employees during interviews.
- If accusations appear malicious or false, the Chief may limit the investigation to substantiating the false report.

Complaint Records Shall Include:

- Name of complainant
- Name of accused
- Date received
- Type of complaint
- Internal Affairs number and final disposition

E. Notification

- Employees will be notified when a complaint is received and an investigation is initiated, except when a criminal investigation is underway.

F. Investigations

- Criminal and administrative investigations shall remain separate.
- Statements from administrative investigations shall not be shared with criminal investigators.
- Officers required to submit reports or interviews will receive an **Internal Investigation Notice Form** stating whether they are a witness or subject.
- Officers may review the written complaint or be informed verbally before interviews.
- Interviews shall:
 - Be reasonable in length
 - Allow for rest breaks
 - Occur on duty when practical; if off-duty, compensation will be provided
- Officers may have an attorney and immediate supervisor present during interviews.

G. Compelled Statements

- Officers may be compelled to answer questions related to duties or fitness for duty.
- Officers refusing to answer after being ordered may face disciplinary action, including suspension or termination.
- Garrity protections ensure compelled statements cannot be used in criminal prosecution.

H. Timelines

- Investigations shall be completed within **30 days** of assignment.
- Extensions require written explanation and approval from the Chief.

I. Dispositions

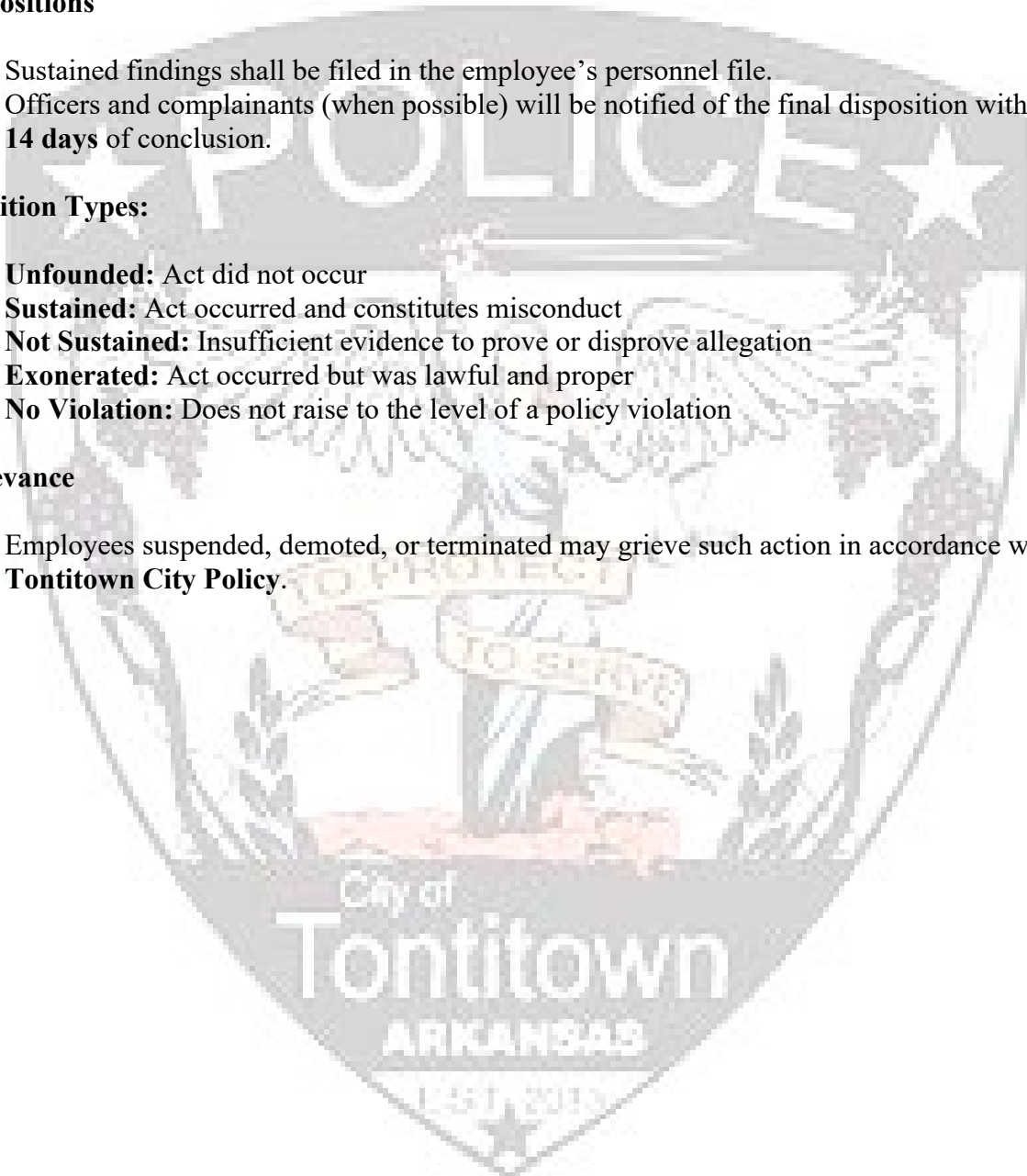
- Sustained findings shall be filed in the employee's personnel file.
- Officers and complainants (when possible) will be notified of the final disposition within **14 days** of conclusion.

Disposition Types:

- **Unfounded:** Act did not occur
- **Sustained:** Act occurred and constitutes misconduct
- **Not Sustained:** Insufficient evidence to prove or disprove allegation
- **Exonerated:** Act occurred but was lawful and proper
- **No Violation:** Does not raise to the level of a policy violation

J. Grievance

- Employees suspended, demoted, or terminated may grieve such action in accordance with **Tontitown City Policy**.



	TONTITOWN POLICE DEPARTMENT	
	Section 44 Discipline	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

Effective discipline is a positive process when its purpose is to train or develop through instruction. Programs impacting discipline include **selection, training, direction, supervision, and accountability**—all interdependent. Weaknesses in any one area undermines effective discipline.

The purpose of this policy is to establish a **fair, consistent, and transparent framework** for addressing employee misconduct and performance issues, ensuring accountability, maintaining public trust, and upholding professional standards.

II. Policy

The Tontitown Police Department seeks to avoid terminating otherwise productive members when conduct, behavior, or performance problems occur.

The department will use **progressive corrective action** to correct behavior once it is established that an employee knew, or should have known, that their conduct failed to comply with established directives or policies. However, if the conduct is egregious enough it could result in immediate termination.

III. Procedures

A. Progressive Discipline Steps

1. Verbal Warning

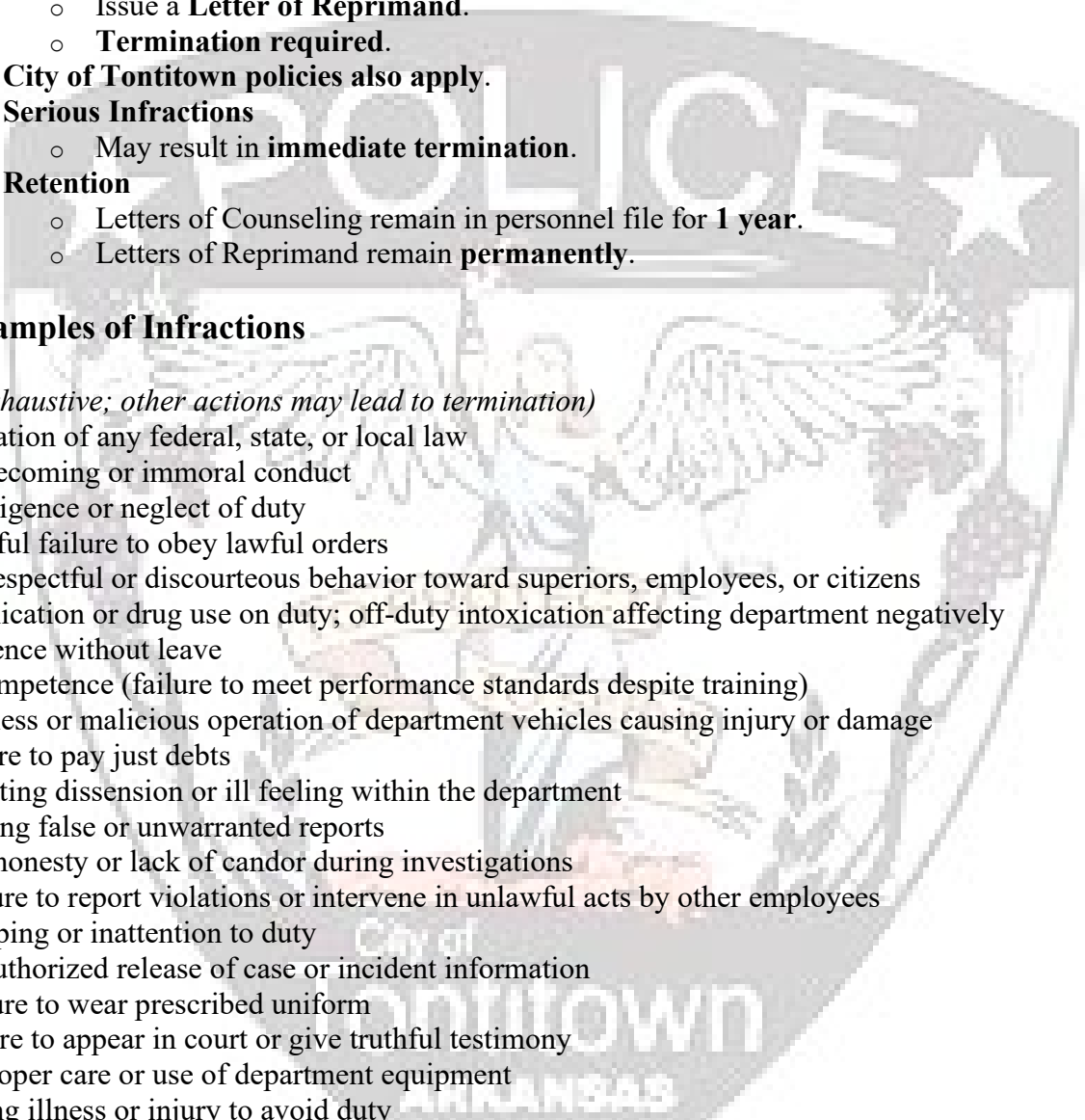
- Supervisors may issue verbal warnings as needed.
- Document the warning in writing but **do not place in personnel file**.

2. Letter of Counseling

- Issued when a written reprimand is necessary.
- Placed in the employee's personnel file.

3. Second Infraction (within 1 year)

- Issue a **Letter of Reprimand**. (whether for the same infraction or another infraction altogether).
- Forward documentation to command staff and Chief of Police.
- Disciplinary action: **minimum 1-day suspension without pay**, up to termination depending on severity.

- 
4. **Third Infraction (within 1 year)**
 - Issue another **Letter of Reprimand**.
 - Forward documentation to command staff and Chief.
 - Disciplinary action: **minimum 3-day suspension without pay**, up to termination.
 5. **Fourth Infraction (within 1 year)**
 - Issue a **Letter of Reprimand**.
 - **Termination required**.
 6. **City of Tontitown policies also apply.**
 7. **Serious Infractions**
 - May result in **immediate termination**.
 8. **Retention**
 - Letters of Counseling remain in personnel file for **1 year**.
 - Letters of Reprimand remain **permanently**.

B. Examples of Infractions

(Not exhaustive; other actions may lead to termination)

- a. Violation of any federal, state, or local law
- b. Unbecoming or immoral conduct
- c. Negligence or neglect of duty
- d. Willful failure to obey lawful orders
- e. Disrespectful or discourteous behavior toward superiors, employees, or citizens
- f. Intoxication or drug use on duty; off-duty intoxication affecting department negatively
- g. Absence without leave
- h. Incompetence (failure to meet performance standards despite training)
- i. Careless or malicious operation of department vehicles causing injury or damage
- j. Failure to pay just debts
- k. Creating dissension or ill feeling within the department
- l. Making false or unwarranted reports
- m. Dishonesty or lack of candor during investigations
- n. Failure to report violations or intervene in unlawful acts by other employees
- o. Sleeping or inattention to duty
- p. Unauthorized release of case or incident information
- q. Failure to wear prescribed uniform
- r. Failure to appear in court or give truthful testimony
- s. Improper care or use of department equipment
- t. Faking illness or injury to avoid duty
- u. Refusing to provide name and badge number when requested
- v. Failure to turn in recovered property immediately
- w. Use of threatening or profane language toward supervisors or employees
- x. Accepting bribes, gratuities, or anything of value related to job performance
- y. Mistreatment or unlawful use of any person during duty
- z. Making false reports
- aa. Recommending attorneys, bondsmen, wreckers, or physicians to persons in custody (except family members)

	TONTITOWN POLICE DEPARTMENT	
	Section 45 Grievance Procedures	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to ensure the Tontitown Police Department provides fair, equitable, and clearly defined means for the resolution of grievances. All employees and supervisors shall be given a reasonable opportunity to present facts related to a grievance. Grievances will remain confidential between the aggrieved employee and all individuals directly involved in the resolution process. This formal grievance procedure is not intended to prevent employees from utilizing other lawful means of recourse.

II. Procedure

1. Definition of an Aggrieved Matter

An aggrieved matter is an issue relating to an employee's working conditions that affect health, safety, job satisfaction, availability of tools or equipment necessary to perform work, or other matters related to job performance. It must be a matter within the control of the department and clearly indicate unfairness resulting in harm or damage to the aggrieved employee.

2. Exclusions

Items not covered under this policy include, but are not limited to:

- Discrimination and harassment complaints
- Disciplinary actions
- Internal investigations
- Job performance evaluations
- Terminations

3. Filing a Grievance

- An employee who is not satisfied after discussing an issue with their immediate supervisor may file a grievance in writing.
- The grievance must be filed within **10 calendar days** after the employee becomes aware of the issue.

- Failure to submit a written grievance within this time limit, or to appeal within stated time limits, constitutes abandonment of the formal grievance process.
- A grievance may be terminated at any time upon receipt of a signed statement from the employee.

4. Grievance Content Requirements

A written grievance shall include:

- a. A statement of the grievance and supporting facts
- b. Allegations of the specific violation and/or harm done
- c. A statement of the remedy or adjustment being sought

5. Submission and Resolution Process

- Grievances shall be submitted to the employee's immediate supervisor.
 - If the grievance involves a department supervisor, it shall be submitted to the next level in the chain of command.
- Each level of supervision shall acknowledge receipt by noting time, date, and person receiving the grievance.
- Upon receipt, a supervisor has **10 calendar days** to attempt resolution.
 - Facts or allegations should be carefully analyzed and affirmed or denied in writing.
- If the employee is not satisfied, they may appeal within **5 calendar days** to the next level of supervision.
 - Each subsequent appeal shall follow the chain of command up to the Chief of Police.
 - Each appeal should be resolved within **10 calendar days** from the time of appeal.
- The Chief of Police is the final authority for grievance appeals.
- If the grievance is against the Chief of Police, it shall be submitted to the **Mayor of Tontitown**.
- Employees are not entitled to legal counsel during grievance proceedings; however, they may have a non-participating representative present.
- In the event of a policy conflict, the topic-specific policy shall supersede this policy.

	TONTITOWN POLICE DEPARTMENT	
	Section 46 Debts	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to establish guidelines regarding the payment of personal debts by employees of the Tontitown Police Department.

II. Policy

Employees are expected to manage their personal financial obligations responsibly. Personal debts of any kind that could influence an employee's judgment or decision-making in the performance of their duties are strongly discouraged.

Creditors who contact the Chief of Police for assistance in collecting past-due accounts will be instructed to submit their request in writing. A copy of such correspondence will be placed in the employee's personnel file.

III. Procedures

1. Employees shall arrange their personal financial affairs to ensure that creditors or collection agencies do not involve the Chief of Police or the Department in debt collection efforts.
2. Failure to pay legitimate debts in a timely manner may result in disciplinary action, up to and including termination.

	TONTITOWN POLICE DEPARTMENT	
	Section 47 Dissension Among Employees	
	Effective: 7.2	Replaces:7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

To foster a collaborative and respectful workplace by prohibiting behaviors that create discord among employees.

II. Policy

The Tontitown Police Department expects all employees to maintain a professional demeanor and treat one another with respect. Actions or behaviors that create dissension, hostility, or undermine team cohesion are strictly prohibited.

Definitions

- **Dissension:** Disagreement or conflict among employees that disrupts workplace harmony.
- **Conduct:** Includes verbal and non-verbal communication, as well as actions that affect workplace relationships.

Prohibited Behaviors

- Spreading rumors or false information about colleagues.
- Engaging in gossip or negative talk.
- Undermining a colleague's authority or work.
- Publicly criticizing or belittling team members or the department.
- Encouraging divisive behavior or forming cliques.

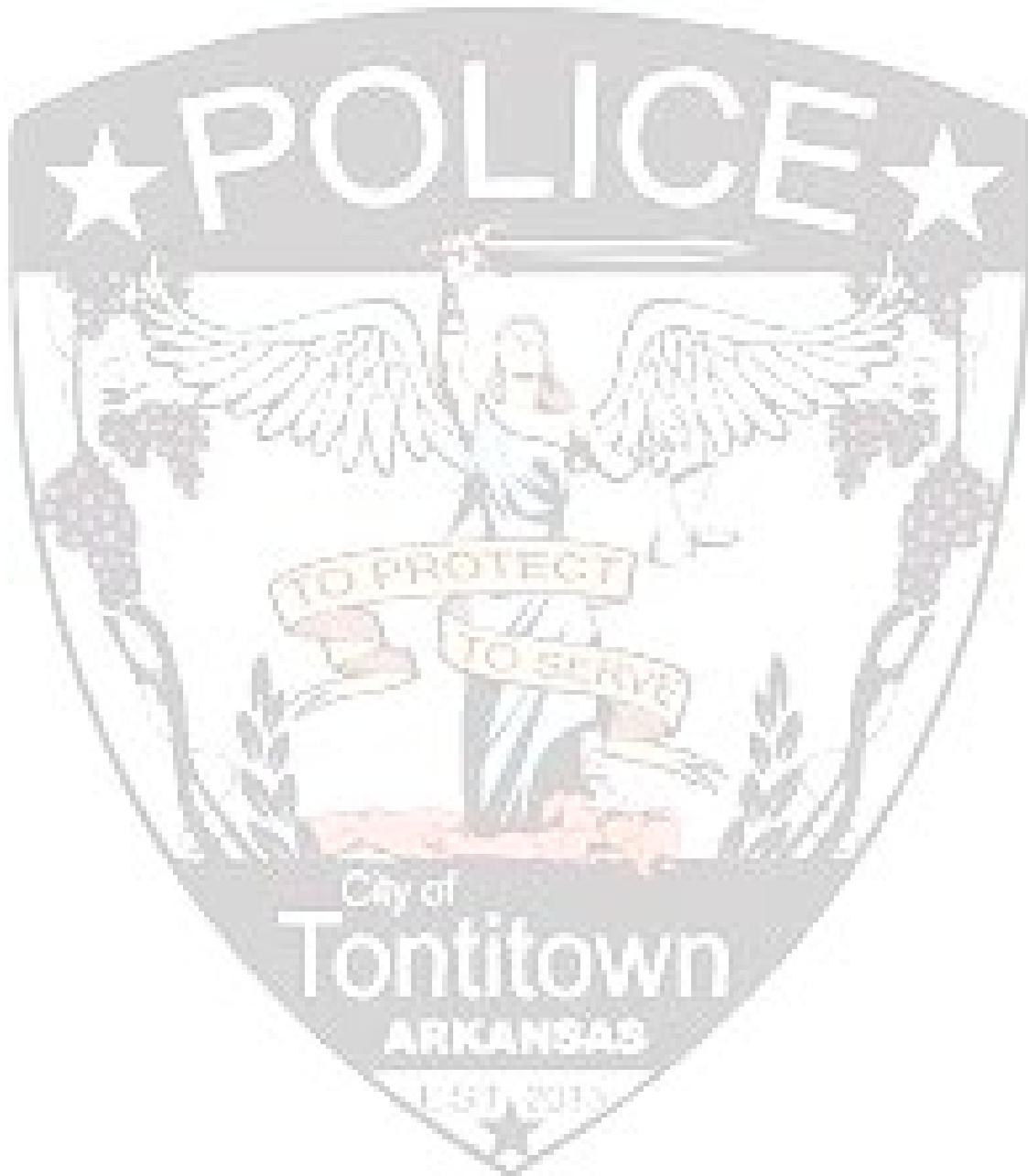
Reporting Procedures

Employees are encouraged to report incidents of dissension to a supervisor. Confidentiality will be maintained to the extent possible.

Disciplinary Actions

Violations of this policy may result in disciplinary measures, which may include:

- a. Verbal or written reprimand.
- b. Mandatory training or counseling.
- c. Suspension or termination, depending on the severity and frequency of the behavior.



	TONTITOWN POLICE DEPARTMENT	
	Section 48 Training	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

Training is one of the most critical responsibilities in any law enforcement agency. It serves three primary purposes:

1. **Preparedness** – Well-trained officers are better equipped to act decisively and appropriately in a wide range of situations.
2. **Effectiveness** – Training enhances productivity and operational efficiency.
3. **Unity** – It fosters cooperation and a shared sense of purpose within the department.

Additionally, law enforcement agencies are legally accountable for the actions of their personnel and for failing to provide adequate initial or remedial training. This agency recognizes the importance of training and is committed to providing the highest quality instruction to all personnel.

The goals of training include:

- Meeting mandatory annual training requirements.
- Developing better educated and more professional personnel.
- Supporting departmental objectives.
- Improving community relations.
- Providing career development opportunities.
- Offering specialized training as needed.

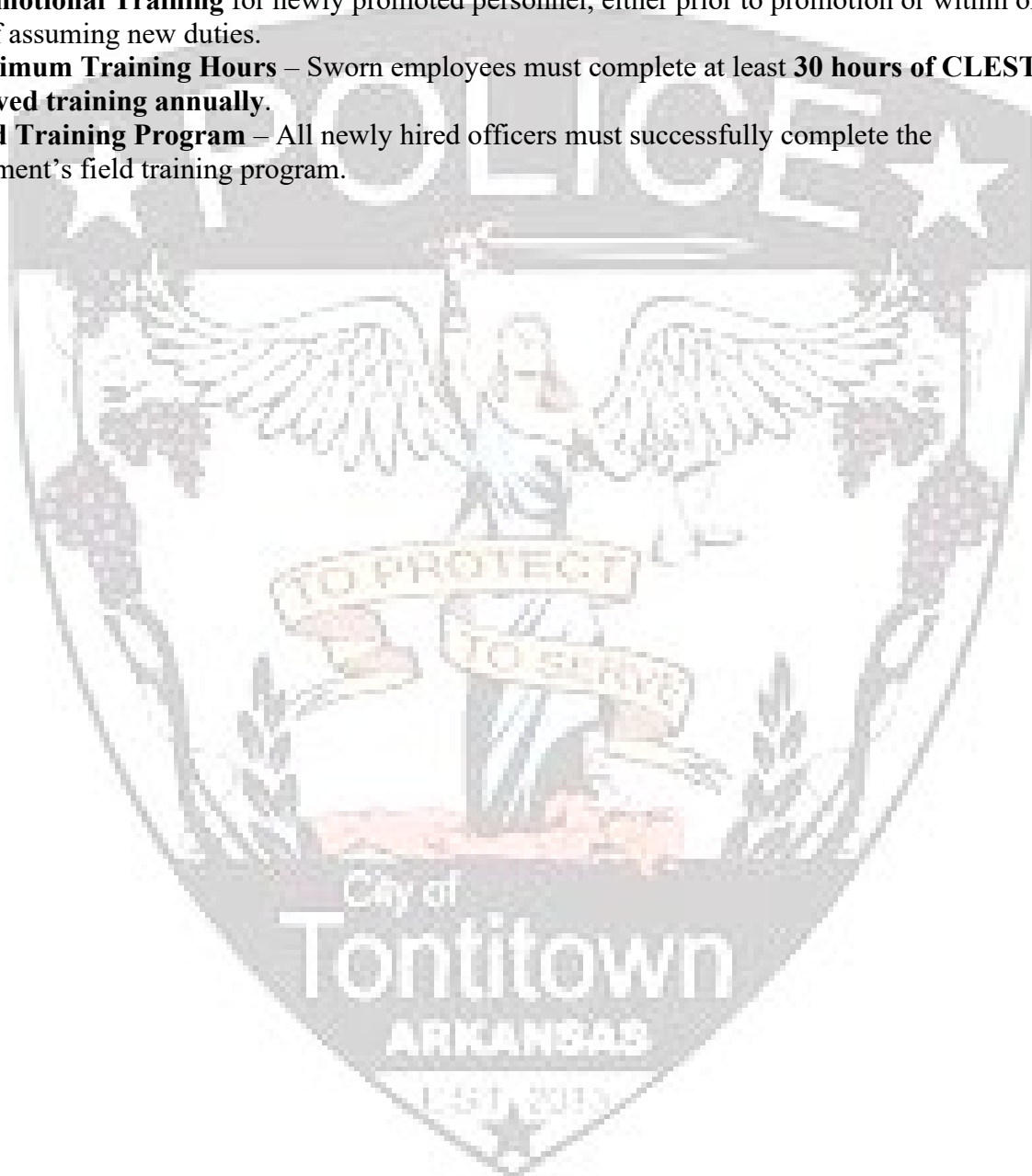
Training is a continuous process involving all members of the department. The **Training Coordinator** is responsible for planning and developing training programs, notifying personnel of available opportunities, encouraging participation, ensuring attendance, arranging lodging and travel when necessary, maintaining relationships with training providers, and assisting with the department's field training program.

II. Policy

It is the policy of the Tontitown Police Department to provide ongoing training to ensure officers can effectively serve the community.

Sworn employees are required to complete annual in-service training consistent with their positions and duties, including:

- a. **Annual State-Mandated Training** coordinated through the Training Division.
- b. **Departmental Policy Updates** provided by Administration and supervisors.
- c. **Legal Updates** emphasizing changes that impact law enforcement operations.
- d. **Promotional Training** for newly promoted personnel, either prior to promotion or within one year of assuming new duties.
- e. **Minimum Training Hours** – Sworn employees must complete at least **30 hours of CLEST-approved training annually**.
- f. **Field Training Program** – All newly hired officers must successfully complete the department's field training program.



	TONTITOWN POLICE DEPARTMENT	
	Section 49 Field Training Program	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to outline the procedures and operations of the Field Training and Evaluation Program. The goal of the program is to improve the overall effectiveness of the department by ensuring that all new officers can successfully apply the skills learned in the basic police academy and become proactive, professional members of the Tontitown Police Department.

II. Policy

It is the policy of the Tontitown Police Department to maintain an effective and well-documented Field Training and Evaluation Program. This program is a mandatory phase in the training and performance assessment of all new officers.

- The program begins immediately upon hiring a new officer.
- If the officer is not certified, training will start prior to attending the academy and continue after graduation.
- Officers who have completed the academy will begin field training immediately upon hire and continue until completion of the department's training curriculum.

III. Qualifications and Selection of Field Training Officers (FTOs)

1. Role of the FTO

- The FTO plays a critical role in transforming probationary officers into solo beat patrol officers.
- FTOs must demonstrate effective communication, strong report writing skills, and a thorough understanding of department policies and procedures.

2. Minimum Requirements

- At least three years of law enforcement experience.
- **Certification Requirement:** Must hold a valid **Field Training Officer (FTO) certification** or have previously held one. Candidates with an equivalent certificate are also eligible, provided they can obtain an FTO certification within one year of employment.
- Demonstrated initiative, self-motivation, and instructional ability.
- Willingness to work overtime when necessary.

- No record of disciplinary actions within the last six (6) months. Officers with less than one (1) year with the department who meet all other minimum requirements may be considered for FTO after six (6) months of employment.

IV. Field Training and Evaluation Chain of Command

The program will have established goals and objectives, supervised by individuals trained in these standards.

- 1. Field Training Captain**
 - Keep the Chief informed of program activities.
 - Approve or deny extensions to the program.
 - Oversee program operations and assign FTOs to probationary officers.
- 2. Field Training Lieutenant**
 - Review Daily Observation Reports (DORs) and weekly reports.
 - Forward reports to the Captain.
 - Evaluate and update the program.
 - Participate in FTO selection and final evaluations of probationary officers.
- 3. Field Training Sergeant**
 - Act as the immediate supervisor of FTOs.
 - Submit weekly evaluation reports.
 - Ensure compliance with the Field Training Manual.
- 4. Field Training Officer (FTO)**
 - Perform normal patrol duties while training probationary officers.
 - Complete training checklists and evaluations in a timely manner.
 - Submit all documentation to the Field Training Sergeant.

V. Field Training and Evaluation Program Guidelines

Upon hire or academy completion, probationary officers will enter a **16-week program** divided into six phases:

- 1. Departmental Orientation (3 weeks total 2 departmental 1 CID)**
 - Firearms qualification, less-lethal training, review policies, and radio procedures, rules of criminal procedures, commonly used case law, and common laws and defensive tactics. **Criminal Investigations Division (1 week)** Training in interviews, fingerprinting, evidence handling, and investigative procedures.
- 2. Phase I – Initial Training (4 weeks)**
 - **Part 1:** Observation and acclimation period.
 - **Part 2:** Gradual assumption of responsibilities, including driving and lead officer duties under supervision.
- 3. Phase II – Secondary FTO Assignment (4 weeks)**
 - Assigned to a different shift if possible.
 - Function as primary officer on calls with FTO assistance as needed.
- 4. Phase III – Solo Beat Transition (2 weeks)**
 - Return to primary FTO.

- FTO acts as observer, ensuring all training logs and paperwork are complete.
- 5. **Phase IV – Final Evaluation (2 weeks)**
 - Conducted by an FTO selected by supervisory staff.
 - Probationary officer operates as a solo beat officer.
 - FTO intervenes only for safety or liability concerns.
- 6. **Phase V**
 - **Return to CID (1 week)** departmental search warrant procedures, case summary, subpoena's etc.

NOTE: Officers who have not completed the academy will not advance further than phase two (2) until completing the academy. After completing the FTO program officers will spend two (2) weeks with CID to learn additional/advanced skills.

VI. Interruption of Training for Exigent Circumstances Only

1. During the Field Training Program, probationary officers are expected to attend all scheduled training sessions. However, exigent circumstances may arise that require an extended absence from the program. Examples include, but are not limited to:
 - Death of an immediate family member
 - Incapacitating injury
 - Other verified emergency situations
2. On the written recommendation of the FTO, and with concurrence from the chain of command, an emergency leave of absence may be granted. The amount of leave will be consistent with the circumstances. The Field Training Lieutenant may require verification of the emergency before granting or continuing leave. Upon return, the probationary officer will resume training from the point of interruption.
3. The Field Training Sergeant, Lieutenant, and Captain have the authority to extend training beyond the standard 16-week timeframe. Extensions may be granted when:
 - Performance issues hinder readiness for solo patrol
 - The officer is behind schedule and cannot complete required tasks within the original timeframeExtensions are intended to provide additional time for remedial training and skill development. Probationary officers should view extensions as an opportunity to improve and succeed.

VII. Evaluation Guidelines

1. The Daily Observation Report (DOR) uses a standardized numerical scale from **1 (unacceptable)** to **7 (superior)**:
 - **1–3:** Unacceptable performance
 - **4:** Meets minimum standards
 - **5–6:** Above average performance
 - **7:** Superior performanceThis system ensures consistency among FTO evaluations.
2. Probationary officers will be evaluated against these standards—not compared to tenured officers or peers.

VIII. Evaluation Sessions

1. Evaluation sessions allow the FTO and probationary officer to review progress, identify strengths and weaknesses, and discuss remedial strategies.
2. The DOR conforms to standardized guidelines and covers categories such as appearance, attitude, knowledge, performance, and interpersonal relationships.
3. These sessions ensure training remains current and aligns with departmental standards.

IX. Completing the Daily Observation Report (DOR)

1. The DOR serves as a permanent record of the probationary officer's progress and documents any deficiencies and corrective actions.
2. The FTO will complete a DOR at the end of each shift and review it with the probationary officer before leaving. Immediate feedback is critical for effective correction.
3. The DOR includes **30 evaluation categories** grouped into six areas:
 - Driving and officer safety
 - Report writing and radio communication
 - Knowledge of departmental policies and procedures
 - Knowledge of state laws and local ordinances
 - Knowledge of traffic law
 - Interaction with others and appearance
4. By program completion, the probationary officer must achieve a minimum score of **4** in each category.
5. Guidelines for completing the DOR:
 - Include names of the probationary officer and FTO
 - Clearly note date and shift
 - Assign a numerical rating (1–7) for each category
 - Provide narratives for ratings of **1, 2, or 7**, and for most/least acceptable performance
 - Both the probationary officer and FTO must sign and date the DOR
 - Supervisors will review and sign the DOR; originals are filed in the officer's personnel folder, and copies remain accessible in the officer's binder

X. DOR Narratives

To make the most effective use of the narrative portions of written evaluations, FTOs should ensure documentation is **clear, concise, complete, and correct**. The following guidelines will help achieve this:

1. **Set the Stage**
 - Explain to the probationary officer what performance areas you will discuss and whether the task was completed at an acceptable level.
2. **Report Facts, Avoid Conclusions**

- Let the facts speak for themselves. Avoid forming conclusions unless they are clearly supported by the facts.
- 3. **Remember the Audience**
 - Write as though someone unfamiliar with the probationary officer will read the DOR. Ensure clarity for supervisors and reviewers.
- 4. **Check Grammar, Spelling, and Legibility**
 - Avoid slang, jargon, and profanity. Professionalism and credibility depend on proper language.
- 5. **Focus on Performance, Not Personality**
 - Critique the act, not the individual. Personal criticism creates defensiveness.
- 6. **Think Training, Not Remedial Training**
 - Document what has been tried, how it worked, and what will be attempted next. Include plans and results.
- 7. **Avoid Predictions**
 - Do not make statements like “Jeff will improve with more effort.” Instead, state measurable expectations:
Example: “When Jacob completes a report within 30 minutes or less, he will meet the acceptable standard.”

XI. Discussing Evaluations

Evaluation discussions are critical to the success of the Field Training Program. Simply completing a DOR and obtaining a signature does not fulfill the purpose.

- **Discuss promptly** after completing DORs, weekly evaluations, and end-of-phase reviews.
- Ensure the probationary officer understands the evaluation, even if they do not agree with all points.
- Recognize strengths and address weaknesses.
- Hold discussions in private, allowing for a two-way conversation. Encourage probationary officers to analyze their own performance and motivations.
- Emphasize improvement, not defense of the evaluation.
- If a probationary officer does not agree with the evaluation, he/she will follow the FTO chain of command to contest the field training officers scores.

XII. Guidelines for Effective Feedback

1. Focus on performance, not personality.
2. Address mistakes directly with the individual, not others.
3. Critique privately, never in public.
4. Avoid comparisons with other officers.
5. Provide feedback promptly after the event.
6. Be concise—give criticism and move on.
7. Object only to behavior that can be changed.
8. Avoid sarcasm and absolutes (“never,” “always”).
9. Be specific and to the point.

10. Complement positive performance.
11. Avoid nit-picking or overload.
12. Be empathetic and listen actively.
13. Admit mistakes when necessary.
14. Do not blame others for deficiencies.
15. Use “we” when suggesting improvements.
16. Avoid accusatory “you” statements.
17. Establish clear goals for the next day.

XIII. FTO and Probationary Officer Relationship

- The relationship is **teacher-student** and **supervisor-subordinate**, based on mutual respect.
- Probationary officers must follow directions and treat FTOs respectfully.
- FTOs must never harass, intimidate, embarrass, or demean probationary officers.
- Avoid name-calling or derogatory language.
- Maintain professionalism and manage frustration.
- **Rule:** Praise in public, correct in private.

XIV. Field Training Officer Conduct

- FTOs must uphold the department’s philosophy and create a positive training environment.
- Stress should come from task performance, not the learning atmosphere.
- Always conduct yourself professionally—be a role model in knowledge, demeanor, and appearance.
- Remember: The probationary officer will reflect on what and how they are taught.

XV. Modified Field Training

- Officers with prior experience can be placed in a modified field training program.
- The modified field training will consist of Departmental Orientation Phase (2 weeks to include CID), Phase I Training Phase (2 weeks) and Phase II Evaluation Phase (2 Weeks).
- This modified training shall be a 6-week program; however, if an officer that has the same training i.e., the same 10-codes, computer programs, etc. that officers modified training can be reduced and the training shall be focused on Tontitown Police Department Policies and Procedures and Orientation.
- The same checklist will be used during the modified training; however, during the skills proficiency portion of the training the repetitions required will be cut in half except for Case Law, Policy and Procedures, Use of Force, Search and Arrest, Chain of Command, Pursuit Policies and Rules of Criminal Procedure.
- If the officer is meeting the standard of the Tontitown Police Department’s field training program, that officer can be released as a solo beat officer if not remedial training will be conducted.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 50 Performance Evaluations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to establish a consistent and objective framework for evaluating employee performance. The evaluation process promotes professional development, accountability, and alignment with departmental standards and goals.

II. Policy

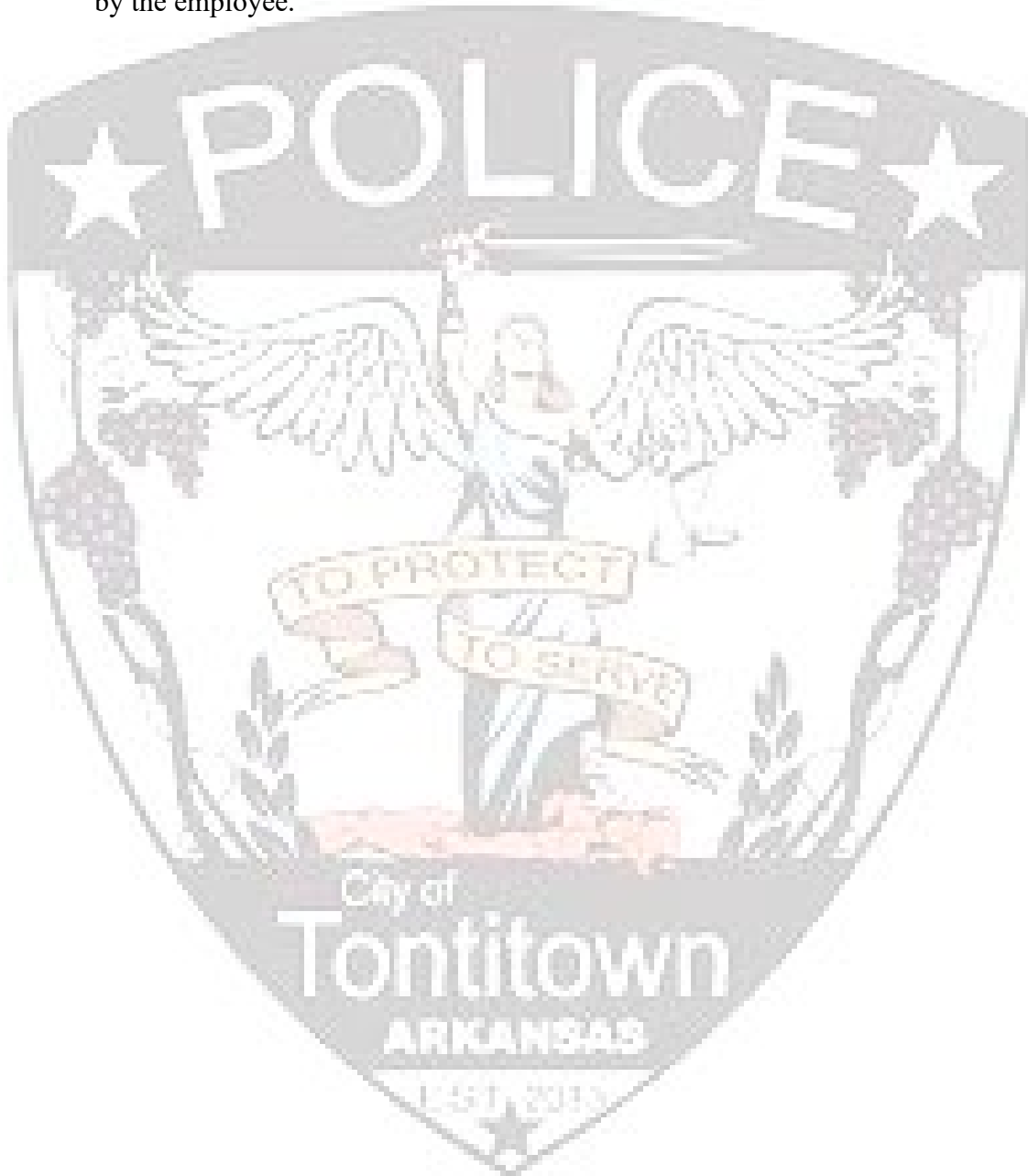
It is the policy of the Tontitown Police Department to conduct performance evaluations **semiannually**. The objectives of the evaluation system are to:

- Standardize personnel decision-making processes.
- Assure the public that department personnel are qualified to perform their duties.
- Provide employees with constructive feedback to maintain appropriate behaviors and correct deficiencies.

III. Procedure

- **Authority:** The Chief of Police retains ultimate authority for implementing the performance evaluation system and ensuring fair, equal, and consistent assessments.
- **Communication:** The purpose and objectives of the evaluation system shall be clearly communicated to all employees.
- **Supervisor's Responsibilities:**
 - Conduct timely evaluations and monitor performance throughout the year.
 - Immediately inform employees of unsatisfactory performance.
 - Counsel employees regarding deficiencies and maintain written records of counseling sessions.
 - Do not submit an "unsatisfactory" rating unless accompanied by documented counseling and corrective action plans.
- **Employee Rights:**
 - Employees may appeal any performance evaluation within **five (5) working days** of the closeout date.
 - Employees on leave or holiday may appeal within five (5) working days of returning to duty.

- Appeals must be in writing and state specific reasons for contesting the evaluation.
- Appeals may proceed through all supervisory levels to the Chief of Police. If unresolved, employees may appeal to the Mayor's Office.
- All appeals must be filed with the original evaluation unless withdrawn in writing by the employee.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 51 Firearms Authorization and Training	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to ensure that all sworn personnel are properly authorized, trained, and qualified in the safe, lawful, and effective use of firearms, in accordance with departmental standards and public safety responsibilities.

II. Policy

- The department will issue weapons to all full-time officers.
- Officers may carry personal weapons if approved by the Chief of Police.
- Personal weapons must meet the same qualification standards as department-issued weapons.

III. Procedures

Weapon Maintenance

- Routine maintenance and care of handguns is the responsibility of each officer.
- All weapons must remain functional and free of mechanical defects.
- Repairs must be performed by a gunsmith designated or approved by the Chief.

Restrictions

- No officer will be armed while under administrative suspension unless permitted by state law.
- Firearms may only be used when necessary to protect life or prevent serious bodily injury.
- Firearms may be used to humanely end the suffering of an injured animal.

Training and Qualification

- Firearms training is essential for officer development, particularly for weapons most accessible to officers (pistols, shotguns, carbine).
- All full-time, part-time, and reserve officers must periodically qualify with any weapon used in the line of duty.

- Qualification records (pass/fail) will be maintained by the department.
- Training will be supervised by a certified firearms instructor and under the direction of the Chief or designee.
- Familiarization and qualification courses will include handguns, shotgun, and other weapons, including night firing as directed.
- Officers must qualify with each weapon at least annually or as directed by the Chief.
- All courses must comply with state standards.

Qualification Attempts:

- Officers have a maximum of three attempts to pass the qualification course.
- Failure to qualify results in removal from duties requiring that firearm until remedial training is completed.
- Continued failure after remedial training requires administrative review by command staff.

Off-Duty Firearm Storage

- Officers are responsible for the safe storage of firearms at all times, including in vehicles, residences, or other facilities.
- Officers must take reasonable precautions to prevent unauthorized access, especially by minors.

Rifle Carry Requirements

- Rifles must be carried in a case or mount in the vehicle in “cruiser ready” condition:
 - Chamber empty
 - Bolt forward
 - Safety on
- Scopes may be used, but iron sights must also be attached as backup.

	TONTITOWN POLICE DEPARTMENT	
	Section 52 Temporary Light Duty	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish authority and procedures for granting temporary light-duty assignments to eligible sworn and civilian personnel within the Tontitown Police Department.

II. Policy

- Temporary light-duty assignments are available for employees with **work-related medical issues**.
- For **non-work-related medical issues**, if no light-duty assignments are available, the employee will be off work and may use accrued leave as needed.

III. Definitions

- **Eligible Personnel:** Any sworn or civilian member of this department suffering from a medically certified illness, injury, or disability requiring treatment by a licensed health-care provider, who is temporarily unable to perform regular duties but can perform alternative assignments.
- **Family and Medical Leave Act (FMLA):** Federal law providing up to 12 weeks of unpaid annual leave for qualifying conditions. FMLA runs concurrently with paid leave provided by this agency.

IV. Procedures

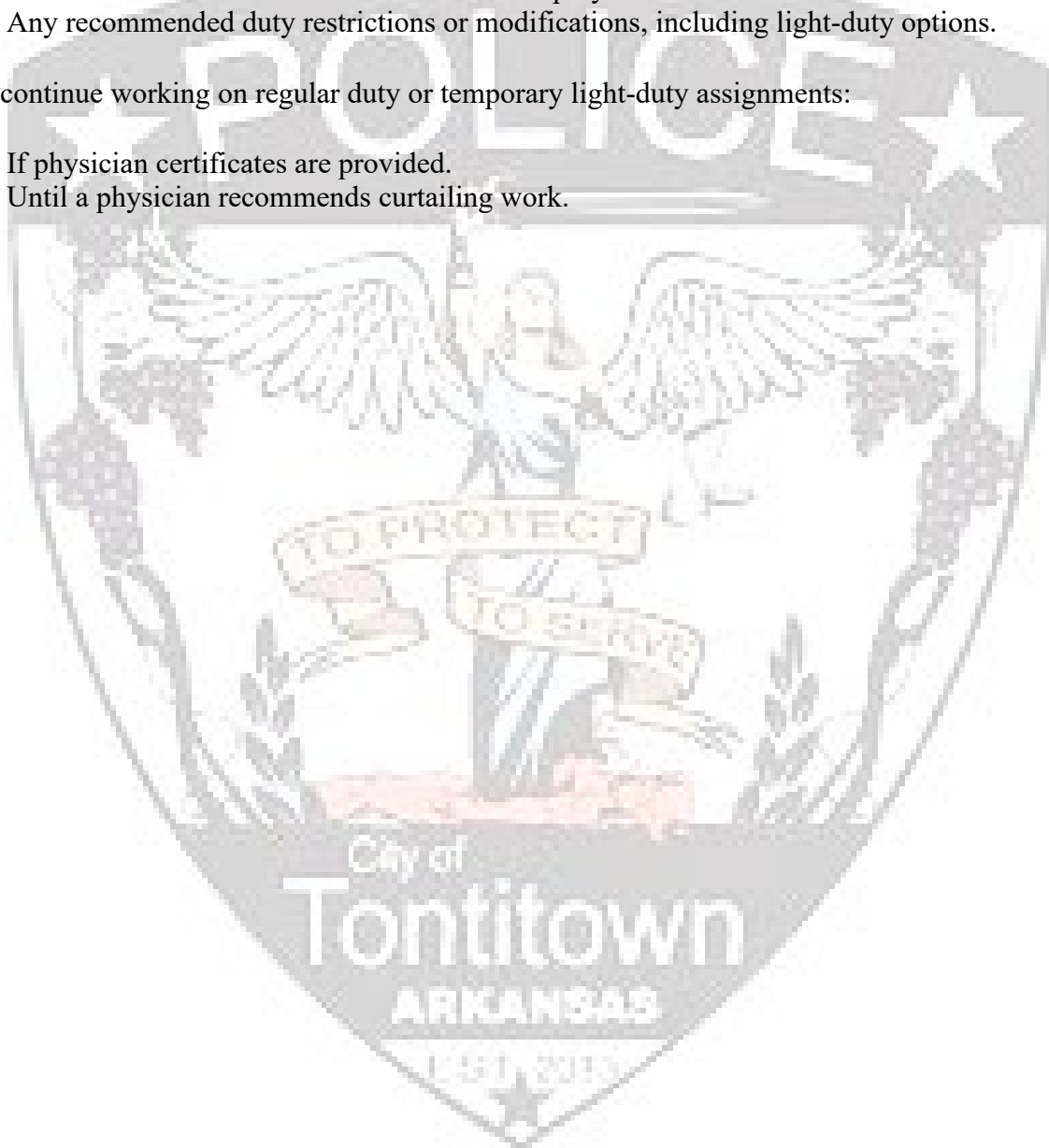
- 1. Availability and Limitations**
 - Light-duty positions are limited and may be changed at any time.
 - No position will be designated exclusively for light-duty use.
- 2. Legal Compliance**
 - This policy does not affect rights under FMLA, ADA, FLSA, or other applicable laws.
- 3. Employee Status**
 - Light-duty assignments do not affect pay classification, benefits, or promotional opportunities.
- 4. Duration**

- Assignments are temporary and should not exceed **six months**.
 - Extensions require written request and supporting documentation to the Chief of Police.
 - Assignments will not continue beyond **maximum medical improvement**.
- 5. Restrictions for Sworn Employees**
- May be prohibited from:
 - Wearing department uniform or insignia
 - Displaying badge
 - Driving marked vehicles
 - Carrying department-issued firearm
 - Exercising police powers (as determined by the Chief)
- 6. Firearm Authorization**
- The Chief may approve firearm carry if:
 - Physician certifies ability to safely carry
 - Officer continues to qualify with weapon
 - Firearm is concealed in an approved holster
 - Firearm carry is prohibited if injury impairs safe use.
- 7. Prohibited Uses**
- Light-duty assignments will not be used for disciplinary purposes.
- 8. Refusal of Assignment**
- Refusal of medically supported light-duty may result in denial of workers' compensation and require use of accrued leave.
- 9. Types of Assignments**
- Administrative tasks
 - Clerical duties
 - Desk assignments
 - Report taking
 - Property/evidence handling
- 10. Assignment Decisions**
- Based on availability, employee's skills, and medical restrictions.
 - Efforts will be made to maintain rank and pay classification, but employees may report to a different supervisor for work responsibilities.
- 11. Request Process**
- Submit request to immediate supervisor with medical certification detailing nature, duration, and restrictions.
 - Department may require independent medical examination.
- 12. Supervisor Recommendations**
- Supervisors may recommend light-duty based on medical evaluation or fitness-for-duty exam. Employee will be notified with justification.
- 13. Ongoing Medical Updates**
- Continued assignment requires periodic medical assessments.

Pregnant Employees

- Eligible for light-duty assignments based on physical capabilities and restrictions.

- If no suitable assignment is available, employee may use medical, disability, or family leave under agency policy and applicable law.
- Must submit a physician's medical certificate that includes:
 - Confirmation of physical ability to perform current duties.
 - Assurance that the work will not harm the employee or the unborn child.
 - Any recommended duty restrictions or modifications, including light-duty options.
- May continue working on regular duty or temporary light-duty assignments:
 - If physician certificates are provided.
 - Until a physician recommends curtailing work.



	TONTITOWN POLICE DEPARTMENT	
	Section 53 Military Leave	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish a plan for personnel with military activations exceeding 180 days, covering pre-deployment, deployment, and post-deployment procedures.

II. Policy

Military deployment orders can arise suddenly. Effective communication between the Tontitown Police Department, the employees, and their family is essential before, during, and after deployment.

- A designated point of contact will be maintained throughout the deployment period to ensure a seamless transition.
- To the extent possible, deployed employees should be informed of agency news, significant events, and promotion opportunities.
- Rights, responsibilities, and minimum requirements are governed by statutory law, including but not limited to the **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)**.

III. Definitions

- **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA):**
A federal statute that protects service members' and veterans' civilian employment rights. USERRA ensures that returning service members can return to their jobs with the same pay, benefits, and status they would have attained had they not been absent for military service.

Reference: See City Handbook Section 5.7

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 54 Leave	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to establish clear guidelines for the approval, documentation, and management of leave to ensure operational continuity, fairness, and compliance with employment regulations.

II. Policy

It is the policy of the Tontitown Police Department to encourage employees to utilize accrued vacation and compensatory time in a manner consistent with manpower requirements.

III. Procedures

1. Leave Requests

- Must be submitted to the immediate supervisor **at least 7 days prior** to the requested leave date to maintain proper shift coverage.
- Emergency leave will be addressed on a case-by-case basis.

2. Documentation

- Leave paperwork must be attached to timesheets and submitted for accurate recordkeeping.

3. Accrual

- Vacation and sick time shall accrue at the rate set forth in the **City of Tontitown Employee Handbook** and applicable state law.

4. Family and Medical Leave (FMLA)

- Extended leave of absence is permitted under FMLA. Conditions and criteria are outlined in the **City of Tontitown Personnel Employee Handbook**.

5. Sick Leave Abuse

- Abuse of sick time will **not** be tolerated.
- If abuse is suspected, a supervisor may require a doctor's note **at any time**, regardless of the number of sick days used.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 55 Injured/Sick Person	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to ensure that department personnel respond to injured or sick individuals with prompt, appropriate, and compassionate care, while safeguarding their rights and coordinating effectively with medical services.

II. Policy

- Emergency comfort care provided by a law enforcement officer shall be administered **where the person is found**, unless immediate removal is necessary to prevent imminent danger.
- Officers should avoid unnecessary handling or movement of injured persons to prevent aggravating injuries.
- Officers will provide comfort and assistance until professional medical personnel arrive.
- In emergency situations requiring immediate removal, decisions must prioritize the safety and protection of the victim.

III. Procedures

Injured Persons

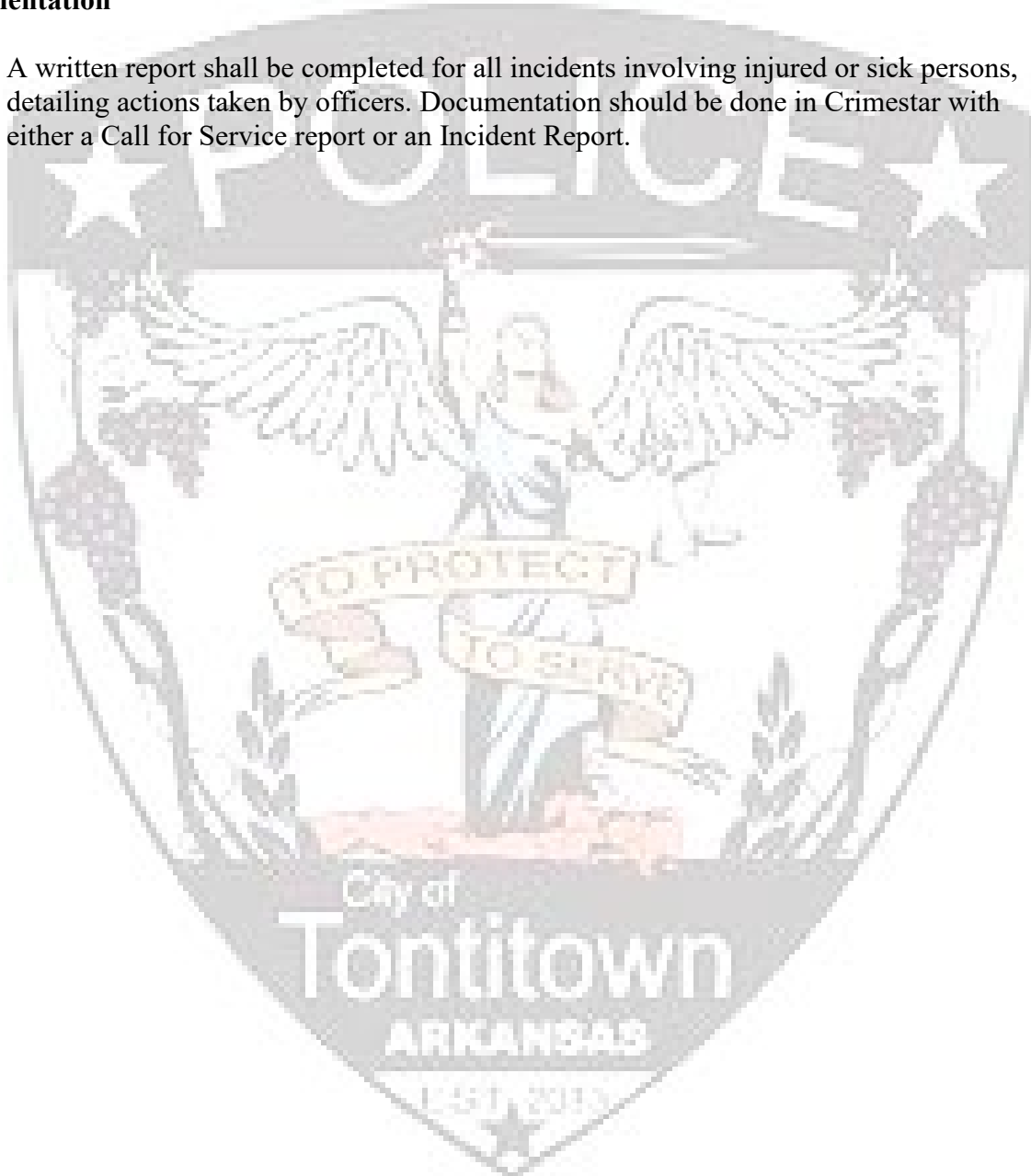
- Individuals taken into custody with visible injuries or credible complaints of injury shall receive professional medical care **before incarceration**.
- **Misdemeanor suspects requiring hospitalization:**
 - May be released to the examining physician.
 - The arresting officer shall issue a citation and explain court details (location, date, time).
- **Felony suspects requiring hospitalization:**
 - Notify a supervisor immediately.
 - If escape risk exists, an officer will remain with the suspect until the Washington County Sheriff's Office assigns a deputy.
- For non-criminal incidents involving injury:
 - Provide aid and comfort.
 - Request EMS for evaluation and treatment.

Sick Persons

- Officers responding to illness calls shall provide immediate assistance and contact medical personnel for transport.
- Unconscious individuals or those unable to make decisions shall be transported by qualified medical personnel to the nearest healthcare facility.

Documentation

- A written report shall be completed for all incidents involving injured or sick persons, detailing actions taken by officers. Documentation should be done in Crimestar with either a Call for Service report or an Incident Report.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 56 Sworn Employee Drug Testing	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

To ensure a safe, effective, and trustworthy law enforcement agency by maintaining a drug-free workplace and upholding the highest standards of integrity and professionalism.

II. Policy

The critical mission of law enforcement justifies maintaining a drug-free work environment through a reasonable employee drug-testing program. The law enforcement profession has uniquely compelling interests that justify drug testing:

- The public expects officers to be physically and mentally prepared for duty.
- Controlled substance use impairs health and job performance.
- Illegal drug use undermines integrity and public confidence, creating potential for corruption.

To preserve public trust and ensure departmental integrity, this agency shall implement a drug-testing program to detect prohibited drug use by sworn employees.

III. Procedures

General Rules

- No employee shall illegally possess any controlled substance.
- No employee shall ingest controlled or dangerous substances unless prescribed by a licensed medical practitioner.
- Employees must notify their supervisor when using prescription medication that may impair performance, including side effects and duration of use.
- Supervisors shall document this information in an internal memorandum and maintain it securely.
- Employees may be temporarily reassigned if medication affects performance.
- No employee shall exceed recommended dosages of prescribed or over-the-counter medication.
- Any accidental ingestion of a controlled substance must be reported immediately.

- Employees must report suspected illegal drug use or possession by another employee to a supervisor.
- Discipline for violations will follow due process under departmental grievance and discipline procedures.

Applicant Drug Testing

- Applicants for sworn positions may be required to take a drug test during pre-employment medical exams.
- Disqualification occurs for:
 - Refusal to submit to testing.
 - Confirmed positive test for prohibited substances.

Probationary Employee Drug Testing

- All probationary employees may be subject to unannounced mandatory drug tests during their probationary period, as determined by the Chief.

Employee Drug Testing

Sworn officers must submit to drug testing under the following conditions:

- a. Reasonable Suspicion:** Supervisor may order testing with documented facts provided to the employee before testing.
- b. Regular Physical Exams:** Drug testing will be included in required physicals.
- c. Unannounced Mandatory Testing:** Conducted uniformly as determined by the Chief.
- d. Post-Accident Testing:** Required after any on-duty accident.
- e. Return-to-Duty Testing:** Required before resuming duties after certain absences or violations.

Drug Testing Procedures

- Positive identification required before testing.
- Pre-test interview to document recent prescription/non-prescription drug use or indirect exposure.
- Testing area must be private and secure; facility searched before use.
- Same-sex testing personnel will monitor for normal sounds of urination.
- If unable to provide a sample, employee has up to **8 hours** under observation; failure to submit is considered refusal.
- Employees may request split samples for legal disputes; both samples collected simultaneously and properly labeled.
- Samples sealed, labeled, and stored securely under refrigeration until tested.
- Suspected tampering requires immediate second sample under direct supervision.

Drug Testing Methodology

- Testing consists of a **two-step process**:

1. **Initial Screening Test**
 2. **Confirmation Test**
- **Initial Screening:**
 - Urine sample is first tested using the initial screening procedure.
 - A positive result is classified as “**confirmation pending**” until the confirmatory test is completed.
 - Supervisors will not be notified until confirmation results are obtained.
 - **Confirmation Test:**
 - Must be technologically different and more sensitive than the initial test.
 - Confirms any positive screening results.
 - **Testing Standards:**
 - Tests must detect marijuana, cocaine, heroin, amphetamines, barbiturates, and other major drugs of abuse.
 - Personnel collecting samples must be certified or adequately trained.
 - Laboratory must demonstrate quality control, chain-of-custody procedures, technical expertise, and proficiency in urinalysis.
 - **Results Notification:**
 - Employees with negative results will receive a memorandum stating no illegal drugs were found.
 - Upon request, a copy will be placed in the employee’s personnel file.
 - Breach of confidentiality regarding testing information will result in disciplinary action.

Chain of Evidence Storage

- Every step of specimen collection and processing must be documented to maintain procedural integrity and chain of custody.
- Confirmed positive specimens will be stored in **secured, refrigerated storage** for an indefinite period.

Drug Test Results

- All drug test records are **confidential** and will not be released without written consent from the employee.
- Records will be stored in a secured area and retained indefinitely.

	TONTITOWN POLICE DEPARTMENT	
	Section 57 Uniform, Grooming and Body Armor	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish grooming and uniform standards that reflect professionalism and foster public trust. Personal appearance significantly impacts the public's perception of the department and its officers.

II. Policy

- All members of the Tontitown Police Department shall maintain a neat, clean, and professional appearance while on duty or representing the department.
- This policy applies to all personnel unless exempted by the Chief of Police for special assignments.
- No member shall wear any part of the uniform while on administrative leave or suspension.

III. Procedures

- Sworn personnel are subject to daily uniform inspections by supervisors.
- Uniforms must be clean, neat, and free of defects. Defective items must be reported and replaced promptly.

IV. Grooming Standards

Hair:

- **Male:** Hair must be neat, clean, and trimmed. It shall not cover ears or collar and must allow proper wear of headgear.
- **Female:** Hair must be styled to prevent injury and allow proper wear of headgear. It shall not hang below the collar.

Facial Hair:

- Beards and goatees are permitted if neatly trimmed. Exceptions apply for specialized units.

Tattoos:

- Authorized tattoos must not be offensive, lewd, racist, sexist, violent, or affiliated with groups that could offend the community.
- No tattoos on the head, neck, or below the wrist. The Chief of Police has final authority.

Body Piercing:

- Facial, head, and mouth piercings are prohibited while representing the department, except for pierced ears.
- Undercover assignments may allow piercings with Chief's approval.

V. Body Armor

- All officers shall wear department-approved body armor while on duty in uniformed functions or during high-risk/tactical situations.
- Body armor must meet **NIJ standards** and be properly maintained.
- Detectives and off-duty officers must have body armor immediately available.
- Exemptions may be granted for medical conditions or undercover assignments.

Inspection and Care:

- Supervisors will ensure compliance through routine and annual inspections.
- Officers must clean and store body armor per manufacturer instructions and report damage immediately.
- Body armor will be replaced per NIJ guidelines.

VI. Uniform Standards

- **Patrol Officers:** Issued uniform includes body armor, black BDU pants, black shirt with department logos, flag, and "POLICE" identification, along with authorized duty gear.
- **Detectives/Administrative Personnel:** Business casual attire (BDU pants or slacks, polo shirts, and duty weapon).
- **Office Personnel:** Business casual attire.
- All employees must carry department identification while on duty.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 58 Police Vehicle Maintenance	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date <u>06/16/2026</u>	

I. Purpose

The purpose of this policy is to ensure that all department vehicles are properly maintained, inspected, and serviced to support safe, reliable, and efficient law enforcement operations.

II. Policy

Each officer is responsible for ensuring that their assigned vehicle is clean and fully operational at the start of each shift. This includes checking fuel, oil, water, battery, brakes, lights, tires, and emergency equipment to confirm they are at proper levels and in good working order.

III. Procedures

1. Pre-Shift Inspection

- Inspect vehicle for cleanliness inside and out.
- Check fuel, oil, water, battery, brakes, lights, tires, and emergency equipment.
- Report any defects, including body or interior damage, to a supervisor before beginning the tour of duty.

2. Contraband Search

- Search the vehicle for contraband and weapons at the start of the shift and after transporting any individual.

3. Vehicle Cleanliness

- Officers are responsible for keeping assigned vehicles washed and clean.
- Drivers must keep interiors free of dirt, trash, and loose objects.

4. Fuel Requirements

- Do not allow fuel level to drop below $\frac{1}{2}$ tank.

5. Expense Reporting

- Submit expense reports and receipts promptly as directed.

	TONTITOWN POLICE DEPARTMENT	
	Section 59 Inspections Vehicle/Uniforms	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to establish procedures for conducting departmental inspections to ensure compliance with standards of personal appearance, equipment maintenance, and vehicle readiness.

II. Policy

It is the policy of the Tontitown Police Department to conduct inspections to verify that employees meet departmental requirements regarding appearance, equipment, and vehicles, ensuring operational readiness and professionalism.

III. Procedures

A. Personnel Inspections

1. Supervisors shall visually inspect assigned personnel daily to ensure operational readiness.
2. Supervisors shall periodically inspect equipment assigned to their area of responsibility.
3. Formal inspections of personnel will include review of uniforms, equipment, and service weapons.
4. Supervisors shall ensure that any deficiencies are promptly corrected.

B. Vehicle Inspections

1. Patrol vehicles shall be inspected daily by the assigned officer.
2. Deficiencies must be reported to the immediate supervisor, who will determine if the vehicle should be removed from service until repaired.
3. Repair requests shall be documented on vehicle maintenance forms.
4. Required equipment for patrol vehicles shall be replenished or repaired upon inspection or as needed.
5. Personnel assigned to unmarked vehicles shall keep them clean and in proper working condition; maintenance should be scheduled as needed.
6. Supervisors shall periodically inspect vehicles to ensure compliance with departmental standards.

	TONTITOWN POLICE DEPARTMENT	
	Section 60 Personal Property and Equipment	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to establish guidelines for the approval, documentation, and management of personal property used in the performance of official duties.

II. Policy

It is the policy of the Tontitown Police Department to allow employees to use personal property and equipment for official duties only when approved by the Chief of Police and maintained to departmental standards.

III. Procedures

1. Approval Process

- Employees must submit a **written request** to the Chief of Police stating the reason for and justification for using personal property.
- The Chief's decision is final.

2. Maintenance Standards

- Personal equipment used for official duties must meet departmental standards and be properly maintained.

3. Vehicle Restrictions

- Personal vehicles **shall not** be used as police units or emergency response vehicles under any circumstances.
- With Chief's approval, personal vehicles may be used for official business such as travel to conferences or training.
- Reimbursement for personal vehicle use may be authorized by the Chief.

	TONTITOWN POLICE DEPARTMENT	
	Section 61 Departmental Property and Equipment	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of this policy is to ensure the proper, responsible, and authorized use of departmental equipment and property to support law enforcement operations, safeguard public resources, and maintain accountability and operational readiness.

II. Policy

It is the policy of the Tontitown Police Department to provide employees with the necessary equipment to perform their assigned duties. Employees are responsible for the proper care and maintenance of all departmental property assigned to them.

III. Procedures

1. Reporting Loss or Damage

- Any loss, damage, or unserviceable condition of departmental property must be reported immediately to a supervisor.

2. Accountability for Damage

- Any officer who damages or destroys departmental property through deliberate action or negligence may be required to pay the full cost of repair or replacement, in addition to facing disciplinary action.

3. Enforcement

- The Chief of Police or designated personnel shall ensure strict enforcement of this policy.

	TONTITOWN POLICE DEPARTMENT	
	Section 62 Property (Evidence and Safe Keeping)	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

To establish procedures and guidelines for the security and control of seized, recovered, evidentiary property, and abandoned, lost, or found property in the custody of the department.

II. Policy

The Tontitown Police Department shall protect crime scene integrity, preserve and process evidence, and maintain chain of custody to ensure evidence integrity for legal disposition.

III. Procedures

General Rules

- Officers must attempt to identify and notify property owners before storage and document actions in a report.
- Personal use of any property is prohibited.

Property Classifications

- **Evidence:** Directly linked to a crime and required for prosecution.
- **Stored for Safekeeping:** Held temporarily for owner retrieval (max 60 days).
- **Found Property:** Owner unknown; stored for 60 days then disposed of.

Submission Requirements

- All property must have an incident or call-for-service number on the evidence/property form.
- Items must be properly packaged, sealed, labeled, and stored together when possible.
- If evidence tech is unavailable, items must be secured in a locker.
- All property must be placed into evidence/storage before the end of shift.

Prohibited Items for Storage

- Perishable food, explosives, fireworks, corrosives, bottled gases, gasoline, or hazardous materials.

- Biohazard items must be marked and packaged per safety standards.

Special Handling

- **Money/Jewelry:** Counted by two officers; amounts over \$5,000 require supervisor and evidence tech presence.
- **Firearms:** Must be made safe, checked through NCIC/ACIC, and ammunition stored separately.
- **Narcotics:** Heat-sealed, labeled, and documented with weight; crime lab submission form required.
- **Sexual Assault Kits:** Never refrigerated; stored separately with proper documentation.
- **Arrested Person's Property:** Stored for safekeeping up to 60 days; receipt provided to subject.

Chain of Custody

- All evidence must be logged promptly with proper documentation.
- Evidence tech will record all check-outs, transfers, and returns in the incident report.
- Transfers to other agencies require a receipt.
- Crime lab submissions are handled only by evidence tech with logs maintained.

Release of Property

a. All items stored as **evidence** require written authorization from the storing officer, evidence technician, prosecuting attorney, or judge with jurisdiction before release or disposal, in accordance with policy.

b. **Misdemeanor case evidence** older than three years after adjudication or dismissal in district court may be disposed of, provided:

- The case has not been appealed to Circuit Court.
- Defendants had 30 days to file a notice of appeal.
- Appeal status is verified before disposal.
- This provision does **not** apply to felony cases.

c. Every effort shall be made to notify owners of **stored** or **found** property prior to disposal.

d. Any item with a serial number must be checked through **NCIC/ACIC** before release.

- If a “hit” is returned, the item shall not be released until the validity of the hit is confirmed.

Evidence Room Entry/Inspection

- The Evidence Officer shall be appointed by the Chief of Police of the City of Tontitown.

- Responsibilities of the Evidence Officer include:
 - Logging all evidence into the evidence room.
 - Removing evidence for court or other legitimate purposes.
 - Ensuring proper retention or destruction of property in accordance with Arkansas Law.
- Only three (3) keys to the evidence room shall exist:
 - One held by the Evidence Officer.
 - One held by the Captain.
 - One held by the Chief of Police.
- The Evidence Room door must always remain closed, unless properly authorized personnel are working inside.
- Entrance to the Evidence Room is restricted to authorized personnel.
 - Others may enter only with approval from the Evidence Officer, Supervisor, or Chief of Police.
- All property stored in the evidence room must be listed on a Tontitown Police Department “Property Inventory Form” with all appropriate information, when possible.
- Inspections and inventories:
 - The evidence room shall be inspected at least twice a year by either the Captain or Chief of Police.
 - An annual inventory of evidence shall be conducted by the Captain or Chief of Police.
 - An inventory shall also be conducted whenever a new Evidence Officer is assigned.
- The Evidence Officer must document all changes in custody of evidence.
 - A written record shall be made of all transfers of evidence.

	TONTITOWN POLICE DEPARTMENT	
	Section 63 Take Home Vehicles	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

To establish guidelines for the use and operation of vehicles owned, leased, or operated by the Tontitown Police Department.

II. Policy

- All employees shall operate department vehicles in a **legal, safe, and courteous manner**.
- Misuse or abuse of vehicles and equipment is prohibited.
- Employees are responsible for care, maintenance, and proper use of safety equipment.
- Violations may result in removal from the take-home program and/or disciplinary action.

Goals of the Take-Home Program

1. Improve police-community relations through increased visibility and interaction.
2. Deter crime by increasing the presence of marked vehicles.
3. Provide quicker response times for certain calls and emergencies.
4. Reduce maintenance costs through preventive care.
5. Enable faster recall of off-duty personnel during emergencies.
6. Increase officer morale and incentive.
7. Maintain vehicles in top condition through scheduled maintenance.

Vehicle Assignment and Usage

- Vehicles are assigned by the Chief or designee based on position responsibilities and departmental needs.
- **Command Vehicles** are assigned to positions requiring immediate response and constant communication.
- Command staff may reasonably use assigned vehicles as personal vehicles due to operational demands.

Take-Home Vehicle Rules

- a. Only the assigned officer or another Tontitown Police officer may operate the vehicle.
- b. Non-departmental personnel shall not be transported unless authorized by the Chief.
- c. Officers must go in-service and out-of-service when operating a marked vehicle.

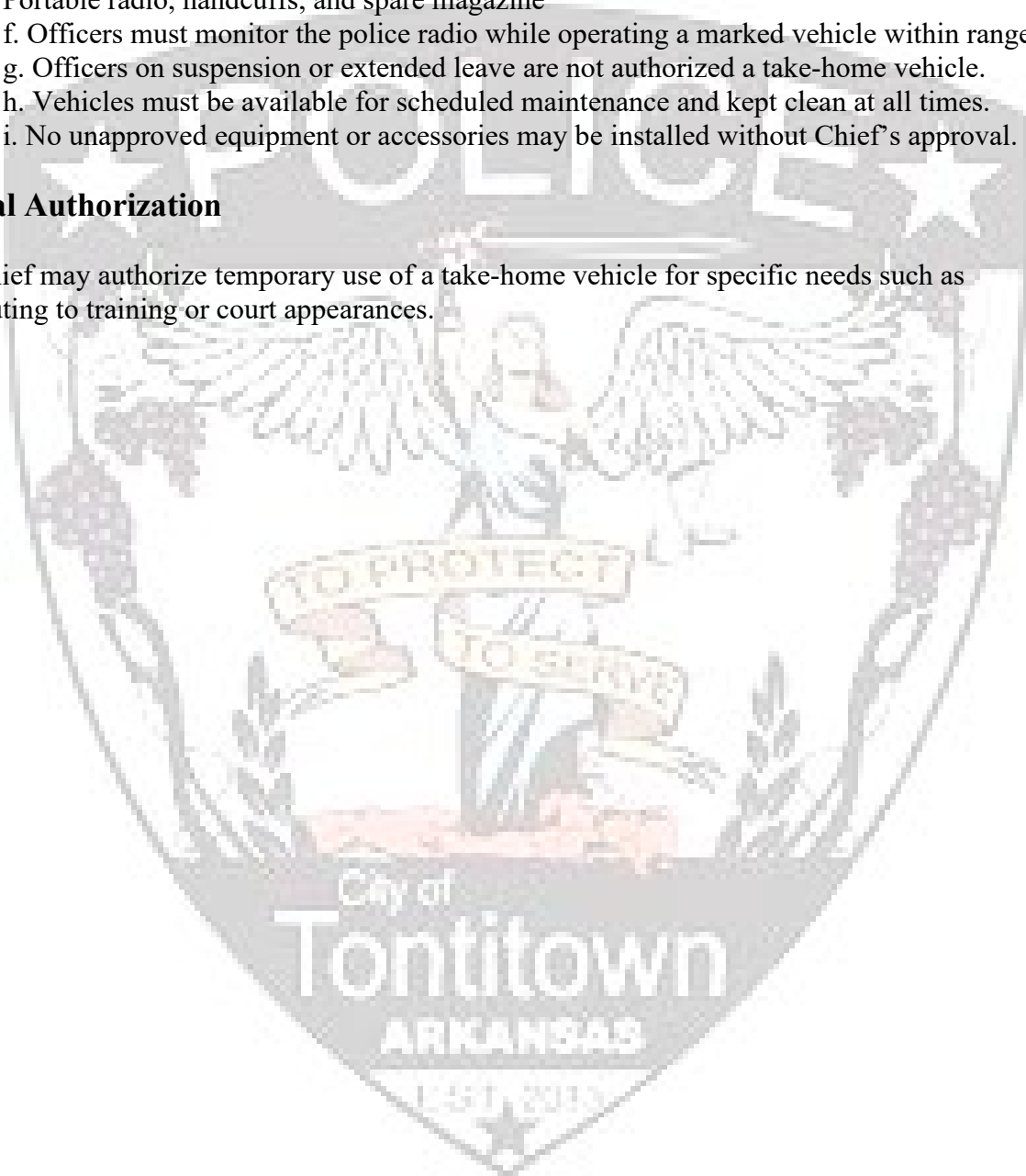
d. Officers must dress appropriately when using a marked patrol vehicle.

e. Officers attending training must carry:

- Department-issued or approved firearm
 - Department ID and driver's license
 - Portable radio, handcuffs, and spare magazine
- f. Officers must monitor the police radio while operating a marked vehicle within range.
- g. Officers on suspension or extended leave are not authorized a take-home vehicle.
- h. Vehicles must be available for scheduled maintenance and kept clean at all times.
- i. No unapproved equipment or accessories may be installed without Chief's approval.

Special Authorization

The Chief may authorize temporary use of a take-home vehicle for specific needs such as commuting to training or court appearances.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 64 Emergency Vehicle Types/Equipment and Response	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

To provide guidelines for the operation of emergency vehicles and the carrying of basic police equipment in department vehicles.

II. Policy

It is the policy of the Tontitown Police Department to safeguard lives and property by balancing the need for an emergency response with the safety of all people and ensuring members have the equipment necessary to perform basic emergency services.

III. Procedures

A. Basic Police Equipment

Police vehicles used for routine patrol will be equipped with basic emergency equipment to enhance the safety of enforcement personnel and to aid in stopping violators, conducting traffic, warning motorists, and other required duties. The following equipment is the minimum required for a patrol vehicle:

1. Red/Blue combination lights
2. Siren
3. Radio (fixed or mobile)
4. Flashlight
5. Fire extinguisher
6. Rubber gloves
7. Reflective vest
8. Medical supplies

B. Types and Uses of Patrol Vehicles

- **Fully Marked Cars:** Equipped with basic emergency equipment, a light bar visible from the front and rear, mounted inside or on top of the unit, and Tontitown Police Department decals on both sides.

- **Semi-Marked Cars:** Equipped with basic emergency equipment and police markings on the sides, but no light bar mounted on top.
- **Unmarked Cars:** Equipped with interior emergency lighting and sirens, but no exterior light bar or decals.

Marked patrol cars will be the primary enforcement vehicles to provide high visibility and enhance safety during emergency relays, emergency response, pursuits, and at emergency scenes.

The assignment of unmarked cars should be based on specific justifiable needs.

Vehicles without basic emergency equipment may be designated for limited use in specific situations (e.g., CID operations, travel, training).

C. Response Modes

Officers responding to calls for service must balance the seriousness of the situation with safety and the exemptions from traffic laws stated in Arkansas Criminal Code Annotated §27-49-109. Officers must wear safety belts while operating any emergency vehicle.

Factors to consider:

- Type and seriousness of the emergency
- Specific instructions concerning the emergency
- Area and roadway type
- Weather conditions
- Vehicular and pedestrian traffic
- Physical limitations and knowledge of the area
- Limitations and conditions of the police car

Response Modes:

- **Code 1 – Routine:** Respond at earliest convenience, complying with traffic regulations.
- **Code 2 – Priority:** Respond without delay, without using emergency equipment, and with due regard for safety.
- **Code 3 – Emergency:** Respond immediately, operating the vehicle expeditiously with all emergency lights and siren activated.

D. Call Prioritization

The department will render assistance in the most timely, efficient, and effective manner possible. If a call can be handled over the phone to allow officers to prioritize calls, the officer will be within policy to do so.

E. Emergency Relays

Emergency relays will be conducted at emergency speeds using authorized emergency equipment when necessary to preserve human life or well-being (e.g., relay of critically needed

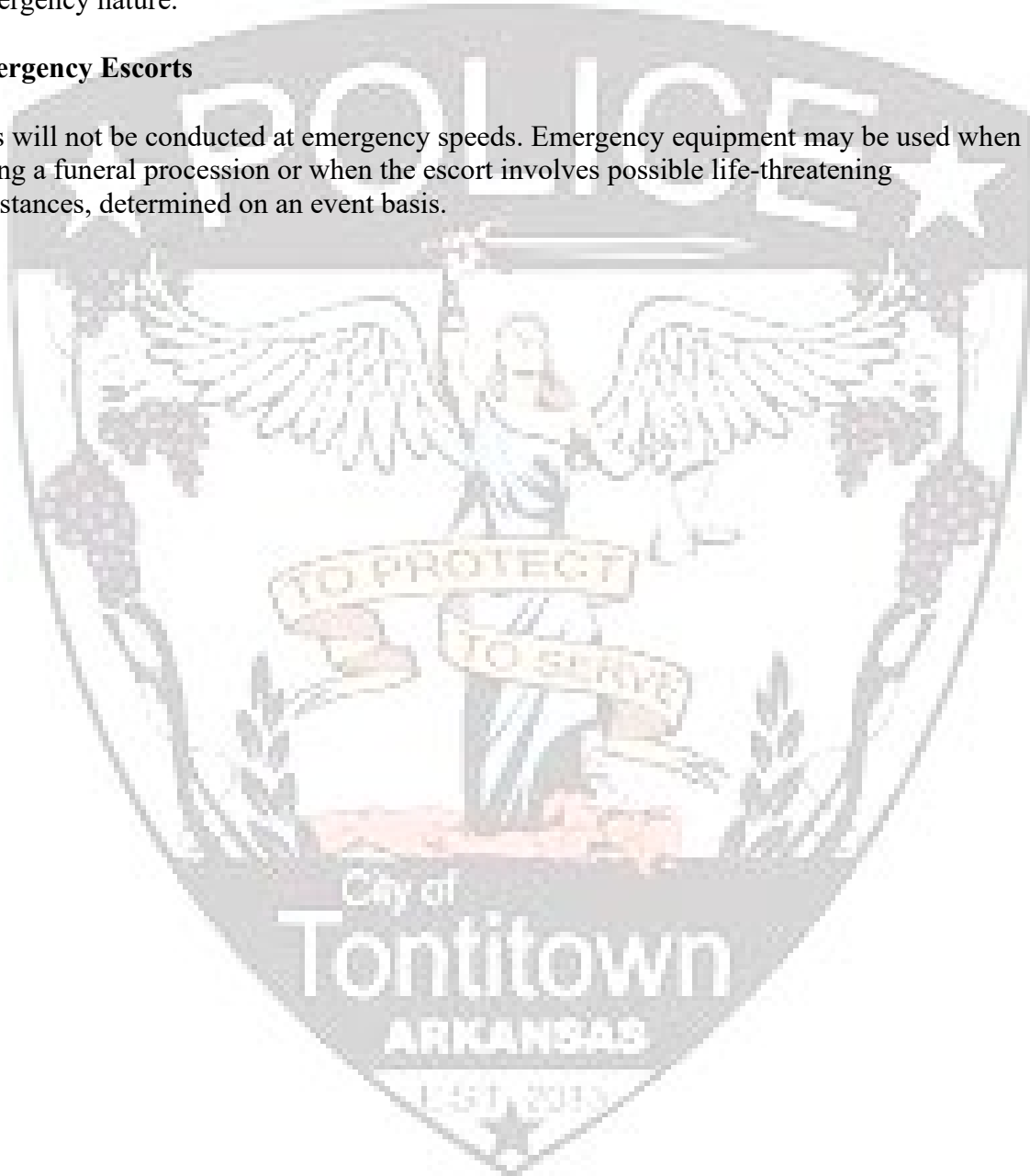
blood, drugs, or other articles). Officers must regulate their response to avoid endangering public safety and drive no faster than necessary to arrive safely.

Emergency Determination:

Relays should be based, when possible, on consultation with a responsible authority to confirm the emergency nature.

F. Emergency Escorts

Escorts will not be conducted at emergency speeds. Emergency equipment may be used when escorting a funeral procession or when the escort involves possible life-threatening circumstances, determined on an event basis.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 65 Media Relations	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to guide the department's communication with the media, ensuring that information is shared accurately, responsibly, and in a manner that upholds public trust, protects investigations, and respects the rights of all parties involved.

II. Policy

It is the policy of this agency to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the department, provided these activities do not unduly interfere with departmental operations, infringe upon individual rights, or violate the law.

III. Procedures

A. Release of Information

- The Chief of Police or designated representative (Public Information Officer, PIO) shall coordinate and/or authorize all media contacts.
- Employees shall not release information to the media unless directed by the Chief or designated representative.
- Written press statements require prior approval from the Chief.

B. Cooperation with the Media

- Authorized news media representatives shall have reasonable access to the Chief and department operations as governed by this policy.
- Public information shall be released promptly, objectively, and without partiality.
- Telephone release of information is permissible if the media representative's identity can be verified.
- Supervisors at crime or incident scenes may release factual information or refer inquiries to the Chief. If unsure, the inquiry must be referred to the Chief.

C. Investigative Information – Permissible to Release

- Type or nature of the event or crime
- Location, date, time, injuries, damage, and general description of the incident
- Type and quantity of property taken
- Identity and approximate address of a victim (except sex crime victims or cases involving potential reprisals)
- Requests for public assistance in locating evidence, complainants, or suspects
- Number of officers or people involved and length of investigation
- Name of the officer in charge (unless undercover)

D. Investigative Information – Prohibited Without Authorization

- Identity of a suspect prior to arrest (unless necessary for public safety or apprehension)
- Identity of sex crime victims or any information that could reveal their identity
- Identity of victims or witnesses if disclosure could prejudice an investigation or endanger them
- Identity of juveniles under juvenile court jurisdiction
- Identity of critically injured or deceased persons prior to next-of-kin notification
- Results of investigative procedures (lineups, polygraphs, ballistics, etc.)
- Information that could interfere with investigation or apprehension (e.g., MO details, leads)
- Information of evidentiary value in criminal proceedings
- Specific cause of death unless officially determined by the medical examiner
- Home address or phone number of any department member

E. Arrest Information – Permissible to Release

- Accused's name, age, residence, occupation, and family status
- Time and place of arrest, pursuit details, resistance encountered, weapons used
- Charges placed and description of contraband seized
- Identity of arresting officers (unless undercover)
- Amount of bond, scheduled court dates, and place of detention

F. Information Not Allowed Post-Arrest (Prior to Adjudication)

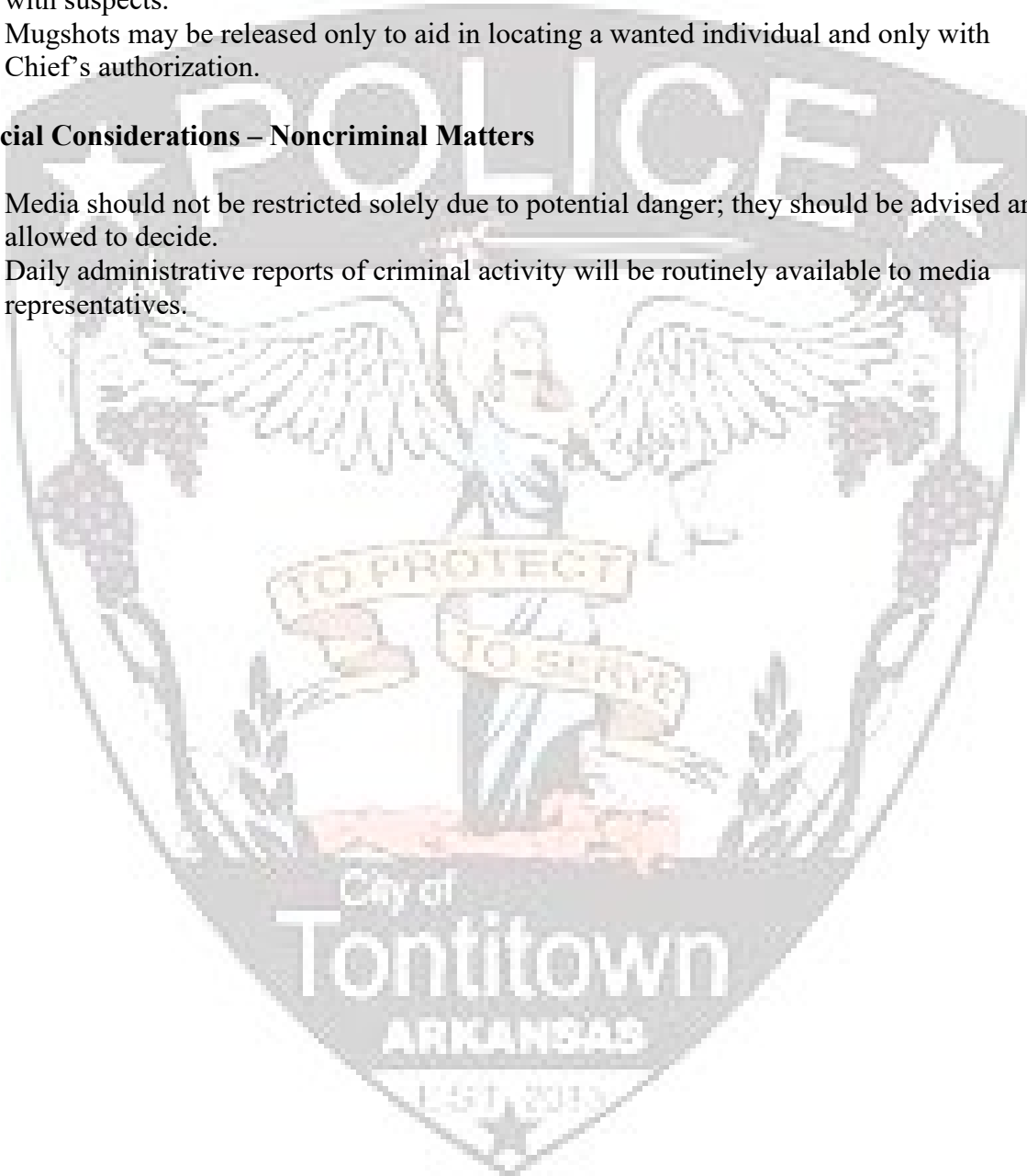
- Prior criminal record, character, or reputation of defendant
- Contents of confessions or statements, or refusal to make statements
- Performance or results of tests (polygraph, etc.)
- Identity or expected testimony of witnesses or victims
- Opinions on guilt, innocence, or case merits
- Knowledge of potential plea bargains or pretrial actions

G. Special Considerations – Criminal Matters

- Media should be given reasonable courtesy at crime scenes without interfering with operations or evidence integrity.
- Media access is prohibited where evidence could be compromised.
- On private property, photography requires owner's permission.
- Suspects in custody shall not be posed for photos or interviews; officers shall not pose with suspects.
- Mugshots may be released only to aid in locating a wanted individual and only with Chief's authorization.

H. Special Considerations – Noncriminal Matters

- Media should not be restricted solely due to potential danger; they should be advised and allowed to decide.
- Daily administrative reports of criminal activity will be routinely available to media representatives.



	TONTITOWN POLICE DEPARTMENT	
	Section 66 Off-Duty Employment	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Jenison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

To establish guidelines for secondary employment by members of the Tontitown Police Department.

II. Policy

It is the policy of the Tontitown Police Department (TPD) to allow agency personnel to engage in approved secondary employment opportunities within the guidelines of this policy.

III. Definitions

1. **Extra-Duty Employment:** Secondary employment wherein the actual or potential use of law enforcement powers is anticipated.
2. **Off-Duty Employment:** Secondary employment wherein the actual or potential use of law enforcement powers is not anticipated.

IV. Departmental Limitations

1. Employees may not engage in employment that threatens the status and dignity of law enforcement as a profession. Prohibited employment includes, but is not limited to:
 - a. Employment at establishments promoting obscenity or pornography as defined by Arkansas Criminal Code.
 - b. Employment where dispensing or consumption of alcoholic beverages is the primary function of the business (except approved special events).
 - c. Employment where gambling is the main source of activity (except approved charitable events).
 - d. Employment with employers involved in labor or civil rights disputes.
 - e. Employment with individuals or companies of questionable business interest that could reduce public trust.
 - f. Employment that interferes with official duties, jeopardizes impartiality, or creates liability concerns.
 - g. Employment that presents potential conflicts of interest between departmental duties and secondary employment.
 - h. Employment that decreases public trust and confidence.

2. Employees must be in good standing with the department; past performance will be considered by the Chief when determining eligibility.
3. Employees must complete the Field Training Program before being eligible for extra-duty employment.
4. Employees absent due to sickness may not engage in secondary employment during scheduled work hours.
5. Employees on light duty, extended sick leave, worker's compensation, FMLA, administrative leave, or suspension are not authorized to work extra-duty employment without written consent from the Chief.
6. Employees must avoid secondary employment that affects objectivity or independence in performing official duties.
7. Secondary employment hours must not conflict with official duty hours; schedules will not be adjusted to accommodate secondary employment.
8. Employees engaged in secondary employment are subject to emergency call-out and must leave other employment when required.
9. Employees must not report to duty physically or mentally exhausted due to secondary employment.
10. Employees engaged in secondary employment must remain available to attend mandatory departmental trainings, meetings, court appearances, and other work related obligations.

V. Guidelines

The City of Tontitown's insurance provider, Arkansas Municipal League (AML) Defense Program, will not cover officers for suits or claims while working secondary employment unless:

1. Written permission for the assignment is approved by the Chief or designee.
2. The officer complies with all city and departmental policies, state and federal laws.
3. Written evidence shows the city investigated the incident, the officer acted under color of law, and was cleared of misconduct, policy violations, and criminal wrongdoing.

VI. Accountability

1. Officers wearing the uniform off duty represent the department and must avoid non-police duties that detract from its professional image.
2. Arrests made during secondary employment must be turned over to the on-duty patrol shift for transport; the off-duty officer shall complete all required reports.
3. Sworn personnel working secondary employment must take enforcement action within jurisdiction during emergencies; refusal due to being "off duty" is prohibited.
4. Sworn personnel performing law enforcement duties during approved secondary employment shall be considered "on-duty" under Arkansas law.

	TONTITOWN POLICE DEPARTMENT	
	Policy Section 67 Off-Duty Police Activity	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	06/16/2026

I. Purpose

The purpose of this policy is to provide clear guidelines for off-duty conduct to ensure that all personnel maintain professionalism, uphold the department's integrity, and avoid actions that could compromise public trust or conflict with official responsibilities.

II. Policy

It is the policy of this agency for employees to have time for themselves and their families. Due to the nature of law enforcement activities, it is sometimes necessary for employees to be subject to recall.

III. Procedures

A. Off-Duty Status

- Members shall have regular hours assigned for active duty and, when not so employed, shall be considered "off duty."
- During off-duty time, members remain subject to call-out duty as assigned.
- Members may be placed on emergency stand-by as deemed necessary by the Chief.

B. Department-Issued Phones

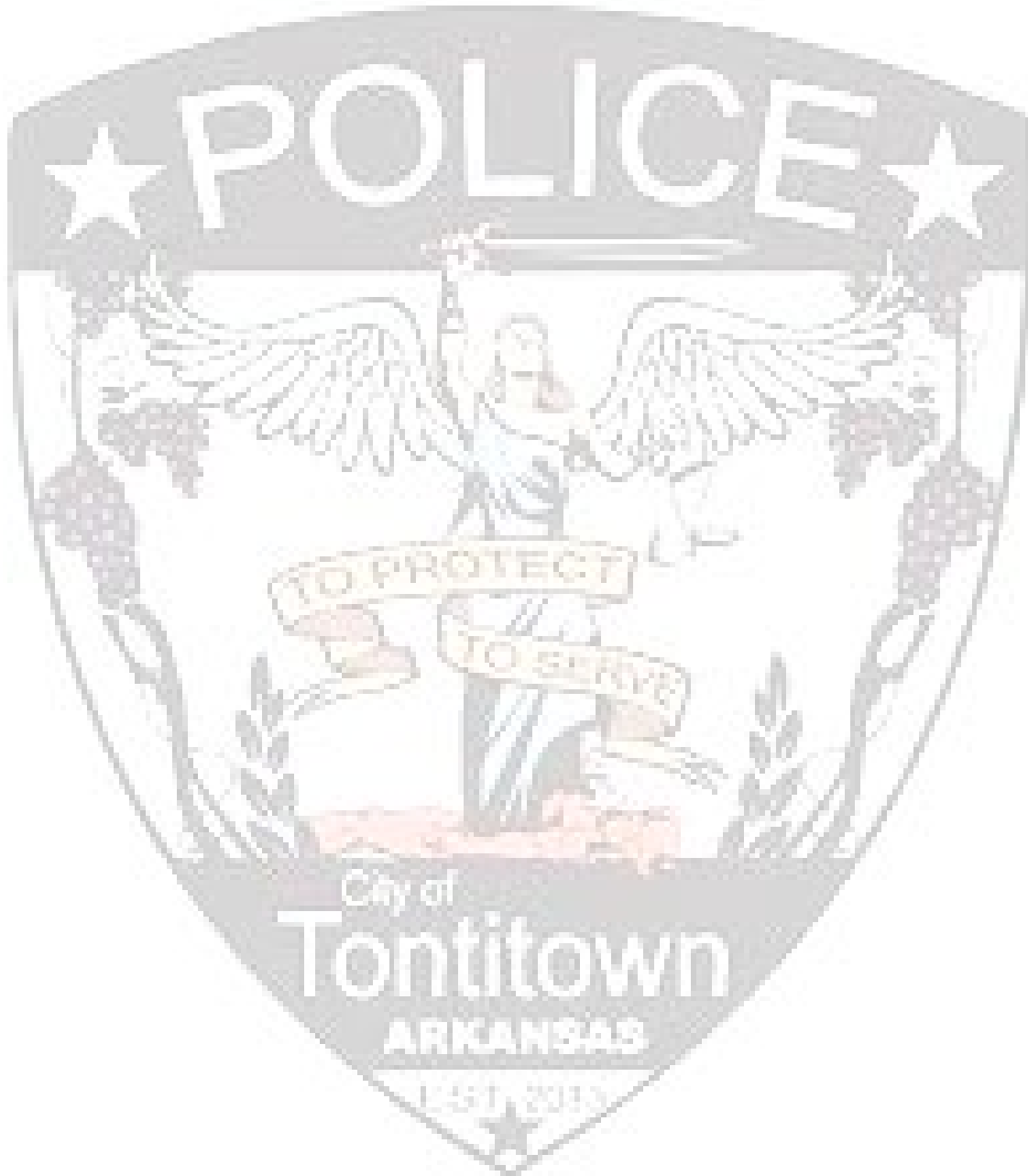
- Officers issued a department phone shall answer calls unless on approved leave.
- Supervisors must keep their department-issued phones on them and answer calls during off-duty time when subject to call by subordinates or other supervisors.

C. Law Enforcement Actions While Off-Duty

- A certified officer shall act in an official capacity, whether on or off duty, if observing an incident that requires immediate law enforcement action to safeguard life or property or prevent the escape of a criminal.

D. Courtesy Officers

- Courtesy officers shall perform their duties while off-duty and contact an on-duty officer as soon as possible to turn the scene over.



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 68 Incident Reports	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date	<u>06/16/2026</u>

I. Purpose

The purpose of this policy is to ensure that all incidents involving law enforcement activity are accurately, promptly, and thoroughly documented to support investigations, accountability, legal compliance, and operational transparency.

II. Policy

Written reports and documentation concerning law enforcement activities are essential to meet the management, operational, and informational needs of this agency. All employees shall properly complete all required reports and paperwork as prescribed.

III. Procedures

A. Reporting Requirements

Written reports (Incident Report, Supplemental Report, or Call for Service) are required in the following situations:

1. Follow-up investigations
2. Incidents involving arrests, citations, or summons
3. All situations where an officer is dispatched
4. Situations where an officer may be assigned to take action later
5. Suicidal subject calls
6. Runaway juveniles or missing persons
7. Any other incident the officer believes may be important later (e.g., information-only report)

B. Review of Reports

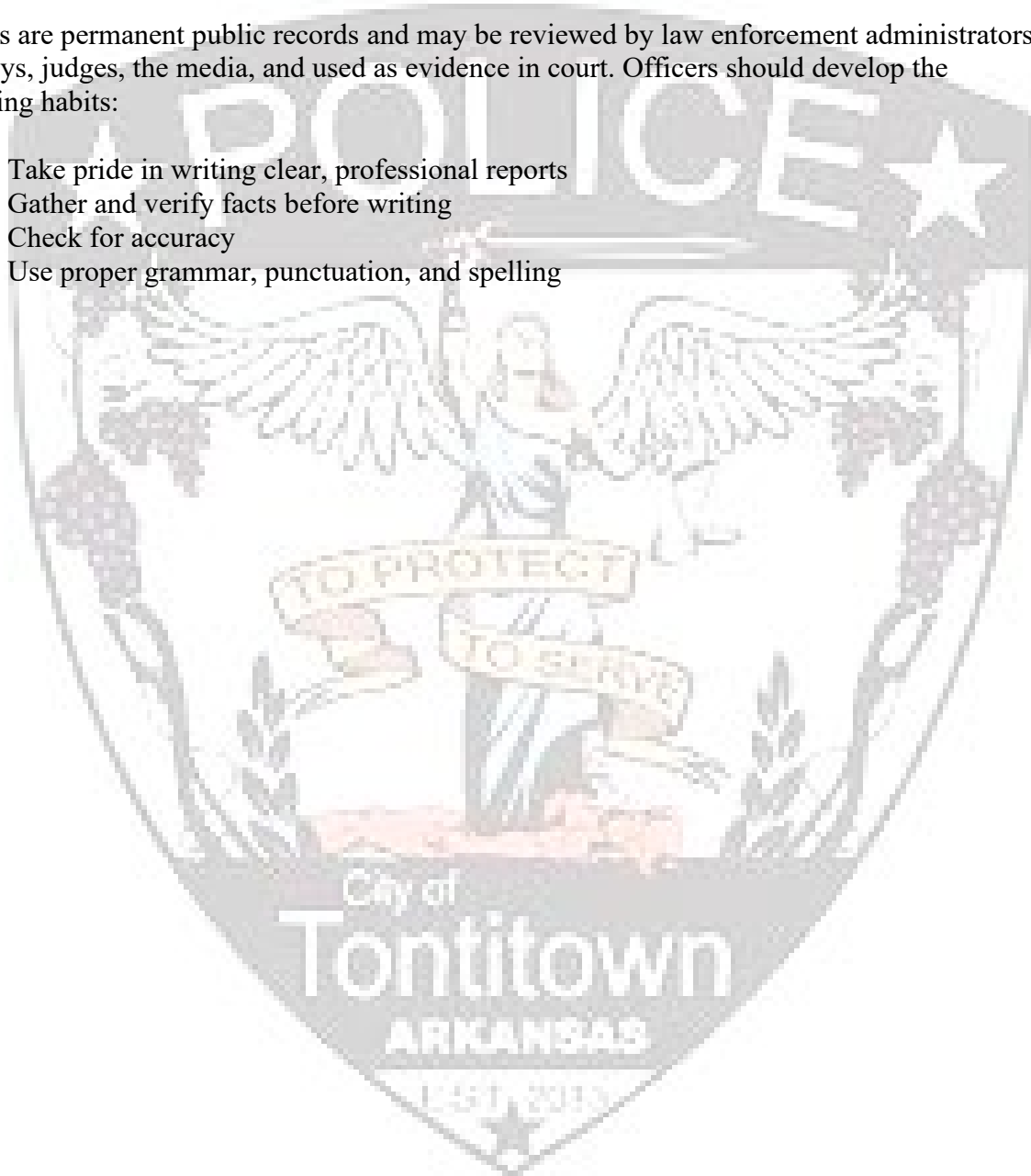
- The Chief or designated representative shall review reports for accuracy, completeness, and legibility.
- All reports must be completed by the end of the officer's shift.

- **Exception:** If critical information is missing, the officer must include a detailed summary in the narrative and note why the report is incomplete, along with the approving supervisor's name who approved the report to be finished later.

C. Report Standards

Reports are permanent public records and may be reviewed by law enforcement administrators, attorneys, judges, the media, and used as evidence in court. Officers should develop the following habits:

- Take pride in writing clear, professional reports
- Gather and verify facts before writing
- Check for accuracy
- Use proper grammar, punctuation, and spelling



	TONTITOWN POLICE DEPARTMENT	
	Policy Section 69 Auxiliary/Part-Time officers	
	Effective: 7.2	Replaces: 7.1
	Approved: <u>Corey Janison</u> Chief of Police	
	Council Adopted Date 06/16/2026	

I. Purpose

The purpose of the Auxiliary and Part-Time Police Force is to:

- Assist full-time sworn personnel in the day-to-day law enforcement services.
- Provide support during emergencies consistent with applicable law.
- Maintain a team of highly capable and trained auxiliary/part-time police officers whose performance reflects positively on the vision of the full-time force.
- Enhance law enforcement operations and improve the quality of life for citizens.

II. Policy

This policy establishes:

- The duties and responsibilities of Auxiliary/Part-time Law Enforcement Officers.
- The definition of their authority and discretion in carrying out assigned duties.
- Any limitations or restrictions to this authority.
- The level of supervision required for auxiliary and part-time officers.

III. Definitions

- **Auxiliary Law Enforcement Officer:** Any person appointed by the Chief of Police, commonly referred to as a reserve officer or similar term, who receives no salary or wages for the performance of duties, excluding any stipend received.
- **Part-Time Law Enforcement Officer:** Defined by A.C.A. §12-9-301(7) as a law enforcement officer who works twenty-four (24) hours per week or less and receives a salary from the employing law enforcement agency.
- **Direct Supervision:** The assignment of a designated on-duty, full-time certified Law Enforcement Officer responsible for the direction, conduct, and performance of the auxiliary officer while on duty. Direct supervision does not require the full-time officer to always be physically present with the auxiliary officer. (See also A.C.A. §12-9-303 and Commission guidelines.)

IV. Procedures

A. Selection Criteria

- Employees of the Tontitown Police Department's Auxiliary and Part-Time Police Force shall be selected in the same manner as full-time police officers or appointed by the Chief of Police for operational needs.
- Candidates must meet all applicable requirements under Arkansas law and departmental standards.

B. Staffing and Chain of Command (Auxiliary/Part-time Officer)

- Auxiliary/Part-time officers shall operate within the established chain of command of the Tontitown Police Department.
- The Chief of Police retains appointment authority.
- Auxiliary/Part-time officers shall report to designated supervisors as assigned.

Operational Duties

- Auxiliary officers may assist with patrol, traffic control, community policing, and other duties as assigned.
- They shall not act independently of supervision or exceed the authority granted by this policy.

Restrictions:

- Auxiliary officers shall not engage in activities requiring specialized certification unless properly trained and authorized.
- They may not carry out duties beyond the scope of their appointment or contrary to Arkansas law.

C. Training and Certification

- Auxiliary and part-time officers must complete all training required by the Arkansas Commission on Law Enforcement Standards and Training.
- Continuing education and refresher courses shall be provided to maintain competence.
- Training records shall be maintained by the department and reviewed annually.

D. Duties and Responsibilities

- Assist full-time officers in routine law enforcement operations.
- Provide support during emergencies, special events, or community policing initiatives.
- Maintain professional conduct that reflects positively on the Tontitown Police Department.
- Document activities and submit reports as required by supervisors.

E. Auxiliary/Part-Time Officer Regulations

- **Identification While Off-Duty:**
 - Officers shall not identify themselves as regular police officers except when:
 1. Assisting a Tontitown Police Officer in need.
 2. Assigned to official duty requiring civilian clothes, where identification as a police officer is necessary.
- **Court Attendance:**
 - Auxiliary and Part-Time officers must meet all court attendance requirements applicable to regular officers.
- **Policy Familiarity:**
 - Officers must remain current and familiar with all policies, rules, and procedures of the Police Department and the City of Tontitown.
- **Duty Requirements:**
 1. Maintain a current telephone number and remain subject to emergency call-out 24 hours a day, unless in conflict with regular employment.
 2. Exhibit the same professional and moral standards as full-time officers.
 3. Attend all mandatory meetings and training classes scheduled by the Department.
 4. Work a minimum of eight (8) hours per month.
 - Officers may be assigned to divisions other than patrol with approval from the Auxiliary Coordinator, division commander, and Chief of Police.
 - Excused absences may be granted for:
 - Illness
 - Conflicting work schedule
 - Family emergency
 - Other unusual emergencies or conflicts
 5. Part-Time Officers must monitor gross monthly pay to ensure compliance with LOPFI maximums for voluntary service.

F. Firearms Proficiency Training

- Auxiliary and Part-Time officers must demonstrate proficiency with any weapon approved for their use.
- Training and qualification schedules shall be announced by the Tontitown Police Department's Training Officer.
- Qualification frequency and minimum scores shall match those required of full-time officers.
- Officers failing to meet proficiency standards shall not be authorized to carry weapons.

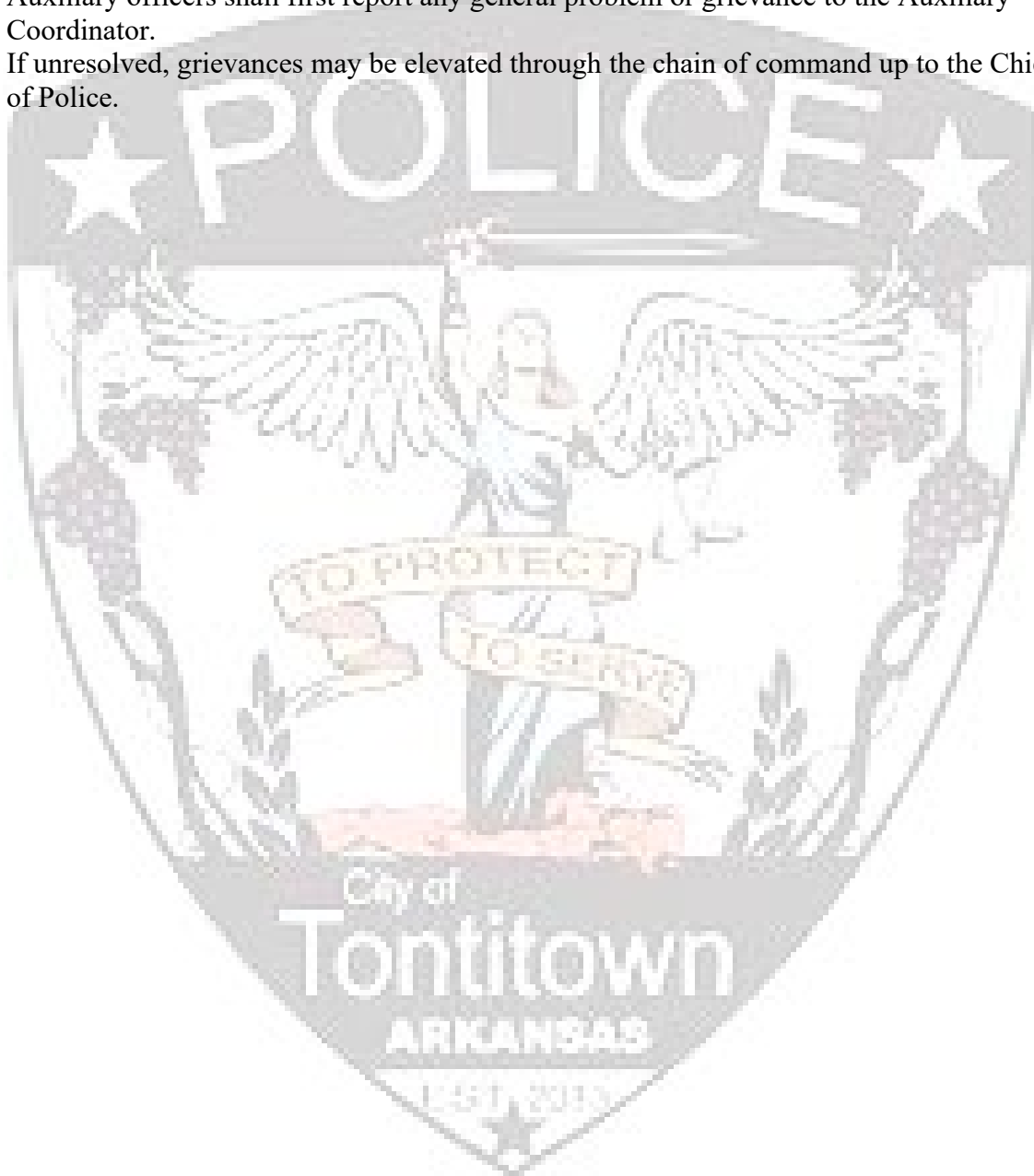
G. Disciplinary Process

- Auxiliary and Part-Time officers are subject to the same disciplinary processes as full-time employees for misconduct on duty or official misconduct off duty.
- Officers serve at the discretion of the Chief of Police.

- The Chief of Police may terminate an officer's appointment at any time for cause deemed sufficient.

H. Grievances

- Auxiliary officers shall first report any general problem or grievance to the Auxiliary Coordinator.
- If unresolved, grievances may be elevated through the chain of command up to the Chief of Police.



Compliance with Other Policies

All other **City of Tontitown Policies and Procedures** shall be followed in conjunction with this directive, along with all established **policies and procedures of the Tontitown Police Department**. This ensures consistency, accountability, and adherence to broader municipal and departmental standards.

