

Georgia Department of Public Safety

Policy Manual

SUBJECT SWORN WORK UNIT OPERATIONS	POLICY NUMBER 17.08
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 5/12/2023
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17.08.1 Purpose

To establish the basic standards and guidelines for conducting the day-to-day operations of sworn work units of the Georgia Department of Public Safety (DPS).

17.08.2 Policy

Each Sworn Work Unit will be operated in accordance with basic standards. The duties and responsibilities of those involved in such operations will be performed in a consistent manner, thus ensuring the public is afforded dependable service.

17.08.3 Definitions

- A. Sworn Member – Any person employed by DPS in a sworn law enforcement capacity.
- B. Sworn Work Unit – The location a Sworn Member is assigned to work. (e.g., Post, Weigh Station, Specialty Unit, etc.)

17.08.4 Procedures

- A. Authority and Responsibility
 - 1. Sworn Work Unit Commanders shall:
 - a. Be entrusted with a wide range of responsibility and are accountable for the actions of the employees under their immediate supervision;
 - b. Have the authority to establish local guidelines to accomplish the mission of the department;
 - c. Ensure that each employee assigned to the sworn work unit reads and acknowledges published policies, either electronically or by another method authorized by DPS.
 - d. Ensure that the Sworn Work Unit and all assigned personnel abide by Department policy.
- B. Duty Assignment
 - 1. The Sworn Work Unit Commander is responsible for the assignment of personnel. Such assignments shall be made according to personnel availability

and the needs of the Department. Personnel shall adhere to the orders of the assignments.

2. Sworn Work Unit Commanders shall produce a 28-day roster indicating the daily duty status of each sworn member.
3. No more than 50% of sworn personnel may be on pass or leave on any given day. The Motor Carrier Compliance and Capitol Police Divisions are exempt from this requirement, unless data or intelligence dictate the need to apply it to these divisions.
 - a. Daily Duty Rosters shall be posted by noon at least one day in advance and are the direct orders of the Sworn Work Unit Commander unless rescinded or otherwise altered by a Sworn Work Unit NCO.
 - b. Georgia State Patrol and Capitol Police shifts shall be eight hours in length unless otherwise authorized (e.g., some Nighthawks work 10-hour shifts).
 - c. MCCD shifts shall be ten hours in length unless otherwise authorized.
 - d. A minimum of six hours in off-duty status is recommended between assigned shifts of patrol duty. The scheduling of 16 hours of consecutive duty under normal circumstances is not permitted.
 - e. Sworn Members are permitted an opportunity for meals during their shift, provided they inform the Troop Communications Center where they will be and remain readily available for return to duty.
 - 1) While the taking of meals together is recognized as building esprit de corps, the need to provide adequate service to the public takes precedence and shall not be compromised.
 - 2) Sworn Work Unit Commanders and Section Supervisors are authorized to monitor the availability of personnel during meal breaks and establish reasonable guidelines for work coverage.
 - f. The public doors of the Sworn Work Unit and Secretary's office shall be open for business from 0800 to 1630 hours, Monday through Friday, except for holidays or other authorized closures. Uniformity in the hours is important and expected for service to the public. No deviation from these hours shall be made without permission from the Sworn Work Unit Commander.
 - 1) Lunch will be 30 uninterrupted minutes away from the Secretary's assigned work area.
 - 2) In the absence of the Secretary due to annual leave or extended sick leave, the Sworn Work Unit Commander shall assign someone (e.g., a sworn member on modified duty) to perform the secretarial duties.

C. Assigning of Patrol

1. Patrols will be conducted in conformity with existing Policies and Memorandums.
2. Patrol assignments shall consider the following factors:

- a. Availability of personnel and vehicles;
- b. Specialized enforcement efforts, statistical data, concentrated patrols, occupant protection, DUI patrols, etc.;
- c. Crash experience;
- d. Location and nature of citizen complaints, and
- e. The location and times of high-incident crime areas.

D. On Call

1. Sworn Work Units should maintain a 24-hour operation.
2. When no sworn personnel are on duty the Sworn Work Unit's Commander or their designee shall assign an off-duty Sworn Member to remain on call.
3. The Sworn Member on call must be reachable at all times via telephone or by another electronic communication device.
4. Sworn Work Unit Commanders shall ensure that an NCO is available at all times. This may require that an NCO be placed on call. The NCO on call need not be at the Sworn Work Unit at all times but shall ensure that they can be reached via electronic device or telephone while assigned to call duty.
5. Troop Communications Centers that have the GCIC status of "entering station" shall maintain a 24-hour operation, in accordance with the GCIC Rules and Regulations.

E. Dual and Single Patrols

1. Normally, all patrols should be single patrols.

Newly assigned Sworn Members shall familiarize themselves with their assigned territory and may be required to ride double.
2. Dual patrols may be utilized when authorized by a supervisor as follows:
 - a. To facilitate the training of personnel;
 - b. In instances of civil unrest when two Sworn Members are needed for protection and efficiency;
 - c. Upon the shortage of patrol vehicles;
 - d. To permit the observing of personnel by supervisors, or
 - e. As otherwise deemed necessary.

F. Holiday Patrols

1. The first and last day of the holiday period are considered travel days.
 - a. No more than 25% of sworn personnel in a Sworn Work Unit may be on pass or leave on travel days.

- b. All sworn headquarters and specialist personnel shall patrol a full shift, unless otherwise authorized by their supervisor.
 - 2. Other days of holiday periods.
 - a. No more than 50% of sworn personnel may be on pass or leave. The Capitol Police Division is exempt, unless data or intelligence dictate the need to apply it to this division.
 - b. Their supervisors or LTD memorandum shall schedule all sworn Headquarters and specialist personnel.
- G. Patrolling National Forests and Parks
- 1. Periodic patrols should be made through national parks and forests for the purpose of being observed and to familiarize personnel with the area.
 - 2. National parks and forests are not DPS primary patrol areas and shall not receive concentrated patrols.
- H. Resident Patrolling Procedures
- 1. A Sworn Members is allowed to drive his/her designated patrol vehicle to and from home, provided such residence is within the state and is within 50 air miles of their assigned territory boundary nearest the residence. The Sworn Work Unit Commander shall have the authority to suspend the privilege (*e.g.*, for violations of this policy or for other disciplinary purposes.)
 - a. Sworn Work Unit Commanders have the discretion to permit these personnel to go in service from their residence and to proceed directly to their assigned route, without reporting to the Sworn Work Unit, provided the member is on their route at the assigned time.
 - 1) Sworn Members residing outside the current driving radius, within the state, may drive a patrol vehicle to and from their residence when they are off-duty for 2-4 consecutive days. This may be done a maximum of four times during a 28-day roster period.
 - 2) Sworn Members exercising the driving privilege are expected to perform all routine traffic duties until they go out of service. The Troop Communications Center shall be notified when the member goes out of service, either by Computer Aided Dispatch (CAD), radio, or telephone.
 - 3) Sworn Members traveling outside Sworn Work Unit territory should use discretion and good judgment concerning routine enforcement activities. Aid to disabled motorists shall be offered unless circumstances dictate otherwise.
 - 4) Off-duty Sworn Members shall park DPS vehicles at their residence, unless otherwise approved by the Sworn Work Unit Commander.
 - b. Sworn members are expected to go 10-41 (beginning tour of duty) and 10-42 (ending tour of duty) at the beginning and end of their shifts. Time spent traveling to his/her residence after signing in is not work time unless the Sworn Member performs some type of work and the information is called in and recorded on the CAD. The time actually spent in performing the work

shall be counted as work time. Sworn Work Units should not call a Sworn Member who is enroute home to work extra unless an emergency exists.

I. Emergency Generator

1. All Sworn Work Units be supplied with an emergency generator.
2. The generator shall be inspected and tested weekly by the Sworn Work Unit Commander or designee, and regular maintenance, according to the manufacturer's specifications, shall be completed.

J. Emergency Lighting

The Sworn Work Unit Commander shall provide emergency lighting (e.g., flashlights and batteries) to all members on duty in the event of total power failure. The flashlights and batteries shall be located where they are readily accessible to the member.

K. State Funds, Supplies and Property

1. State Funds

- a. No member shall use state funds for personal use.
- b. The use of state funds is limited to legitimate expenditures that have been properly approved and incurred in accordance with DPS and State policies and rules.
- c. Sworn Work Unit Commanders are responsible for ensuring that only legitimately incurred, authorized and accurately billed expenses are paid for using state funds under their control.
- d. No member shall accept cash, checks, gift cards, or money orders for use by the Department or the Sworn Unit, except for authorized donations (e.g., A charity drive supported by the Department such as Toys for Tots, or a Board of Public Safety authorized – donation, etc.)

2. All property assigned to the Sworn Work Unit is the responsibility of the Sworn Work Unit Commander.

- a. Sworn Work Unit property is for official use only. No member shall utilize any property for personal use without the approval of the Sworn Work Unit Commander.
 - 1) An inventory of all property shall be maintained at the Sworn Work Unit level for insurance and tracking purposes.
 - a) The inventory shall be updated every two years or at the change of command. For more information refer to the Inventory Policy #7.10.
 - b) The incoming and outgoing Sworn Work Unit Commanders and the Troop/Region Commander or their designee shall sign change of command inventories.
 - c) A copy of the Sworn Work Unit's inventory shall be maintained in the Troop/Region Commander's and the Property Management files.

- b. Adequate supplies for the office space, as well as patrol and administrative vehicles shall be maintained at the Sworn Work Unit to ensure the efficient and uninterrupted performance of duties.
 - 1) Care must be taken to ensure that an adequate, but not excessive, amount of supplies is stocked.
 - 2) Supplies are for official use only.
 - 3) Supplies are to be procured from approved sources.
 - 4) Sworn Work Unit Commanders are responsible for ensuring that mandatory source and Statewide Contract listings are consulted before alternative vendors are utilized.
 - 5) Sworn Work Unit Commanders shall not sign contracts for services or goods without written approval from the appropriate Adjutant, who shall follow procurement and legal guidelines.
- 3. Departmental Property Insurance Claims
 - a. The Department shall maintain insurance coverage for all property through the Department of Administrative Services (DOAS).
 - b. Damage to departmental property is to be reported to the DOAS Director within 24 hours of occurrence. Damage occurring on weekends or holidays is to be reported no later than the next regular business day.
 - c. Sworn Work Unit Commanders are responsible for notifying the Troop/Region Commander of any damage to Sworn Work Unit Property as soon as practicable.
 - d. An Incident report (DPS-1113) shall be completed and accompanied by appropriate photographs whenever property assigned to the Sworn Work Unit sustains damage. This does not include vehicular damage.