

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Glynn County Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command. [See attachment: GCPD Organizational Chart - 2020 \(Revised April 2020\).pdf](#)

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Glynn County Police Department. There are three divisions in the Department:

- Administrative Division
- Patrol Division
- Investigations Division

200.3.1 ADMINISTRATIVE DIVISION

The Administrative Division is commanded by the designated Captain, whose primary responsibility is to provide general management, direction and control for the Administrative Division. The Administrative Division consists of Records, Training, Facilities, Fleet, Quartermaster, crime analysis and Recruiting.

200.3.2 PATROL DIVISION

The Patrol Division is commanded by the designated Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol, which includes the Traffic Unit, the Community Relations Unit, and the Community Service Officers.

200.3.3 INVESTIGATIONS DIVISION

The Investigations Division is commanded by the designated Captain, whose primary responsibility is to provide general management, direction and control for the Investigations Division. The Investigations Division consists of the Investigations, Crime Scene and Evidence Unit, and forensic services.

200.4 COMMAND PROTOCOL

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200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Glynn County Police Department. During planned absences, the Chief of Police will designate a Division Commander to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Patrol Division Commander
- (b) Investigations Division Commander
- (c) Administrative Division Commander
- (d) On-duty Watch Commander

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

General Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders

201.2 POLICY

General Orders will be used to modify policies of the Glynn County Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable job descriptions and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Administrative Division Commander or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders and confer with the Office of Professional Standards to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Glynn County Police Department and responsibilities of its members pertaining to large scale emergencies and the Georgia Emergency Management Act of 1981.

202.2 POLICY

The Glynn County Police Department will prepare for large scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (O.C.G.A. § 38-3-27).

The County's Emergency Operations Plan complies with the State of Georgia's Emergency Operations Plan. This plan provides guidance for County emergency operations within and outside its borders as may be required.

202.2.1 GLYNN COUNTY ORDINANCES

An emergency management organization has been established by Glynn County. This ordinance has been approved by the County Board of Commissioners (O.C.G.A. § 38-3-27; O.C.G.A. § 38-3-28).

202.3 DEPARTMENT RESPONSIBILITIES

The Department is responsible for the initial and continuing security requirements and recovery actions in the County.

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Georgia Emergency Operations Plan can be activated in a number of ways. For the Glynn County Police Department, the Glynn County Board of Commissioners may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Glynn County Board of Commissioners or authorized designee should contact the Georgia Emergency Management Agency Operations Division to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Glynn County Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administrative, the Watch Commander's office and 911 Center. All supervisors should familiarize themselves with the

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Emergency Operations Plan and the roles members will play when the plan is implemented. The Administrative Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan annually and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.7 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Georgia Peace Officer Standards and Training Council (P.O.S.T.) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with P.O.S.T. rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Manager to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Manager shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

The training requirements established by P.O.S.T. are only the minimum qualification standards and training requirements for officers. Additional training should be completed as necessary and appropriate (O.C.G.A. § 35-8-16).

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203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
- (b) State-mandated training (O.C.G.A. § 35-8-7; O.C.G.A. § 35-8-9):
 - 1. Officers must successfully complete certified basic law enforcement training and successfully pass the licensing examination before being issued a peace officer's license.
 - (a) The basic law enforcement training requirement may be waived if the officer is eligible for licensure by meeting training and license standards within the parameters set by P.O.S.T. (O.C.G.A. § 35-8-9).
 - 2. Officers shall complete no less than 20 hours of P.O.S.T.-certified and/or P.O.S.T.-approved training each calendar year (O.C.G.A. § 35-8-21).
 - 3. Officers shall satisfactorily complete no less than two hours of P.O.S.T.-certified firearms training each calendar year (Ga. Comp. R. & Regs. r. 464-5-.03).
 - 4. Officers certified after January 1, 2012, are required to apply for recertification every four years from the initial date of certification (Ga. Comp. R. & Regs. r. 464-3-.11).

203.5 TRAINING COMMITTEE

The Training Manager may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Manager may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Manager, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities

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of members involved or the date, time and location of the incident but should focus on the type of training being recommended.

The Training Manager will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Manager shall be submitted to the command staff for review.

203.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to the following:
 - 1. Court appearances
 - 2. Previously approved vacation or time off
 - 3. Illness or medical leave
 - 4. Physical limitations preventing the member's participation
 - 5. Emergency situations or department necessity
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Training Manager to attend the required training on an alternate date.
- (c) All training shall be documented on the approved department forms provided for that purpose. [See attachment: GCPD - Training Course Completion Report.pdf](#) .

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Glynn County Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Manager.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Manager. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed

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during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-active computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.8 TRAINING RECORDS

The Training Manager is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

Glynn County Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Georgia Open Records Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change his/her password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Georgia Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Glynn County Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 MEMORANDUM

Memorandums may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes. [See attachment: Template - GCPD Letter Format.pdf](#) .

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms. [See attachment: Template - GCPD Memo Format.pdf](#) .

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS

General Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The Glynn County Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, and activity levels to meet the needs of members and the goals of the Department.

206.3.1 ACTING SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as an acting supervisor in place of a regularly assigned supervisor.

Retired Officer Weapons Carry Identification Card

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of a retired officer weapons carry identification card for qualified retired officers of the Glynn County Police Department under the Law Enforcement Officers' Safety Act (LEOSA) and Georgia law (18 USC § 926C; O.C.G.A. § 16-11-129).

207.2 POLICY

It is the policy of the Glynn County Police Department to issue retired officer weapons carry identification cards to qualified former or retired officers as provided in this policy.

207.3 LEOSA

The Chief of Police may issue a retired officer weapons carry identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Glynn County Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer and one of the following:

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1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by Georgia law or by a private person or entity on his/her property if such prohibition is permitted by Georgia law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a retired officers weapons carry identification card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable Department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.5 DENIAL, SUSPENSION OR REVOCATION

A retired officer weapons carry identification card may be denied or revoked upon a showing of good cause as determined by this department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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207.6 FIREARMS QUALIFICATIONS

The Training Officer may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Training Officer will maintain a record of the qualifications and weapons used.

In order to meet LEOSA firearms qualification standards, a retired officer must also comply with P.O.S.T. Rule 464-5-.03.1 which provides that retired officers shall, as part of the annual training required by O.C.G.A. 35-8-21, satisfactorily complete during each calendar year the annual firearms training mandated by this rule, including, at a minimum, three hours of training provided by a POST-certified firearms instructor, which training shall include, but not be limited to; (1) training on the Constitutional and legal limitations on the use of deadly force; (2) training on the agency's policies regarding the use of deadly force; (3) de-escalation options for gaining compliance; and (4) a demonstration of proficiency in the safe and effective use of the primary handgun carried and/or used by the particular officer, to include a course of fire that meets or exceeds the minimum standard set forth in the basic training course for which the officer was initially trained. In any instance where an officer has more than one peace officer certification, the higher standard shall apply. Any officer failing to achieve the required score in the above training may undergo additional courses of fire under the direction of a POST-certified firearms instructor in order to achieve a passing score.