

Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Glynn County Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Glynn County Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

- Crime reports
- Field Interview (FI) cards and suspicious activity reports
- Parole and probation records
- Activity records from 911 Center
- Georgia Bureau of Investigation
- Georgia Information Sharing and Analysis Center (GISAC)

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of

Glynn County Police Department

Policy Manual

Crime Analysis

specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

Communications Operations

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Glynn-Brunswick 911 Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Glynn County Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between the 911 Center and department members in the field.

The Glynn County Police Department provides comprehensive, 24 hours a day, seven days a week, police and public safety communications services through a Memorandum of Agreement with the Joint Public Safety Communications Department (JPSCD), an independent county agency acting as the stand-alone Public Safety Answering Point (PSAP) for all Glynn County police, fire and emergency medical services (EMS) public safety agencies. [See attachment: JPSCD Agreement \(as amended\). pdf .](#)

801.3 SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the 911 Center, its members and equipment must be a high priority. Special security procedures should be established in a separate operations manual for the 911 Center.

Access to the 911 Center shall be limited to 911 Center members, the Watch Commander, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

The JPSCD Oversight Committee shall appoint a Director.

801.4.1 DIRECTOR

The Director is responsible to the Joint Public Safety Communications Department Oversight Committee for all operational, budgetary, staffing and personnel decisions for the JPSCD and the E-911 Center.

The responsibilities of the Director include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the 911 Center in coordination with other supervisors.
- (b) Scheduling and maintaining communications officer time records.
- (c) Supervising, training, and evaluating communications officers.
- (d) Ensuring the radio and telephone recording system is operational.

Glynn County Police Department

Policy Manual

Communications Operations

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of 911 Center information for release.
- (f) Maintaining 911 Center database systems.
- (g) Maintaining and updating the 911 Center procedures manual.
 1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
 2. Ensuring communications officer compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of County personnel to be notified in the event of a utility service emergency.

801.4.2 COMMUNICATIONS OFFICERS

The responsibilities of the communications officer include, but are not limited to:

- (a) Receipt and handling of all incoming and transmitted communications, including:
 1. Emergency 9-1-1 lines.
 2. Business telephone lines.
 3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 5. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through the 911 Center, department and other law enforcement database systems (e.g., Georgia Bureau of Investigation (GBI), Data Distribution Service (DDS), National Crime Information Center (NCIC)).
- (d) Monitoring department video surveillance systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

Glynn County Police Department

Policy Manual

Communications Operations

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

Communications Officers report to the Director.

801.5 CALL HANDLING

The Joint Public Safety Communications Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the communications officer will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the communications officer determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the communications officer determines that the caller is a Limited English Proficiency (LEP) individual, the communications officer should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in 911 Center, the communications officer should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the communications officer is unable to identify the caller's language, the communications officer will contact the contracted telephonic interpretation service and establish a three-party call connecting the communications officer, the LEP individual and the interpreter.

Communications Officers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the communications officer has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Glynn County Police Department

Policy Manual

Communications Operations

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the communications officer to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the communications officer returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by communications officers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but not be limited to:

- (a) Members acknowledging the communications officer with their radio identification call signs and current location.
- (b) Communications Officers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the communications officer advised of their status and location.
- (d) Member and communications officer acknowledgements shall be concise and without further comment unless additional information is needed.

The Director shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Glynn County Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Communications Officers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the communications officer. The use of the call sign allows for a brief pause so that the communications officer can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

Glynn County Police Department

Policy Manual

Communications Operations

801.7 DOCUMENTATION

It shall be the responsibility of the 911 Center to document all relevant information on calls for service or self-initiated activity. Communications Officers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum, the following:

- Incident control number
- Date and time of request
- Name and address of the reporting person, if possible
- Type of incident reported
- Involvement of weapons, drugs and/or alcohol
- Location of incident reported
- Identification of members assigned as primary and backup
- Time of dispatch
- Time of the responding member's arrival
- Time of member's return to service
- Disposition or status of reported incident

801.8 CONFIDENTIALITY

Information that becomes available through the 911 Center may be confidential or sensitive in nature. All 911 Center members shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Driver Services (DDS) records, warrants, criminal history information, records of internal police files or medical information shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast. If appropriate, communications officers and members should switch to an encrypted radio channel before transmitting confidential or sensitive information.

801.9 TRAINING AND CERTIFICATION

All communications officers shall successfully complete Georgia Police Officer Standards and Training Council (P.O.S.T.) approved training within six months of employment using a curriculum comprised of fundamental communications skills and knowledge (Ga. Comp. R. & Regs. r. 464-16-.01).

Crime Scene and Evidence Unit

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Crime Scene and Evidence Unit, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Glynn County Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 CRIME SCENE AND EVIDENCE UNIT SECURITY

The Crime Scene and Evidence Unit shall maintain secure storage and control of all property in the custody of this department. Evidence Custodians shall be appointed by and will be directly responsible to the Investigations Division Commander or the authorized designee. The evidence custodian is responsible for the security of the Crime Scene and Evidence Unit.

802.3.1 REFUSAL OF PROPERTY

The evidence custodian has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the evidence custodian refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Crime Scene and Evidence Unit.

802.3.2 KEY CONTROL

Crime Scene and Evidence Unit keys should be maintained by the evidence custodian and members assigned to the Crime Scene and Evidence Unit. Crime Scene and Evidence Unit keys

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

shall not be loaned to anyone and shall be maintained in a secure manner. If a Crime Scene and Evidence Unit key is lost, all access points shall be re-keyed and new keys issued as necessary.

802.3.3 ACCESS

Only authorized members assigned to the Crime Scene and Evidence Unit shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Investigations Division Commander and accompanied by the evidence custodian. Each individual must sign the Crime Scene and Evidence Unit access log and indicate:

- (a) The date and time of entry and exit.
- (b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the evidence custodian and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Department. A copy of the property receipt form shall be given to the individual from whom the property was taken.

802.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

- (a) A property form shall be completed describing each item using the Spillman property module, listing all known information.
- (b) Each item shall be individually packaged, tagged, or labeled, with the member's initials and the date processed, as appropriate, using a method that will not damage, deface, degrade or devalue the item.
- (c) Property shall be packaged in a container suitable for its size and nature.
- (d) A property tag shall be completed and attached to the property or container in which the property is stored.
- (e) The case number shall be indicated on the property tag and the container.
- (f) The property receipt, shall be submitted with the case report.
- (g) The property receipt shall be submitted with the property directly to the evidence custodian or placed in a temporary property locker. Items too large to fit in a temporary

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property receipt placed in a temporary property locker.

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of \$1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary.

Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The evidence custodian is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Georgia Department of Motor Vehicles (DMV). No formal property processing is required.

County property that is of no evidentiary value should be released directly to the appropriate County department. No formal property processing is required.

If no responsible County personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes and needles.

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

802.4.3 CONTROLLED SUBSTANCES/NARCOTICS AND DANGEROUS DRUGS

- (a) Controlled substances/narcotics and dangerous drugs shall not be packaged with other property, but shall be processed separately using a separate property form.
- (b) The member processing controlled substances/narcotics and dangerous drugs shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the designated controlled substances/narcotics and dangerous drugs locker, accompanied by the property receipt and lab copy of the property form.
- (c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances/narcotics and dangerous drugs. If conducted, the result of the test shall be included in the crime report.
- (d) The member shall package controlled substances/narcotics and dangerous drugs in a manner consistent with the requirements of the Georgia Bureau of Investigations (GBI). See [attachment: Georgia Bureau of Investigations Evidence Shipping Guidelines.pdf](#) ; [Georgia Bureau of Investigations Evidence Submission Requirements.pdf](#)
- (e) When the quantity of controlled substances/narcotics and dangerous drugs exceeds the available safe storage capacity as determined by the evidence custodian, the quantity shall be photographed and weighed.
 - (a) A representative sample of sufficient quantity to allow scientific analysis of the controlled substances/narcotics and dangerous drugs should be taken as allowed by state law and placed in a separate package or container. Excess quantities should be stored or disposed of as required by law or directed by court order.
- (f) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The evidence custodian shall monitor stored marijuana for growth of mold.

802.5 RECORDING OF PROPERTY

The evidence custodian receiving custody of property shall ensure a property receipt for each item or group of items is created. The property receipt will be the permanent record of the property in the Crime Scene and Evidence Unit. The evidence custodian will record on the property receipt his/her signature, Gross Package Weight (GPW) if the package contains controlled substances/narcotics and dangerous drugs, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form, property tag and the property receipt. The property log shall document the following:

- (a) Property number
- (b) Case number
- (c) Property tag number
- (d) Item description

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

- (e) Item storage location
- (f) Receipt, release and disposal dates

Any change in the location of property held by the Glynn County Police Department shall be noted in the property log.

802.6 PROPERTY CONTROL

The evidence custodian temporarily relinquishing custody of property to another person shall record on the property receipt his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Crime Scene and Evidence Unit or released to another authorized person or entity.

The return of the property to the Crime Scene and Evidence Unit should be recorded on the property receipt, indicating the date, the time, the name and signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property receipt shall be completed to maintain the chain of custody. No evidence is to be released without documented authorization from the Investigations supervisor, investigator or assigned officer.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property receipt, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the evidence custodian at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the evidence custodian. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The evidence custodian releasing items of evidence for laboratory analysis must complete the required information on the property receipt. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property receipt. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property receipt, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case.

802.6.3 CONTROLLED SUBSTANCES/NARCOTICS AND DANGEROUS DRUGS

The Evidence Custodian will be responsible for the storage, control and destruction of all controlled substances/narcotics and dangerous drugs coming into the custody of this department. The GPW will be verified every time controlled substances/narcotics and dangerous drugs are checked in

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

or out of the Crime Scene and Evidence Unit and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Investigations Division Commander.

802.6.4 UNCLAIMED MONEY

The evidence custodian shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the County department responsible for auditing property. The evidence custodian may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

802.7 RELEASE OF PROPERTY

The Evidence Custodian shall authorize the release of all property coming into the care and custody of the Department.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property receipt or must specify the specific items to be released. Release of all property shall be documented on the property receipt.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Crime Scene and Evidence Unit members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property control card.

The Evidence Custodian shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded on the property control card.

If any item listed on a property receipt has not been released, the property receipt will remain with the Crime Scene and Evidence Unit. When all property listed on the receipt has been released, the receipt shall be forwarded to the Records Section for filing with the case, and the release of all items shall be documented in the property log.

802.7.1 DISCREPANCIES

The Investigations Division Commander shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Investigations Division Commander will interview the person claiming the shortage. The Investigations Division Commander shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

802.7.2 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY

The Evidence Custodian shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding, or not able to be returned to its owner, may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property control card and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances/narcotics or dangerous drugs declared by law to be illegal to possess without a legal prescription

802.8.1 BIOLOGICAL EVIDENCE

The evidence custodian shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Investigations Division Commander

Biological evidence shall be retained for a minimum period established by law (O.C.G.A. § 17-5-56; O.C.G.A. § 17-5-71), the expiration of the applicable statute of limitations, or the expiration of any sentence imposed related to the evidence, whichever period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigations Division Commander.

Glynn County Police Department

Policy Manual

Crime Scene and Evidence Unit

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

802.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the evidence custodian shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The evidence custodian should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9 INSPECTION OF THE CRIME SCENE AND EVIDENCE UNIT

The Investigations Division Commander shall ensure that periodic, unannounced inspections of the Crime Scene and Evidence Unit operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Investigations Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police by a member of this department who is not routinely or directly connected with the Crime Scene and Evidence Unit operations or its functions. The audit shall be a significant random sampling of all property, including high liability items. The minimum sampling size for an audit shall be 10% or 250 pieces (whichever is lower) of all property.

Whenever there is a change of assignment for any member with authorized access to the Crime Scene and Evidence Unit, an inventory of property shall be conducted jointly by the property custodian (or, in the case of a change in the property custodian, by the newly designated property custodian) and a designee of the Chief of Police who is not associated with the Crime Scene and Evidence Unit operations or its functions. An inventory requires a 100% listing and accountability of all high liability items maintained by the property and evidence function. The inventory shall also include a random sampling of not less than 10% of all other property and evidence maintained by the Glynn County Police Department. Random sampling is to be determined by type, location and disposition. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. A sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Glynn County Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Glynn County Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 ADMINISTRATIVE DIVISION COMMANDER

The Chief of Police shall appoint and delegate certain responsibilities to the Administrative Division Commander. The Administrative Division Commander shall be directly responsible to the Administrative Division Commander or the authorized designee.

The responsibilities of the Administrative Division Commander include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Section.
- (b) Scheduling and maintaining Records Section time records.
- (c) Supervising, training and evaluating Records Section staff.
- (d) Maintaining and updating a Records Section procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 1. Homicides.
 2. Cases involving department members or public officials.
 3. Any case where restricted access is prudent.

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

- (a) Maintaining a records management system for case reports.
 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.

Glynn County Police Department

Policy Manual

Records Section

1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Reporting hate crime data as prescribed by the Georgia Bureau of Investigation (O.C.G.A. § 17-4-20.2).

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Watch Commander.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Administrative Division Commander. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section. [See attachment: GCPD - Records Unit Case File Checkout.pdf](#) .

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records

Glynn County Police Department

Policy Manual

Records Section

Maintenance and Release and Protected Information policies and the Records Section procedure manual.

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Glynn County Police Department is committed to providing public access to records in a manner that is consistent with the Georgia Open Records Act (O.C.G.A. § 50-18-71).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records (O.C.G.A. § 50-18-71). [See attachment: Appointment of Custodian of Records \(07-29-2020\).pdf](#) . The responsibilities of the Custodian of Records include but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
 - (a) Identifying the minimum length of time the Department must keep records.
 - (b) Identifying the department division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law.
- (g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department, and the procedures, to include the cost of inspecting or obtaining copies.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for the disclosure of any record shall route the request to the Custodian of Records or the authorized designee (O.C.G.A. § 50-18-71).

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following (O.C.G.A. § 50-18-71):

- (a) The Department is not required to create records that do not exist.

Glynn County Police Department

Policy Manual

Records Maintenance and Release

- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) The Department shall produce requested records within three business days of receipt of the request with the following exceptions:
 - 1. If a portion of the records are not available within three business days, the available records shall be produced.
 - 2. If records exist, but cannot be produced within three business days, a description of such records and a timeline for when the records will be available will be provided. Access to the records shall be provided as soon as practicable.

804.4.2 DENIALS

When the Department determines that all or a portion of a requested record should be withheld, the Department shall notify the requester within three business days of the specific legal authority exempting the record from disclosure (O.C.G.A. § 50-18-71).

804.5 RELEASE RESTRICTIONS

State and federal laws with regard to exemptions from public disclosure of sensitive information contained within otherwise public records maintained by the Glynn County Police Department are complex and cannot be accurately and completely summarized in a policy statement. As such, only those members trained and authorized to do so are permitted to publicly disclose Glynn County Police Department records. Examples of release restrictions include, but are not limited to:

- (a) Personal identifying information, including an individual's photograph, Social Security and driver identification number, name, address, and telephone number, and medical or disability information that is contained in any driver's license record, motor vehicle record, emergency 9-1-1 system record, or any department record, including traffic accident reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (O.C.G.A. § 50-18-72; 18 USC § 2721; 18 USC § 2722).
- (b) Victim information (O.C.G.A. § 17-17-10; O.C.G.A. § 17-17-14).
- (c) Confidential evaluations submitted to or prepared by a governmental agency in connection with appointing or hiring a public employee (O.C.G.A. § 50-18-72).
- (d) Ongoing investigation material, including physical evidence and surveillance information, other than initial arrest and incident reports (O.C.G.A. § 50-18-72).
- (e) Reports involving but not limited to child abuse and deprivation (O.C.G.A. § 49-5-40).

Glynn County Police Department

Policy Manual

Records Maintenance and Release

- (f) Information concerning holders of weapons carry applications or possessing firearms (O.C.G.A. § 50-18-72).
- (g) Information that is obtained through investigating the suspension of, firing of, or complaints against public officers or employees for a period of 10 days following the presentation of the information found during the investigation to the individual's agency (O.C.G.A. § 50-18-72).
- (h) The home address, date of birth, or home telephone number of a law enforcement officer (O.C.G.A. § 17-16-8).
- (i) Booking photographs unless the requestor submits a written request with an affirmation that the photographs will not be published or posted to a website that requires payment for the removal of the photograph (O.C.G.A. § 35-1-19).
- (j) Recordings taken by an officer in a place where there is a reasonable expectation of privacy when there is no pending investigation with the exceptions listed in O.C.G.A. § 50-18-72(26.2). The Glynn County Police Department does not have a duty to redact or obscure people, objects, or information that appears in a video recording from any law enforcement body-worn device or device located on or inside of a law enforcement vehicle, nor shall such body or officer have any civil liability for such depiction. (O.C.G.A. § 50-18-96(f)).
- (k) Data collected by department Automated License Plate Reader technology (O.C.G.A. § 35-1-22).
- (l) Any other information that may be appropriately denied by law (O.C.G.A. § 50-18-72).

See the Georgia Open Records Act and other state and federal statutes regarding the exemption from release for certain records and consult with the County Attorney's Office regarding prohibitions pertaining to the public disclosure of certain records or information contained in such records, if necessary. [See attachment: Exemptions to Disclosure Pursuant to Georgia Open Records Law.pdf](#).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, County Attorney, or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

Glynn County Police Department

Policy Manual

Records Maintenance and Release

804.7 RELEASED RECORDS

The Custodian of Records shall maintain a record of the following information for each record released pursuant to a subpoena or request under the Georgia Open Records law:

- (a) The date upon which the request was received
- (b) The date upon which compliance is required
- (c) The identity of the requestor
- (d) The date upon which the response was provided
- (e) The means of the response (personal delivery, certified mail, e-mail, etc.)
- (f) The identity of the responsible employee
- (g) The time taken to respond to the request and/or the amount charged.

In addition to the above information, a copy of the original request and any interim or final response or related correspondence identifying claimed exemptions from disclosure under Open Records laws shall be electronically maintained in accordance with applicable records retention laws.

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Glynn County Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Glynn County Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Glynn County Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information. [See attachment: Appointment of Protected Information Manager - Policy 805 \(09-01-2020\).pdf](#).

The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Driver Services (DDS) records and Georgia Criminal Justice Information System (CJIS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.
- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

Protected Information

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Glynn County Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (Ga. Comp. R. & Regs. r. 140-2-.09).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.5 RELEASE OF DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Administrative Division Commander for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

Glynn County Police Department

Policy Manual

Protected Information

- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (Ga. Comp. R. & Regs. r. 140-2-.02).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination (Ga. Comp. R. & Regs. r. 140-2-.16).

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.1.1 DEFINITIONS

Definitions related to this policy include (O.C.G.A. § 4-8-21):

Dangerous dog - Any dog that:

- (a) Causes a substantial puncture of a person's skin by teeth without causing serious injury. A nip, scratch, or abrasion shall not be sufficient to classify a dog as dangerous.
- (b) Aggressively attacks in a manner that causes a person to reasonably believe that the dog poses an imminent threat of serious injury although no such injury occurs. The acts of barking, growling, or showing of teeth by a dog shall not be sufficient to classify a dog as dangerous.
- (c) While off the owner's property, kills a pet animal, unless the dog is working or training as a hunting dog, herding dog, or predator control dog.

Serious injury - Any physical injury that creates a substantial risk of death; results in death, broken, or dislocated bones, lacerations requiring multiple sutures, or disfiguring avulsions; requires plastic surgery or admission to a hospital; or results in protracted impaired health including the transmission of an infection or contagious disease, or functional impairment of any bodily organ.

Vicious dog - Any dog that inflicts serious injury on a person or causes serious injury to a person as the result of the person's reasonable attempts to escape from the dog's attack.

806.2 POLICY

It is the policy of the Glynn County Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state, and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of the Glynn County Animal Control Department and include the following:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

Glynn County Police Department

Policy Manual

Animal Control

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
 - 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
 - 2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
 - 3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.
- (f) A dangerous or vicious dog is found in violation of the Georgia Responsible Dog Ownership Law (O.C.G.A. § 4-8-30).

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to the Georgia Responsible Dog Ownership Law (O.C.G.A. § 4-8-20 et seq.; O.C.G.A. § 4-8-1 et seq.); the Georgia Animal Protection Act (O.C.G.A. § 4-11-1 et seq.); the Georgia Humane Care for Equines Act (O.C.G.A. § 4-13-1 et seq.); and laws relating to the sterilization of animals (O.C.G.A. § 4-14-1 et seq.).

Members should conduct an investigation on all reports of animal cruelty. Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

806.5.1 ANIMAL HUSBANDRY

Before filing criminal charges for conduct involving animal husbandry of food animals, members should make a reasonable effort to determine whether the conduct is in accordance with standard practices (O.C.G.A. § 4-1-7).

Animal Control

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members shall attempt to identify and notify the owner of the final disposition of the animal (O.C.G.A. § 4-8-30).

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.8.1 CONFISCATION OF DANGEROUS OR VICIOUS DOG

Members shall immediately confiscate any dangerous or vicious dog when discovering a violation of the Georgia Responsible Dog Ownership Law. This includes a dog that (O.C.G.A. § 4-8-30):

- (a) Poses a threat to the officer or another person.
- (b) Is causing injury or damage to any livestock, poultry, or pet animal.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs) because such calls may involve significant quality of life issues. Watch Commanders may prioritize such calls for service and, where not active, ongoing or repetitive in nature, refer a complaint to the Glynn County Animal Control Department.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the responding member.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

Glynn County Police Department

Policy Manual

Animal Control

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.11.1 VETERINARY CARE

When the owner or responsible handler cannot be located and the animal is not an immediate danger to the community, it shall be taken to a veterinarian:

Members are authorized to impound and take any animal to a veterinarian when (O.C.G.A. § 4-11-9.2):

- (a) The animal has not received humane care.
- (b) The animal has been subject to cruelty in violation of O.C.G.A. § 16-12-4.
- (c) The animal has been used or is intended to be used for dog fighting in violation of O.C.G.A. § 16-12-37.
- (d) It is determined that a consent order or other order concerning the treatment of animals is being violated.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.