

AN ORDINANCE TO PRESCRIBE THE METHOD OF APPOINTMENT AND DUTIES OF OF THE HAMPTON POLICE DEPARTMENT, AND OTHER MATTERS CONCERNING THE COMPOSITION, PERSONNEL AND OPERATION OF THIS DEPARTMENT.

THE COUNCIL OF THE CITY OF HAMPTON HEREBY ORDAINS:

THAT the method of appointment and the duties of the Chief and personnel of the Hampton Police Department, and regulations as to the operation of this Department shall be as follows:

- I. COMPOSITION. The Hampton Police Department shall consist of the Chief of Police, Assistant Chief of Police, and such other officers and personnel as the Mayor and Council shall prescribe.
- II. RANK. Following the Chief of Police and the Assistant Chief of Police in rank shall be the Captain, the Lieutenants, the Sargents, and patrolmen, in order of seniority in each group. Promotions above the rank of Patrolman will be approved by the Mayor and Council upon the advise of the Police Committee.
- III. CHIEF OF POLICE. The Chief of Police shall be the chief executive officer of the Police Department, subject always to the orders and regulations of the Mayor and Council. In the exercise of his duties, the Police Chief shall have the power to establish and enforce rules and regulations for the government of its members and employees of the department, which rules shall, however, be considered subordinate to the ordinances of the City and the laws of the State of Georgia.
  - A. BOND AND OATH. Prior to entering upon the discharge of his duties, the Chief of Police of the City of Hampton shall execute a bond in the amount of \$5,000 dollars and shall take and subscribe the oath prescribed by this code.

CHIEF OF POLICE - Cont'd

B. DUTIES. The Chief of Police shall have the following duties:

1. To attend meetings of the Hampton City Council when requested, and all trials before the Recorders Court;
2. To see to the proper service of all summonses, subpoenas, citations, executions, attachments and rules of the City Council;
3. To see to the collection of all fines and costs imposed by the Recorders Court;
4. To see that the ordinances, rules and regulations of the city and all statutes applicable therein are fully enforced;
5. To preserve the public peace, prevent infractions of the law and arrest violators thereof;
6. To protect the rights of persons and property;
7. To oversee the conduct of the Officers and men of the police force and police auxiliary, and to be held strictly responsible for such conduct and for the general good order of the department.
8. To keep adequate records of all personnel and equipment of the department including a log of all questions, activities and investigations;
9. To submit a monthly report to the city council outlining the number and type of arrest for state offenses, the number and type of cases involving violations of municipal ordinances, and the number of arrest made and cases reported by each police officer;
10. To submit monthly to the Georgia Department of Public Safety the "Uniform Crime Report" prescribed by state law (Ga. Code Ann. 92A 2501);
11. The Chief of Police shall be subject to call for duty 24 hours a day when needed. While it is expected that he will work a reasonable number of duty hours a week, there will be no set hours of duty. The Chief will make available to the Assistant Chief the telephone number or place that he may be reached in the event he is needed on calls of a serious nature while off duty;

DUTIES - Cont'd

12. The Chief of Police shall attempt to maintain the best possible working relationship with all law enforcement agencies;

13. To discharge such other duties as may be required of him by the Mayor and Council.

C. RESIGNATION, REMOVAL, DEATH OR DISABILITY. In the event of resignation, removal, death or disability of the police chief, the officer next in rank shall perform the duties of the Chief until removal of such disability or until a successor has been duly appointed.

IV. ASSISTANT POLICE CHIEF. The assistant Chief shall be appointed by the chief of police subject to the approval of the mayor and city council.

A. DUTIES.

1. To perform normal shift duty as other patrolmen;
2. To assume the duties of the Chief of Police during the absence of the chief, resignation, removal, death or disability of the chief.
3. Subject to the same duties and conduct as patrolmen.

V. POLICE OFFICERS.

A. QUALIFICATIONS. Any person employed by the city as a police officer shall have the following qualifications:

1. Be at least 21 years of age;
2. Be a citizen of the United States;
3. Have a high school diploma or its recognized equivalent;
4. Not have been convicted by any State or the Federal Government of any crime, the punishment for which could have been imprisonment in a Federal or State prison or institution; nor shall have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law;

QUALIFICATIONS - Cont'd

5. Be fingerprinted and a search made of local, state and national fingerprint files do disclose any criminal record;
6. Possess good moral character as determined by investigation under procedures established by the Georgia Peace Officers Standards and Training Council;
7. Have an oral interview with the mayor and council to determine such things as applicants appearance, background and ability to communicate;
8. Be found after examination by a licensed physician or surgeon, to be free from any physical, emotional or mental conditions which might adversely affect his exercising the powers or duties of a police officer.
9. Complete satisfactorily at least a basic course of instruction within twelve (12) months of the date of his appointment as a police officer, except that an extension may be granted by the Georgia Peace Officers Standards and Training Council on account of illness, injury, military service, or other reasons deemed sufficient by said Council.

B. BOND AND OATH. Prior to entering upon the duties of their respective offices, all officers of the Police Department shall execute a bond in the amount of \$3,000 dollars and shall take and subscribe the oath prescribed by this code.

C. DUTIES. It shall be the duty of the officers of the police force to acquire full knowledge of and enforce all of the ordinances of the City and all statutes applicable therein, to become familiar with the rules and regulations established by the police chief concerning the discipline, good order, proper conduct, care and management of the police department, and to respect and obey all orders of the police chief not in conflict with the law or ordinances of the city.

D. CONDUCT. Every member of the police department shall conduct himself or herself in a proper and law-abiding manner at all times and shall avoid the use of unnecessary force. Prohibited conduct shall include, but not be limited to, the following;

1. Absence from regular hours of duty without permission;
2. Sleeping or loafing on duty;
3. Insubordination or disobedience of orders;
4. Engaging in any games of chance;
5. Drinking any intoxicating beverage while on duty or in uniform;
6. Wilfull mistreatment of any person or prisoner;
7. Using violent, profane or insolent language;
8. Acting in a disorderly, immoral or any other manner so as to bring discredit to the department;
9. Giving out or releasing any information covering the affairs, business or operation of the police department without the consent of the police chief;
10. Receiving or accepting an award from a person, firm or corporation for any services rendered in the line of duty unless approved by the City Council;
11. Accepting bribes of money, gifts or other articles of apparent or actual value, or accepting any fee, reward or gift of any kind from a person arrested or from any friend in his behalf while he is in custody or after his release or discharge;

E. PENALTIES FOR IMPROPER CONDUCT. Any police officer violating the rules and regulations of the police department or of this code, upon conviction therefor by the city council, after due notice and hearing, or upon the plea of guilty, shall be reprimanded, fined, suspended or dismissed by the city council. Any one or more of said penalties may be imposed in the discretion of the city council.

VI. ARMS AND UNIFORMS. Each officer and member of the police department shall be furnished with such uniform and police equipment as provided for by the city council. Uniforms shall be kept clean and pressed and shall be worn on duty at all times, unless otherwise ordered by a superior officer. The equipment and uniforms furnished by the city shall be and always remain the property of the city and shall be, when a change is ordered or on retirement from office, returned to the city. The members of the department shall be liable on their bond for any loss or careless destruction of or damage to their uniforms.

VII. ARREST. Police officers shall have the power to make arrest and in exercising such power shall observe all requirements imposed by the United States Constitution and by all other provisions of law.

ADOPTED THIS 14<sup>th</sup> DAY OF October, 1975.

*Blair Mitchell*  
MAYOR

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ATTEST

*Cynthia Hall*  
CLERK