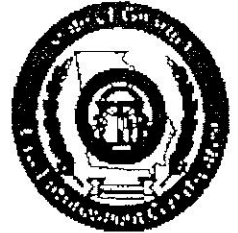




Georgia Association of Chiefs of Police
Georgia Law Enforcement Certification Program
On-Site Assessment – Final Report



To: Mark Bender
Director of State Certification

From: Chief Bruce Carlisle
City of Lavonia

Date: October 12, 2017

Type: 5th Edition Standards

Initial Certification
 Re-Certification
 Re-Certification Tier 1
 Re-Certification Applicable to Georgia

Agency: Americus Police Department

Agency CEO: Chief Mark Scott

Certification Manager: Detective Sergeant Eric English

Dates of Assessment: October 10-11, 2017

Assessment Team:

Team Leader

Bruce Carlisle
Chief of Police
City of Lavonia

Assessor (if necessary)

Jimmy Black
Captain
Jones County Sheriff's Office

Shadow Assessor (if necessary)

*Lieutenant Jeremy Taylor
Police Certification Coordinator
Cordele Police Department*

Agency Profile

The Americus Police Department is located in Sumter County with a population of just over seventeen thousand (17,000) residents. With an area of 10.7 square miles, Americus is the county seat of Sumter County and is the principle city of the Americus Micropolitan Statistical Area. Americus is the home of Habitat for Humanity's international headquarters, the famous Windsor Hotel, the Fuller Center for Housing international headquarters, the Rosalynn Carter Institute for Caregiving, Glover Foods and many more well-known organizations.

The Americus Police Department is commanded by Chief Mark Scott who has served in that capacity for one year and seven months. Prior to his appointment to the chief's position, Chief Scott served as the Deputy Chief for the Albany Police Department. Chief Scott is very active in the Georgia Association of Chiefs of Police. He is the elected district representative for district two and serves as a co-chair for the Ad Hoc Committee on Chief's Peer Group. Chief Scott is also a state certification Team Leader Assessor.

The Police Department is a full service law enforcement agency operating with three major divisions: Chief's Office, Operations and Administrative Services. The Operations Division consists of: Patrol, Criminal Investigations and K-9 Unit. The Administrative Services Division consists of: Community Services, Evidence/Property, Certification, Grant Writing, Animal Control and Municipal Court. Personnel assigned to Patrol function on a twelve hour shift with one lieutenant, one sergeant and an allotment of officers. Officers are assigned to specific zones within the city with the lieutenant and sergeant serving as back-up as needed. The police department has forty-eight budgeted law enforcement positions and they are currently in an active recruitment period to fill the vacant positions.

Assessment Summary

Accommodations for the assessment team were at the historic Windsor Hotel which originally opened for business in 1892. The hotel closed after many years of servicing guests, but approximately ten years ago, the hotel was purchased and renovated to replicate its original appearance. We found that the accommodations were outstanding. The hotel was also within walking distance of the police department and many fine dining establishments.

Upon our arrival at the police department on day one, we were met in the lobby by Chief Scott and Certification Manager English. We were escorted to a conference room adjacent to the municipal court room which had been prepared for our use during the assessment process. We found the room to be of adequate space with all necessary supplies for our use. There were ample snacks and drinks for our consumption. I explained the process to the chief and certification manager and provided them the opportunity to ask questions and they had none.

Chief Scott then gave us a tour of the police department (including the property/evidence room and municipal court which will be discussed in a separate section) and introduced us to key personnel within the police department. Upon completion of the tour, we returned to the conference room and began our review of the files. The vast majority of the files were reviewed

on day one. Day two consisted of completing the review of the files and participating in a tour of the city with the certification manager.

The on-site assessment of the Americus Police Department was an extremely smooth process and all of their personnel were friendly and receptive to suggestions and/or comments. They all displayed a sincere desire to perform their duties with utmost professionalism.

Chapter Summaries

Chapter One

All files were neatly prepared and easy to review. There were no file maintenance/non-compliant issues.

Chapter Two

All files were neatly prepared and easy to review. There were no file maintenance/non-compliant issues.

Chapter Three

Standard 3.4 – File was returned to redact personal information and the removal of the criminal history. The appropriate corrections were made and compliance was verified.

All files were neatly prepared and easy to review. There were no other file maintenance/non-compliant issues.

Chapter Four

Standard 4.3 – Waiver verified

Standard 4.5 – Waiver verified

Standard 4.8 – Waiver verified

All files were neatly prepared and easy to review. There were no file maintenance/non-compliant issues.

Chapter Five

Standard 5.20 - File was returned for a minor file maintenance issue. The appropriate corrections were made and compliance was verified.

Standard 5.29 – Waiver verified

All files were neatly prepared and easy to review. There were no other file maintenance/non-compliant issues.

The chief then escorted the team to the property/evidence room. It is a standalone building in the rear of the police department parking lot. The brick building is within a chain-link fence that remains locked at all times. As we entered the front door, our attention was directed to the alarm system which when activated, produces an audible alarm and simultaneously alerts a monitoring service. Within the first section of the building is a room/office for the property/evidence custodian who was present upon our entrance. Chief Scott introduced Lieutenant Sims as the property/evidence custodian to the team. Each team member as well as the chief and certification manager were required to sign in prior to proceeding into the property/evidence storage area. The first section contained a safe and large locked container for drugs, valuables and firearms, which was in compliance with applicable standards. The second (larger room) contained the remainder of the property/evidence. The team reviewed the files and Lt. Sims located our requested items without hesitation. Chief Scott also directed our attention to an interior surveillance/motion detector system throughout the entire property/evidence building. Upon inspection of the property/evidence room (building) the assessment team determined that the building met all applicable standards.

On the afternoon of day one, the assessment team was escorted to the 911 dispatch center by Certification Manager English. Dispatch services for the Americus Police Department are provided by Middle Flint Regional E9-1-1 which is purportedly Georgia's largest E9-1-1 service area. In addition to Americus, the center provides dispatch services for all public safety entities in the following counties: Sumter, Dooly, Macon, Schley, Webster, Marion, Taylor and Talbot. In all, the center serves seventy agencies, covering 2819 square miles. The center is located in Ellaville, Georgia. Upon our arrival at the center, we were greeted by Director Jason Lawson and Operations Manager Jennifer English. The team was taken on a tour of the facility and verified twenty-four hour telephone access, twenty-four hour two-way radio capability, immediate playback, recording retention and secure handling and storage of recordings. The team found the center to be a professionally operated facility that met or exceeded applicable standards.

On day two upon the completion of the file review, the team joined Certification Manager English on a tour of the city. We travelled through the various zones observing highlighted trademarks as well as historic high crime areas. We ended our tour at Georgia South Western State University where we were met by Campus Chief Michael Tracey and Chief Scott. The team was able to have a very meaningful conversation with the chiefs and with that, we returned to the police department.

Agency Interviews

There were no official interviews conducted

Waiver(s):

4.3, 4.6, 4.8, 5.29, 6.6 and Chapter 8

Files Sent Out for Repair:

File Maintenance	3.4, 5.20, 6.4, 6.5	4
Non-Compliant	None	0
Files Returned Multiple Times	None	0

Standards Found to be in Non-Compliance:

Standards found to be in non-Compliance	None	0
---	------	---

Standards Found to be Compliance/Written Directive Change

Standards found to be in – Compliance/ Written Directive Change	None	0
---	------	---

Agency Totals

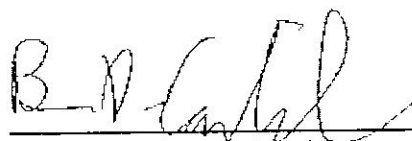
<i>Standards found to be in compliance</i>	108
<i>Standards found to be compliant/written directive change</i>	0
<i>Standards found to be in non-compliance</i>	0
<i>Standards that were granted waiver</i>	21
TOTAL NUMBER OF STANDARDS	129

Exit Interview:

The exit interview was conducted in the conference room that had been utilized for the file review process. In addition to the assessment team, present were Chief Scott, Major Richard McCorkle, Major Herman Lamar and Certification Manager Eric English. I began the interview by thanking the chief and his staff for the hospitality displayed to us from the beginning of the process through fruition. I advised them that it was evident that the Americus Police Department's entire staff practices a professional law enforcement philosophy while performing their assigned duties and that it had been my pleasure to serve as the team leader during their initial assessment. I gave the staff members present an overview of the files that I had reviewed and reiterated that there were no areas of concern. I advised them that the assessment team had talked with Certification Manager English throughout the process and had open dialog as it related to suggestions and/or recommendations going forward. Assessor Jimmy Black spoke next and echoed my praise for the hospitality as well as the professional manner in which the police department functions. Assessor Black discussed the files that he reviewed with the staff members and assured them that the team found no areas of concern. Shadow Jeremy Taylor then spoke to the group and thanked them for the opportunity to serve in the capacity of a shadow. He advised the group that he was new to the process and felt as though he had gained a great deal of knowledge through the experience. Chief Scott then spoke and thanked the assessment team for our time and dedication to the state certification program. I then opened the floor for questions and there were none. The exit interview then concluded.

Recommendation:

It was a distinct honor to have served as the team leader for the on-site assessment of The Americus Police Department. Under the direction of Chief Mark Scott, the agency has proven beyond any doubt that they are a professional law enforcement agency. Their hard work and diligence was evident throughout this assessment. I am of the firm belief that The Americus Police Department has proven that they are worthy of being recognized as a leader in professional police services in the State of Georgia and with that, I highly recommend that they be granted State Certification status. My recommendation is being made without any reservations whatsoever.



Signature of Team Leader

(Please attach assessor worksheets)

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: One	ASSESSOR'S NAME: Chief Bruce Carlisle DATE: 10/10/2017 ASSESSOR INITIALS: BC PAGE One OF Two
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
1.1	C	Officers have access to the Mission Statement electronically an is posted throughout the PD
1.2	C	
1.3	C	Good policy and proofs provided
1.4	C	Very detailed policy
1.5	C	Good
1.6	C	Good policy
1.7	C	Good proof for both sworn and civilian personnel
1.8	C	
1.9	C	
1.10	C	
1.11	C	Very good proof
1.12	C	
1.13	C	Good proof
1.14	C	
1.15	C	

CHAPTER OVERVIEW

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: One	ASSESSOR'S NAME: Chief Bruce Carlisle DATE: 10/10/2017 ASSESSOR INITIALS: BC PAGE Two OF Two
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
1.16	C	Good policy and documentation
1.17	C	
1.18	C	
1.19	C	
1.20	C	
1.21	C	Good policy
1.22	C	
1.23	C	Good documentation
1.24	C	
1.25	C	
1.26	C	Good policy
1.27	C	
1.28	C	

CHAPTER OVERVIEW

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: Two	ASSESSOR'S NAME: Chief Bruce Carlisle DATE: 10/10/2017 ASSESSOR INITIALS: BC PAGE One OF One
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
2.1	C	
2.2	C	
2.3	C	
2.4	C	
2.5	C	
2.6	C	
2.7	C	
2.8	C	Exceptional File
2.9	C	

CHAPTER OVERVIEW

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

<u>AGENCY: Americus Police Department</u> <u>CHAPTER: Three</u>	<u>ASSESSOR'S NAME: Chief Bruce Carlisle</u> <u>DATE: 10/10/2017</u> <u>ASSESSOR INITIALS: BC</u> <u>PAGE One</u> <u>OF One</u>
--	---

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
3.1	C	
3.2	C	
3.3	C	
3.4	F/M, C	Redact personal information and remove criminal history-File maintenance. Proper documentation was added and compliance verified
3.5	C	
3.6	C	
3.7	C	
3.8	C	Very detailed policy and good documentation
3.9	C	
3.10	C	
3.11	C	
3.12	C	

CHAPTER OVERVIEW

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: 4	ASSESSOR'S NAME: Jimmy Black DATE: 01/10/2017-01/11/2017 ASSESSOR INITIALS: JB PAGE 1 OF 1
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
4.1	C	
4.2	C	
4.3	W	Waiver Verified
4.4	C	
4.5	C	
4.6	W	Waiver Verified
4.7	C	
4.8	W	Waiver Verified

CHAPTER OVERVIEW
Initial on-site assessment. Suggestions were made for types of proofs to be utilized for future assessments./JB

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: 5	ASSESSOR'S NAME: Jimmy Black DATE: 01/10/2017-01/11/2017 ASSESSOR INITIALS: JB PAGE 1 OF 3
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
5.1	C	
5.2	C	
5.3	C	
5.4	C	
5.5	C	
5.6	C	
5.7	C	
5.8	C	
5.9	C	
5.10	C	
5.11	C	
5.12	C	
5.13	C	
5.14	C	
5.15	C	

CHAPTER OVERVIEW

Initial on-site assessment. Suggestions were made for types of proofs to be utilized for future assessments./JB

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: 5	ASSESSOR'S NAME: Jimmy Black DATE: 01/10/2017-01/11/2017 ASSESSOR INITIALS: JB PAGE 2 OF 3
--	---

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
5.16	C	
5.17	C	
5.18	C	
5.19	C	
5.20	FM	Sent out for file maintenance, returned IN COMPLIANCE.
5.21	C	
5.22	C	
5.23	C	
5.24	C	
5.25	C	
5.26	C	
5.27	C	
5.28	C	
5.29	G	
5.30	C	

CHAPTER OVERVIEW

Initial on-site assessment. Suggestions were made for types of proofs to be utilized for future assessments./JB

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: 5	ASSESSOR'S NAME: Jimmy Black DATE: 01/10/2017-01/11/2017 ASSESSOR INITIALS: JB PAGE 3 OF 3
--	---

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
5.31	C	
5.32	C	
5.33	C	
5.34	C	
5.35	C	

CHAPTER OVERVIEW

Initial on-site assessment. Suggestions were made for types of proofs to be utilized for future assessments./JB

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: 6	ASSESSOR'S NAME: Jimmy Black DATE: 01/10/2017-01/11/2017 ASSESSOR INITIALS: JB PAGE 1 OF 1
--	---

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
6.1	C	
6.2	C	
6.3	C	
6.4	FM	Sent out for file maintenance, returned IN COMPLIANCE
6.5	FM	Sent out for file maintenance, returned IN COMPLIANCE
6.6	W	Waiver verified
6.7	C	
6.8	C	
6.9	C	
6.10	C	
6.11	C	
6.12	C	
6.13	C	
6.14	C	
6.15	C	
6.16	C	

CHAPTER OVERVIEW

Initial on-site assessment. Suggestions were made for types of proofs to be utilized for future assessments./JB

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: Seven	ASSESSOR'S NAME: Chief Bruce Carlisle DATE: 10/11/2017 ASSESSOR INITIALS: BC PAGE One OF One
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
7.1	C	
7.2	C	Good documentation
7.3	C	
7.4	C	
7.5	C	

CHAPTER OVERVIEW

STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM

On-Site Assessment Assessor Worksheet

AGENCY: Americus Police Department CHAPTER: Chapter Eight	ASSESSOR'S NAME: Chief Bruce Carlisle DATE: 10/11/2017 ASSESSOR INITIALS: BC PAGE One OF One
--	--

Standard Number	Level of Compliance	COMMENTS / RECOMMENDATIONS
8.1	Waiver	Waiver Verified
8.2	Waiver	Waiver Verified
8.3	Waiver	Waiver Verified
8.4	Waiver	Waiver Verified
8.5	Waiver	Waiver Verified
8.6	Waiver	Waiver Verified
8.7	Waiver	Waiver Verified
8.8	Waiver	Waiver Verified
8.9	Waiver	Waiver Verified
8.10	Waiver	Waiver Verified
8.11	Waiver	Waiver Verified
8.12	Waiver	Waiver Verified
8.13	Waiver	Waiver Verified
8.14	Waiver	Waiver Verified
8.15	Waiver	Waiver Verified

CHAPTER OVERVIEW

8.16	Waiver	Waiver Verified
------	--------	-----------------