



STATE OF ARKANSAS  
*City of Brookland*

RESOLUTION 2016-09

WHEREAS, Act 1207 of 2003 of the State of Arkansas declares that, no member of the Arkansas State Police, Arkansas Highway Police, a sheriff's department, a municipal police department, constable, or any other law enforcement officer of this state shall engage in racial profiling; and

WHEREAS, the Brookland City Council has previously passed a resolution adopting policies relating to biased law enforcement practices and profiling individuals in accordance with Arkansas law; and

WHEREAS, the Brookland City Council wants to annually review these policies; and

BE IT RESOLVED, by the City Council of the City of Brookland, Arkansas that the attached policy relating to biased law enforcement practices and profiling individuals is hereby adopted as official policy and it is incorporated into Section 34 of the City of Brookland Police Department Policy and Procedures Manual.

Passed and adopted this 14<sup>th</sup> day of March, 2016.

  
Kenneth Jones, Mayor

ATTEST:

  
Billy Dacus, City Clerk



**BROOKLAND POLICE DEPARTMENT**  
**BIASED LAW ENFORCEMENT PRACTICES**  
**March 2016**

**1. Purpose**

- (A) Members of this law enforcement agency shall not violate the constitutional rights of persons, regardless of race, ethnicity, national origin, religion, color, creed, gender, age, sexual orientation, disability or any other belief system.
- (B) This policy serves to (1) reaffirm that the Brookland Police Department is committed to unbiased law enforcement practices, (2) further clarify the circumstances in which officers may consider race or ethnicity when making enforcement decisions, and (3) reinforce procedures that assures the public that the Brookland Police Department is providing service and enforcing laws in an equitable and lawful fashion.

**2. Prohibition and Prevention of Racial/Bias Profiling; Departmental Policy:**

It is the policy of this department to respect the rights of all persons. As such, this department will work diligently to ensure the following:

- (A) Law enforcement officers of the Brookland Police Department shall not violate citizens' equal protections rights. Toward this end, members are prohibited from engaging in racial/bias profiling in any aspect of law-enforcement activity as defined by this policy.
- (B) It shall be the policy of this law enforcement agency that officers base pedestrian or motor vehicle stops, detentions, investigative activities, searches, property seizures, or arrests of a person upon a standard of reasonable suspicion or probable cause in compliance with the United States and Arkansas Constitutions as well as federal and state law.
- (C) Law enforcement officers of this agency shall be prohibited from utilizing race, ethnicity, national origin or religion as the sole factors in making law enforcement decisions, except to determine whether a person matches the description of a particular suspect.
- (D) The statements of policy and definitions contained herein shall not be construed or interpreted to be contrary to the Arkansas Rules of Criminal Procedure or the Constitutions of the United States or the State of Arkansas.



### **3. Definitions**

- (A) “Probable cause” means that set of facts or circumstances based on reliable information, personal knowledge or observation by an officer, which reasonably shows and would warrant an ordinary prudent person in believing that a particular person has committed, is threatening, or is about to commit some criminal violation of the law. This definition is subject to federal and state court interpretation and other applicable law.
- (B) “Reasonable suspicion” means a suspicion based on facts or circumstances which themselves do not give rise to the probable cause requisite to justify a lawful arrest, but which give rise to more than a bare suspicion; that is, a suspicion that is reasonable as opposed to an imaginary or purely conjectural suspicion. This definition is subject to federal and state court interpretation and other applicable law.
- (C) “Reasonable cause to believe” means a basis for belief in the existence of facts which, in view of the circumstances under and purposes for which the standard is applied, is substantial, objective, and sufficient to satisfy applicable constitutional requirements. This definition is subject to federal and state court interpretation and other applicable law.
- (D) “Reasonable belief” means a belief based on reasonable cause to believe. This definition is subject to federal and state court interpretation and other applicable law.
- (E) “Racial profiling” means the practice of a law enforcement officer relying, to any degree, on race, ethnicity, national origin or religion in selecting which individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on the criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect, and the description is thought to be reliable and locally relevant. This definition is subject to federal and state court interpretation and other applicable law.

### **4. Field Officer Responsibilities**

- (A) Members of this law enforcement agency, whether sworn, civilian, or volunteer, shall treat every person with courtesy and respect when interacting with the public and will conduct all law enforcement duties in a professional manner.
- (B) Officers shall base all pedestrian and motor vehicle stops, detentions, investigative activities, or arrests on a standard of reasonable suspicion or probable cause and in doing so shall not violate this policy.

- (C) Upon initial contact, and when feasible and reasonable to do so, each law enforcement officer shall provide his or her full name, written identification, jurisdiction, and the reason for the pedestrian or motor vehicle stop to the accused. If asked for a serial or badge number by the pedestrian or driver of a motor vehicle, the law enforcement officer shall oblige, when it is reasonable to do so, by providing such information.
- (D) When stopping a pedestrian or a driver of a vehicle for an alleged motor vehicle violation, each law enforcement officer shall take into account circumstances associated with each individual pedestrian or motor vehicle stop and shall use discretion in determining whether to issue a verbal warning, a written warning, or a citation.
- (E) In an effort to minimize conflict during interactions with accused violators when stopping and/or detaining persons, it is recommended that officers attempt, where feasible and reasonable, to:
1. Extend a customary greeting to each person such as: Good morning, afternoon or evening.
  2. Identify themselves by name. For instance: I am Officer \_\_\_\_\_ of the Brookland Police Department.
  3. Explain the reason for the stop or detention: I stopped you because \_\_\_\_\_
  4. Listen politely and give the accused ample opportunity to tell his or her story and explain his or her behavior.
  5. Politely ask for identification and any required documents: May I please see your driver's license, registration, and proof of motor vehicle insurance?
  6. Complete paperwork and advise driver or pedestrian as to what action is being taken and what, if anything, the person must do as a result, such as pay a fine, obtain a court hearing, etc.
  7. Extend a departing pleasantries such as: Please drive safely or thank you for your cooperation.
  8. Make sure the driver is able to merge safely back into traffic.
  9. Remain courteous and project a professional demeanor during the interview, questioning or contact.
  10. Officers shall refrain from participating in or encouraging any actions or statements that could be reasonably perceived as racial/basis-related profiling, including but not limited to racial slurs or derogatory references about a minority group.
  11. Officers shall report any facts of racial/bias-related profiling to their immediate supervisor as is more specifically defined herein.

## **5. Supervisor Responsibilities**



(A) Each supervisor is responsible for ensuring that all personnel under their command fully understand the content of this policy and are operating in compliance with the procedures herein.

(B) Each supervisor shall be responsible for making contact, when possible, with any known complainant alleging biased law enforcement practices by his or her field officers, either on the scene or by telephone and documenting same in writing using departmentally approved forms.

1. If the complaint is not resolved, and forms have not already been filled out, the supervisor shall offer to provide the complainant a Citizen Complaint Form.

- (a) If the supervisor arrives at the scene of the allegation, then she/he shall provide a Citizen Complaint Form and collect the mobile video/audio recording (MVR) tape, if applicable, from the field officer.

2. The supervisor shall further provide guidance to the complainant, as needed, in completing and filing the complaint as well as explain the department's policy and in particular the investigative process.

(C) Upon receipt of a complaint, each supervisor shall address the matter in a timely manner by doing the following:

1. Evaluate, provide a written report, and process each Citizen Complaint Form alleging biased law enforcement practices to the agency head or his or her designee or to the Internal Affairs Unit, if applicable.

- (a) Written reports shall be completed within twenty-four (24) hours of filing by complainant.

2. Evaluate, copy, and submit a written report to the agency head or his or her designee detailing the review of the MVR tape, if applicable.

- (a) Each supervisor shall maintain a copy of the MVR tape, if applicable and written report prior to submitting to the agency head or his or her designee or the Internal Affairs Unit.

- (b) The written MVR Tape Report shall be completed within twenty-four (24) hours of filing by the complainant and submitted to the agency head or his or her designee or the Internal Affairs Unit for investigation.

## **6. Allegations of Biased Law Enforcement Practices**

(A) When accused of biased law enforcement practices, the field officer shall first contact their immediate supervisor for advisement on the situation.

1. When practical to do so, the Supervisor shall report to the scene to mediate the situation.
  2. Field Officers shall provide complainant(s) with the full name and telephone number of his or her immediate supervisor, and the contact name and telephone number of the agency head or his or her designee, or the supervisor of the Internal Affairs Unit, if applicable.
  3. Field Officers shall complete a written report detailing the incident, the allegation(s) made, the purpose for the pedestrian or motor vehicle stop, detention, investigative activity or arrest, and submit the report to his or her supervisor.
- (B) Along with their written report, field officers shall submit the MVR tape containing the encounter in question, if applicable, to his or her supervisor.
- (C) All allegations of biased law enforcement practices shall be investigated by the department in a like and consistent manner.

## **7. Departmental Review**

- (A) Management of this law enforcement agency shall implement a systematic review process for investigating allegations of racial profiling to determine whether any officers of the law enforcement agency have a pattern of stopping or searching persons.
- (B) These analyses shall identify allegations specific to biased law enforcement practices.
- (C) If a pattern is identified, the agency head or his or her designee or the Internal Affairs Unit, if applicable, shall be responsible for conducting an investigation to determine whether a trend is present indicating that an officer may be using race, ethnicity, national origin, or religion as a basis for investigating other violations of criminal law.
- (D) Officers found to have engaged in biased law enforcement practices shall receive counseling, remediation, corrective training, timely assistance and/or discipline, including but not limited to termination, in a timely manner.

## **8. Documentation and Record Keeping**

- (A) Any officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic or who stops a pedestrian for any suspected offense shall document the stop with the following information, which shall be included in addition to any other information documented by the officer:



1. A physical description of each person detained as a result of the stop, including:
    - (a) the person's gender; and
    - (b) the person's race or ethnicity.
  2. The traffic law or ordinance alleged to have been violated or the suspected offense;
  3. Whether the officer conducted a search as a result of the stop, and if so, the basis for that search: consent of the person detained, existence of probable cause, frisk for weapons, or other;
  4. Whether any contraband was discovered in the course of the search and the type of contraband discovered;
  5. Whether the officer made an arrest as a result of the stop or the search, including a statement of the offense charged;
  6. The street address or approximate location of the stop;
  7. The date and time of the stop; and
  8. Whether the officer issued a warning or a citation as a result of the stop.
- (B) Every year, no later than April 1, this law enforcement agency will compile the above information relating to the race/ethnicity of individuals stopped.
- (C) The information will be reported in a format that may include, but is not limited to, the reporting of the data in numerical and/or percentage categories of ethnicity, stops, reasons for the stops, searches resulting from the stops, disposition of the stops, and the duration of the stops.
- (D) This law enforcement agency shall also compile data on individual officers to be used in evaluation and as an early warning system for possible racial/bias profiling.
- (E) The data and documentation collected pursuant to this general order shall not constitute prima facie evidence of racial profiling or any other violation of civil rights or of state or federal law.

## **9. Training**

- (A) Training in compliance with Ark. Code Ann. 12-12-1404 and regarding this policy. This training shall include:
- (B)
1. Training of all current and future agency employees as to this policy and the prohibition against racial/biased profiling;
  2. Annual in-service training stressing the understanding and respect for racial, ethnic, national, religious and cultural differences and development of effective and appropriate methods of carrying out law enforcement duties;
  3. Input from those classes of persons identified in the agency policy in development of curriculum; and
  4. Specific lesson plans for patrol officers, supervisors, etc.; and

5. A review of the agencies' operating procedures that implement the prohibition against racial profiling and the affirmation by agency employees that they have copies of, understand, and are following the policy, and

6. If necessary and possible, foreign language instruction to ensure adequate communication with residents of a community.

## **10.Communication to the Community of this Policy**

(A) This law enforcement agency shall be responsible for providing public information relating to the agency's efforts to comply with government mandates on racial profiling. This will include public education relating to the agency's complaint process. Avenues for this information may be, but not limited to, any of the following:

1. Pamphlets developed by the agency;
2. Public service announcements concerning this policy and additional outreach efforts on local radio stations, television stations and local Newspapers;
3. Community meetings and public forums in which bias/racial profiling is discussed, and
4. News/Press releases.

(B) Where appropriate to meet the goals of this policy, communication of this policy with the community shall be available in English and Spanish.

## **11.Retaliation**

(A) No member of this law enforcement agency, regardless of rank or stature, shall retaliate against fellow officers, officials, civilians, or volunteers for reporting incidents of biased law enforcement practices or for participating in or cooperating with the investigation of those incidents.

(B) Actions or behaviors found to constitute retaliation shall be immediately address and may lead to dismissal.

## **12.The Use of Mobile Video/Audio Recording (MVR) Equipment**

(A) If MVR equipment is available within the law enforcement agency, please refer to, The Use of Mobile Video and Audio Recording equipment in Vehicles.

## **13. Legislative Audit Requirements**

A.This law enforcement agency shall include a copy of this policy in the annual report that it submits to the Division of Legislative Audit.



## **14. Public Inspection**

A copy of this policy shall be kept at the Brookland Police Department and will be available for public inspection.

## **15. Application**

- (A) This order constitutes agency policy and is not intended to enlarge the employee's existing civil or criminal liability in any way. It shall not be construed as the creation of an additional cause of action by either the employee or any third party.

## **The Use of Mobile Video and Audio Recording Equipment in Vehicles**

### **I. Policy**

- (A) This policy sets forth principles and guidelines for the utilization of Mobile Digital Recording (MDR) equipment, if used, within this law enforcement agency. It will be the policy of this agency to facilitate such technology for the collection of evidence for criminal prosecution, to provide a means for administrative inspection, and to assist in training officers to improve safety and security tactics as well as for providing for better service to the community.

### **II. Purpose**

- (A) To establish policy and procedures on the use and storage of MDR equipment and data including but not limited to vehicle devices, body worn devices, and independently held devices.

### **III. Procedures**

- (A) Training
- (1) Each law enforcement officer will receive training on the proper use of MDR equipment.
    - (a) Training will be accomplished via a Field Training Officer, a classroom environment, or other methodology as determined by the chief or his or her designee.
    - (b) All training shall be documented.
- (B) Control and Management of MDR (equipment and data)
- (1) Be the property of this department.
  - (2) Officers shall not utilize self-owned recording equipment without written permission from the chief or his designee, and where authorization is given, data from the equipment shall be the property of this department and shall be downloaded, stored, and maintained in accordance with this policy.

- (3) Not be duplicated and/or used without authorization from the chief, or his or her designee.
- (4) Be maintained and stored in an manner that allows efficient identification and retrieval.
- (5) Not leave the custody of the department unless approved by the chief or his or her designee.
- (6) Be stored for one (1) year.
- (7) Be restricted in access to supervisory personnel only as may be defined by the chief or his or her designee.
- (8) MDR containing valuable information for case prosecution, criminal or civil proceedings, shall:
  - (a) Be protected as evidence.
  - (b) Be subject to the same chain of evidence safeguards as detailed in this department's Evidence Control Policy.
  - (c) Be duplicated and maintained in safe storage prior to being released as directed by the chief or his or her designee.

(C) General

- (1) MDR equipment in department vehicles will automatically activate when the vehicle's emergency warning devices are in operation.
- (2) MDR equipment installed in vehicles is the responsibility of the officer assigned to the vehicle, and will be maintained according to manufacturer's recommendations.
- (3) Non-vehicle MDR equipment will be operated as directed by the chief or his or her designee.

(D) Supervisory Responsibilities

- (1) All supervisors must be knowledgeable of MDR equipment, operations and functionality, and of departmental procedures for its use.
- (2) All district supervisors shall ensure the following:
  - (a) All officers under his or her command shall be knowledgeable of this policy.
  - (b) Equipment shall be checked at the shift's beginning to ensure that it functions properly and records the date and officer(s) name(s).
  - (c) Any needed repair of MDR equipment shall be duly arranged.

(E) Officer Responsibilities

- i. Prior to checking "in service," officers will determine whether their MDR equipment is working satisfactorily and will bring any problems at this or other times to the attention of their immediate supervisor as soon as possible.



- ii. The MDR equipment may be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic, during parade or funeral escorts, etc.
- iii. Officers must ensure that equipment is operating in order to record traffic stops or other enforcement actions. In so doing, they will ensure when practical, that:
  - (a) The digital recorder is positioned and adjusted to record events.
  - (b) The wireless microphone is on to provide narration with the digital recording to explain the reason for their current or planned enforcement action.
  - (c) Actions of suspects during interviews, when undergoing sobriety checks, or when placed into custody are recorded.
  - (d) Circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband are recorded.
  - (e) Officers shall not in any manner attempt to alter MDR recordings.
  - (f) Officers are encouraged to inform their supervisor of any recorded sequences that may be of value for training purposes.
  - (g) Officers will note the incident, arrest and related reports when digital/audio recordings are made during the incident in question.

***RECEIPT FOR  
BIASED LAW ENFORCEMENT POLICY***

***I have received a copy of the Brookland Police Department Biased Law Enforcement Policy.***

***I have read and agree to comply with this policy during my employment with the Brookland Police Department.***

***I further understand that I will be required to comply with future changes to this policy and regulations.***

\_\_\_\_\_  
***Employee signature***

\_\_\_\_/\_\_\_\_/\_\_\_\_  
***Date***

\_\_\_\_\_  
***Chief's Signature***

\_\_\_\_/\_\_\_\_/\_\_\_\_  
***Date***