



Lexington Police Department

Lexington, Kentucky

GENERAL ORDER

BY THE AUTHORITY OF THE CHIEF OF POLICE

G.O. 2015-01A Safety Officers

Rescinds: GO 2015-01

References: CALEA Chapter(s)

Effective Date: 07/22/16

Distribution Code: B | All Department Employees

Originally Issued: 2016

I. PURPOSE

The purpose of this policy is to establish the duties and responsibilities and related standards for safety officers.

II. POLICY

It shall be the policy of the Lexington Police Department that safety officers supplement the department's daily operational capabilities, enhance the department's ability to serve the community and provide an additional number of employees which may be deployed during times of natural or manmade emergencies.

Safety officers are expected to respond to calls for service, perform assigned job tasks and take appropriate action within the limits of their authority when performing their duties.

III. DEFINITIONS [KRS and RCO]

*KRS 67A.075 Safety officer -- Appointment -- Duties -- Compensation.

(1) The legislative body of urban-county governments may appoint as needed safety officers. Safety officers shall have duties as prescribed by ordinance, which may include but not be limited to:

(a) Issuance of citations for violation of motor vehicle offenses as provided for in KRS 186 and 189, provided that safety officers shall not have the authority to issue citations for moving violations.

(b) Issuance of citations for violation of any motor vehicle or traffic safety ordinance of the urban-county government.

(c) Control and direction of traffic on public thoroughfares.

(d) Removal of vehicles in violation of state or local law consistent with those laws.

(2) The ordinance prescribing the duties of safety officers shall set out the urban-county ordinances and the sections of KRS chapters 186 and 189 for which citation authority will exist.

(3) A safety officer may issue a citation for a misdemeanor or a violation committed in his presence as provided in this section. The procedures for violations shall be the same provided in KRS 431.015.

(4) Safety officers appointed by authority of this section shall have only the limited powers as

provided by this section and shall not have the powers of peace officers to make arrests or carry weapons.

(5) Safety officers shall successfully complete one hundred twenty (120) hours of appropriate training certified by the Kentucky Law Enforcement Council prior to being appointed as a safety officer.

(6) Safety officers shall be compensated and receive employment benefits as provided by urban-county ordinance.

(7) While in the process of securing information to complete accident reports and notwithstanding any statute to the contrary, safety officers may issue citations for violations of KRS 186.430, 186.450, 186.510, and 186.540.

Effective: July 15, 1994.

*Lexington-Fayette County Kentucky - Code of Ordinances**

Safety officers; qualifications, supervision, duties and limitations

1. Safety officers:

- a. Are appointed classified civil service positions.
- b. Shall be at least 21 years of age.
- c. Shall successfully complete at least 120 hours of certified KLEC training prior to being appointed.

2. The duties of a safety officer include (in addition to those listed above in KRS 67A.075):

- a. Issue citations for violations of various motor vehicle offenses (KRS and RCO's).
 - 1. Safety officers shall not have the authority to issue citations for moving violations.
- b. Investigate and report vehicle collisions.
- c. Assist in emergency areas and at disaster scenes.
- d. Assist at special events controlling traffic and providing citizens assistance.
- e. Issuance of citations to motor vehicles illegally parked in designated fire lanes pursuant to KRS 227.320.

** See RCO 18-47 for more details.

IV. PROCEDURES

A. Overview

1. Safety officers are civilian employees of the department who have limited enforcement powers. In accordance with KRS 67A.075, safety officers are not fully commissioned as peace officers and shall not be assigned duties requiring sworn officer status.

a. Safety officers shall not issue citations while off duty.

2. Newly hired safety officers will be placed on a probationary period, as determined by the Division of Human Resources, before being granted permanent status.

a. The probationary period allows for the observation of the safety officer's performance and to assist the safety officer in his or her new position.

3. Safety officers are expected to comply with all applicable sections of LFUCG and department policies, as well as applicable sections of KRS and RCO.

a. The LFUCG has established the Uniform Disciplinary Code to provide consistent rules governing performance and work behavior expected from employees at all levels. The Uniform Disciplinary Code outlines the penalties and remedial administrative actions for various types of work deficiencies and undesirable behavior. Refer to the LFUCG Employee Handbook, Chapter 17 Uniform Disciplinary Code, for more information.

4. Safety officers are assigned to the Bureau of Special Operations Traffic Section, and will report to designated supervisor(s) as determined by the bureau assistant chief.

5. Any supervisor or officer at a scene has a duty to offer guidance, assistance or support to any safety officer as needed, and are also responsible to take any action(s) necessary to ensure the personal safety of safety officers.

6. Safety officers shall utilize, recognize and respect the chain of command in all official actions and, if the chain of command is bypassed, the safety officer must be prepared to justify the departure from normal procedure.

7. Safety officers will be assigned to work during peak response times as scheduled by the Traffic Section, which will alleviate demands on patrol officers so they are more readily available to respond to higher priority incidents.

B. Training

1. Safety officers are required to complete KLEC-certified initial training as coordinated and provided by the Training Section.

2. Safety officers shall receive information on the following, upon appointment to their positions:

a. The department's mission, role, purpose, goals, policies, and procedures;

b. Working conditions and regulations; and

c. Responsibilities and rights of employees.

3. Upon successful completion of initial training, safety officers will take an oath of office administered by the LFUCG Council Clerk or designee.
4. Safety officers are also required to receive ongoing training commensurate with their responsibilities.
5. Initial (pre-service) and ongoing (in-service) training will include, at a minimum:
 - a. The skills necessary to perform technical aspects of their jobs, and
 - b. The importance of the link they provide between citizen and department, which often shapes a citizen's opinion of the agency.

C. Calls for Service Response Procedures

1. Safety officers provide an alternative method of handling certain calls for police service.
2. Instead of dispatching an officer, a safety officer may be dispatched to respond if the call complies with the proper criteria.
3. Safety officers may be dispatched to respond to, and may take appropriate enforcement actions within the limits of their authority at, the following and similar calls for service:
 - a. Injury traffic collisions
 1. Safety officers are not authorized to complete a collision report when the collision involves an injured person. If the safety officer is already in the process of completing a non-injury collision report, and an involved party then indicates they have or may have a minor injury, the safety officer is authorized to complete the report.
 3. The safety officer who is dispatched to assist officers at the collision scene will respond in a non-emergency manner.
 3. The officers at the scene will assess the overall situation and determine the most effective role for the safety officer. The safety officer may be assigned a traffic control function or be requested to serve in some other support capacity.
 - b. Non-injury traffic collisions
 1. Safety officers will not be dispatched to a non-injury collision that involves a known disorder, or a possible DUI or other intoxicated person.
 - c. Hit-and-run collisions
 1. Safety officers are not authorized to complete a collision report when the collision involves a hit-and-run.
 2. A safety officer may be dispatched to assist the responding police officer.

3. The officer at the scene will assess the overall situation and determine the most effective role for the safety officer.

d. Parking violation complaints on public or private property

e. Motorist assists

f. Traffic and/or roadway hazards

g. Malfunctioning or non-functioning traffic control devices

h. Traffic direction and/or control

1. Safety officers will not be present or perform traffic control functions at any active violent crime-related scenes or civil disturbances.

i. Abandoned or disabled vehicles

1. A safety officer will not be dispatched to a known recovered stolen vehicle.

4. Safety officers will utilize proper discretion and operate within the limits of their authority when issuing non-moving hazardous traffic citations, parking citations, or when citing and towing vehicles.

a. When citing and towing a vehicle, the safety officer should take into consideration whether citing and towing is deemed to be the most effective available enforcement action.

5. Safety officers shall not be dispatched when:

a. A crime is in-progress.

b. A suspect is present at an incident scene.

c. The caller sounds intoxicated, or an intoxicated person is known to be at the scene.

d. The caller sounds belligerent, angry or emotionally disturbed or such a person is known to be at the scene.

e. The caller knows the location of felony or misdemeanor suspects.

f. The incident involves an assault or violent crime against person(s).

g. The incident involves domestic violence.

h. The incident involves the known presence of a firearm or other weapon.

i. The incident involves a disorder.

- j. The incident may involve making a traffic stop.
 - k. Any other incident involving circumstances that may pose an unreasonable safety risk to the safety officer.
6. Safety officers may request an officer or supervisor for assistance, and an officer or supervisor will promptly be dispatched at any time under, but not limited to, the following:
- a. Circumstances regarding the original nature of the call change to reasonably require the presence of an officer.
 - b. There is reason to believe that the safety officer, or others, are in danger.
 - c. A firearm is located at the scene and needs to be secured.
 - d. The citizen verbally requests the presence of an officer or supervisor at the scene.
 - e. At the discretion of the safety officer for safety, security, or assistance purposes.
7. If, at any time, the safety officer feels that the scene has become unsafe, he or she shall call for assistance and immediately leave the area.
8. Safety officers may self-initiate enforcement activity, in accordance with their assigned duties and training and within the limits of their authority.
9. When a safety officer is dispatched to a call for service or when a safety officer self-initiates enforcement or assistance activity, the safety officer will follow proper radio procedures as outlined in G.O. series 1977-01 Police Radio Procedure.
10. When providing transportation to a citizen (or citizens), the safety officer shall:
- a. Before embarking notify E911, via radio, of:
 - 1. The starting location and the destination
 - 2. The number of passengers
 - 3. The current odometer reading
 - b. Proceed directly to the destination
 - c. Notify E911, via radio, of any delay en route or any intermediate stop
 - d. Upon arrival notify E911, via radio, of:
 - 1. The ending location
 - 2. The current odometer reading
11. Whether on or off duty, safety officers who encounter a disabled motorist while operating

a department vehicle are required to stop and render assistance, or assist the motorist in obtaining assistance from another department unit or private source, as appropriate. Off-duty safety officers must stay with disabled motorists who present a traffic hazard in the roadway until help arrives or they are relieved by an on-duty unit.

D. Vehicles

1. Safety officers shall have a department vehicle assigned to them.
2. The safety officer vehicle is conspicuously marked with departmentally-approved reflective striping, lettering, and decals and is equipped with:
 - a. Operational warning lights,
 1. The warning lights are used to alert motorists and other citizens of potential or actual hazards, and to enhance the safety of all those involved at the scene or in the vicinity of the scene.
 2. The warning lights will be illuminated in accordance with training and current Traffic Section guidelines and only when the safety officer vehicle is stationary.
 - b. First aid kit,
 - c. Personal protective equipment,
 - d. Reflective cones,
 - e. Fire extinguisher,
 - f. Traffic collision investigation equipment,
 - g. Mobile two-way radio system,
 - h. Public address (PA) system,
 - i. Mobile data computer (MDC).
3. Vehicle equipment that needs to be issued or reissued, repaired, replaced or replenished shall be reported to the safety officer's supervisor, who will provide procedural guidance.
4. No vehicle or vehicle equipment modifications are permitted without the pre-approval of the Technical Services Unit supervisor. All modifications shall be completed by Technical Services Unit employees.
5. The assigned department safety officer vehicle shall be only used during the safety officer's assigned shift, while working an authorized assignment, or while working approved off-duty employment.
6. Approved off-duty parking locations:

- a. A safety officer whose primary residence is in Fayette County is approved to park the assigned department vehicle at the safety officer's primary residence.
 - b. A safety officer whose primary residence is outside of Fayette County is approved to park the assigned department vehicle at a location authorized by the Bureau of Special Operations Assistant Chief.
7. While off duty, the safety officer is only authorized to drive the assigned department vehicle:
- a. Directly from the approved off-duty parking location to work, to an authorized assignment, or to approved off-duty employment.
 - b. Directly to the approved off-duty parking location after work, an authorized assignment, or approved off-duty employment.
 - c. No intermediate stops are authorized, with the exception of to address motorist assist-related activities encountered while en route.
8. Safety officers will comply with applicable KRS and RCO at all times while operating any department vehicle.
- a. Safety officers are prohibited from operating any department vehicle in an emergency manner at any time.
9. Refer to G.O. series 1973-03 Operation and Maintenance of Department Vehicles and for additional vehicle related procedures.

E. Uniforms and Equipment

1. Safety officers are a specialized unit of civilian employees who shall adhere to mandatory standards of uniforms and equipment.
2. The Bureau of Special Operations Assistant Chief is responsible to determine what attire constitutes the duty uniform for safety officers and what variations or exceptions, if any, are approved based on assignments or conditions.
3. Safety officers will wear issued or authorized items of uniform and equipment in accordance with their training and as prescribed by their assigned Traffic Section supervisor(s).
 - a. The list of approved items of safety officer uniforms and equipment is located in the Appendix of this policy.
 - b. It is the duty and responsibility of all supervisors to ensure that safety officers are utilizing appropriate, approved and properly maintained items of uniform and equipment.
 - c. It is the responsibility of each safety officer to maintain all required items of uniform and equipment, as well as any optional items of uniform or equipment the

safety officer has selected for use, in appropriate condition and in good working order.

4. While on duty, while working any authorized assignment, or while working approved off-duty employment, safety officers are prohibited from possessing or wearing:

- a. Any type of firearm or ammunition,
- b. Soft body armor or ballistic vest,
- c. A TASER® or any other Conducted Electrical Weapon (CEW),
- d. Any type of police baton,
- e. Any type of OC spray (an aerosol spray containing substances that are irritating to the eyes and respiratory passages),
- f. Handcuffs and/or any type of physical restraints,
- g. Visible necklaces, bracelets, earrings and wrist bands (other than a dark solid color fitness/activity tracker band, or a wrist band approved by the Chief of Police),
- h. Mirrored sunglasses or sunglass lanyards,
- i. Body piercing jewelry.

5. For safety and security reasons, safety officers are not permitted to sell, lend, or give away safety officer badges, uniform patches or uniforms to anyone other than to a currently employed safety officer.

6. A safety officer who retires, resigns, or transfers to another division of government shall return all issued items of uniforms and equipment to a supervisor.

F. Appearance and Grooming

1. As a specialized unit of civilian employees, safety officers shall adhere to mandatory standards of appearance and grooming.

2. General Hair Guidelines

a. Safety officers may wear their hair in any reasonable manner which does not interfere with their work or reflect negatively upon the department. The hairstyle will project a positive and professional image.

b. Hair shall be clean, well groomed, and meet the guidelines of this order at all times while on duty, while working any authorized assignment, or while working approved off-duty employment.

c. Wigs and hairpieces may be worn by safety officers, and shall conform to the

preceding and following guidelines.

3. Females- Additional Hair Guidelines

- a. The back of the hair, including the end of a pony tail, may touch but not fall below the lower edge of the collar.
- b. Natural hairstyles are permitted, but exaggerated styles are not.
- c. When groomed, hair shall not extend more than two inches in height. Pigtails shall not be worn while in uniform or on duty status.
- d. Hair ornaments such as pins, combs, barrettes, and rubber bands may be worn if they are similar to the color of the hair.

4. Males- Additional Hair Guidelines

- a. Hair shall not extend further than the top of the orifice of the ear. Hair shall not touch the collar when the officer is standing in the normal upright position. Hair may be groomed on the forehead but shall not extend lower than one inch above the eyebrow.
- b. Sideburns shall extend no lower than the middle of the orifice of the ear.
- c. Mustaches shall not extend lower than the corner of the mouth.
- d. Beards and goatees shall not be permitted.
- e. Hairstyles of any unusual or unique nature shall not be worn.
- f. When wearing a hat, hair shall not extend below the front edge of the hat.

5. Smoking, Use of Tobacco and Electronic Smoking Products, and Tattoo Restrictions

- a. Safety officers shall not smoke in any department vehicles. Smoking in LFUCG-owned vehicles is prohibited by RCO.
- b. When in uniform, safety officers may smoke as long as
 - 1. They are not in formation.
 - 2. They do not have to leave their assignment or post for the purpose of doing so.
 - 3. They are not engaged in traffic direction or control.
 - 4. They are not riding in or on a department special purpose vehicle.

5. They are not talking to a citizen in an official capacity.

6. They are not in public view.

c. Safety officers shall not use snuff or chew tobacco during assigned duty hours, while operating department owned vehicles, or while wearing a Lexington Police Department safety officer uniform, regardless of duty status.

d. Safety officers shall adhere to the same tattoo restrictions that apply to officers. Refer to G.O. series 1973-05 Personal Appearance of Sworn Officers for guidelines and restrictions.

G. Off-Duty Employment

1. Safety officers may be permitted to work off-duty employment, including volunteer work, which involves any or all of the following:

a. Wearing department-issued item(s) of uniform,

b. Utilizing the assigned department vehicle and/or issued equipment,

c. Issuing citations, directing traffic, or exercising any other limited safety officer authority as established by KRS or RCO,

d. Performing safety officer duties as established by the department.

2. Prior to working any off-duty employment, including volunteer work, that may involve any aspect of G. 1. a - d above, the safety officer shall first:

a. Complete an "Off-Duty Work Authorization" (Form 260),

b. Submit the form to the Public Integrity Unit, and

c. Receive confirmation that the request, and the Form 260, have been reviewed and approved by the Chief of Police or designee.

3. Refer to the procedures outlined in G.O. series 1973-15 Off-Duty Employment for additional off-duty employment information.

[The Appendix begins on the next page.]

APPENDIX**DEPARTMENT APPROVED UNIFORM and EQUIPMENT BRANDS****BOOTS and SHOES**

| BRAND | MODEL | STYLE |
|--------------|--------------|--------------|
|--------------|--------------|--------------|

1. Shoes and chukka boots must:
 - a. Be constructed of all leather material.
 - b. Be black in color, and the entire shoe/boot must be able to take a shine.
 - c. Be lace-up.
 - d. Have a black sole made out of rubber or polyether polyurethane.
 - e. Have a sole height of 2" or less.
2. The following are prohibited related to shoes and chukka boots:
 - a. Synthetic leather or mesh material.
 - b. Pull-on shoes or chukka boots.
 - c. Side zipper.
3. Boots must:
 - a. Be constructed of all leather, or a combination of leather and non-mesh fabric, such as nylon, cordura or similar material.
 - b. Be black in color, and the toe and heel must be able to take a shine.
 - c. Be lace-up.
 - d. Have a black sole made out of rubber or polyether polyurethane.
 - e. Have a sole height of 2" or less.
4. The following are prohibited related to boots:
 - a. Synthetic leather or mesh material.
 - b. Pull-on boots.
 - c. Sole cannot extend beyond the back of the heel or over the top of the toe.

- d. Over 10 inches tall.
- e. Side zipper and Velcro inserts.

DUTY GEAR

| BRAND | MODEL | STYLE |
|--------------|---------------------------------|--|
| Blackhawk | Item# 44B4LGBK (Galls NP809) | Reinforced 2" Web Duty Belt with Loop Inner, Black |
| Blackhawk | Item#1365 (Galls NP552) | Molded Cordura Nylon Inner Duty Gear Belt, Black |
| Blackhawk | Item# 44B351BK (Galls NP881) | Nylon Belt Keeper (Set of 4), Black |
| Galls | HS266 | 2 Cell LED Traffic Baton |
| LawPro | Item# 517 (Galls NP036) | Double Glove Nylon Pouch, Black |

EXTREME WEATHER GEAR

| BRAND | MODEL | STYLE |
|--------------|--------------|--|
| (N/A) | (N/A) | Watch Cap: commando sock style, Black with no color or subdued logos visible |
| (N/A) | (N/A) | Watch Cap: commando sock style, Lime green with or without gray reflective stripes and with no logos visible |
| 180s | (N/A) | Ear Warmers (Tec or Fleece), Black |
| (N/A) | (N/A) | Neck Scarf, Navy or Black |
| (N/A) | (N/A) | Balaclava, Black |
| (N/A) | (N/A) | Gloves (winter weather conditions), Black |

FLASHLIGHTS and HOLDERS

| BRAND | MODEL | STYLE |
|--------------|--------------|--------------|
|--------------|--------------|--------------|

All flashlights shall be black in color.

Flashlights less than 8 inches long will have a flashlight holder of the same style and material to match the duty belt.

Flashlights longer than 8 inches shall be constructed of plastic.

HEADGEAR

| BRAND | MODEL | STYLE |
|--------------|--------------|----------------------|
| Flexfit | HW679 | Hat with Logo, Black |

JACKETS

| BRAND | MODEL | STYLE |
|---------------|--------------|--|
| 5.11 Tactical | JA514 | 3-in-1 ANSI Class 3 Reversible Parka, Yellow |

RAIN WEAR

| BRAND | MODEL | STYLE |
|--------------|--------------|---|
| Neese | TJ137 | Reversible Weatherproof Pants, Black/Lime Green |
| Gerber | RW705 | Reversible Outerwear ANSI Pro Dry Rain Pants, Reversible-Lime |

SAFETY VESTS

| BRAND | MODEL | STYLE |
|--------------|--|----------------------------|
| Galls | (Galls HS688 YEL) Item# LHV-43ANSI-X3-ADJ-R | Class III ANSI Safety Vest |

UNIFORMS

| BRAND | MODEL | STYLE |
|---------------|--------------|---|
| 5.11 Tactical | TR506 | TacLite Pro Men's Ripstop Pants, TDU Khaki |
| 5.11 Tactical | TR642 | TacLite Pro Women's Ripstop Pants, TDU Khaki |
| Elbeco | SG734 | UFX Ultra-Light Short Sleeve High Vis Polo, Hi Viz Yellow |
| Elbeco | SG735 | UFX Ultra-Light Long Sleeve High Vis Polo, Hi Viz Yellow |
| Galls | ST125 | Tactical Performance Unisex Polo Shirt, Black |

WHISTLE and LANYARD

| BRAND | MODEL | STYLE |
|--------------|--------------|--|
| Fox 40 | UA330 | Cushioned Whistle with Black Nylon Neck Lanyard, Black |

WRISTBAND FITNESS/ACTIVITY TRACKERS

| BRAND | MODEL | STYLE |
|--------------|--------------|---|
| Various | Various | Various; solid colors (black, grey, dark blue or similar color) |