SHREVEPORT POLICE DEPARTMENT
GENERAL ORDER

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Ben Raymond	All Personnel	MAY 2019	PAGE 1 OF 9 PAGES

SUBJECT:	FEEDBACK, PERFORMANCE IMPROVEMENT AND DISCIPLINE
INDEX:	ADVERSE COMMENTS; VERBAL INSTRUCTION; DISCIPLINARY APPEAL; DISCIPLINE; FINES; LETTER OF REPRIMAND; RESIGNATION; SUPERVISOR'S HANDBOOK; SUSPENSION; TERMINATIONS; EMPLOYEE PERFORMANCE DOCUMENT; RECOMMENDATION FOR COMMENDATION
CROSS REF:	LARS 33:2500, 33:2501, 33:2560, 40:2531, 40:2533

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I. PURPOSE

The purpose of this policy is to inform all employees of procedures for processing and investigating complaints concerning allegations of employee misconduct and to establish guidelines to improve and correct performance and behavior through fair and consistent application of feedback, coaching and discipline.

II. POLICY

It shall be the policy of the Shreveport Police Department to recognize exceptional performance and assist employees of the department in improving performance and correcting behavior by appropriately using the coaching and discipline measures set forth herein.

III. ADAPTIVE LEADERSHIP DISCUSSION

Except for gross violations of policy, supervisors should attempt to begin employee coaching, mentoring and leadership with non-punitive measures. If these measures are not effective, progressively more severe measures may be required. While this process may take some time, it is important that each employee be dealt with individually, justly and in a manner that clearly indicates positive, constructive feedback. Complete documentation shall be maintained, as directed in this policy, on all recommended disciplinary matters and discipline received by employees. This will be accomplished through the records deemed relevant and appropriate in accordance with civil service law that are maintained in the Police Human Resources (HR) Bureau personnel records.

IV. PROCEDURE

A. **For direct supervisors**

1. Member Performance Documentation - The Member Performance Documentation (MPD) is maintained in a supervisor's handbook as a coaching and feedback tool to assist supervisors with providing recognition and mentoring employees. The documentation will be removed and destroyed upon completion of an employee's annual performance evaluation. There are three types of actions listed on the form: Verbal Recognition Record, Verbal Coaching and Recommend for Recognition. Check the appropriate box for the type of action initiated by the supervisor.
   a. Verbal Recognition Record – Process for supervisors to praise employees for performing above the expected level. This action lets the employee know that his/her efforts are noticed and appreciated.
   b. Verbal Coaching - Process for addressing instructional coaching on minor procedural, safety or policy adherence. It is conducted to provide employees guidance and career assistance and is not considered to be discipline.
   c. Recommend for Recognition - Recommendations for recognition are documented when a supervisor observes and recognizes a subordinate for going above and beyond the call of duty to complete a task or specific assignment, whether on or off duty.
      i. Recommendations for recognition may also be submitted by IOC through the chain of command to the chief of police for consideration.
      ii. If the recognition is approved, a copy will be placed in the employee's personnel file and a copy

will be given to the employee.

iii. A copy of the IOC will be kept in a supervisor's handbook. The documentation will be removed from the handbook and destroyed upon completion of the employee's annual evaluation.

iv. Example: An employee goes above and beyond the normal call of duty to complete an assignment, assist a citizen or a fellow employee.

2. Investigation Recommendation - Recommendations to formally request an investigation of employee actions due to policy violation(s) or other misconduct should be submitted in writing. The recommendation should indicate the previous incidents, if applicable, in which the supervisor informed the employee of specific improvements in work performance or behavior expected, set forth the facts and circumstances concerning the alleged policy violation(s) or misconduct, and recommend the department initiate further disciplinary action to correct the behavior.

B. **For other supervisors**

1. Verbal Recognition – A police supervisor may choose to verbally recognize the employee without documentation or advise the employee's direct supervisor who shall verbally recognize the employee and make a notation in the supervisor's handbook.
2. Verbal Coaching – A police supervisor may choose to verbally coach the employee without documentation or advise the employee's direct supervisor who shall verbally coach the employee with or without documentation in the supervisor's handbook. In the event that the direct supervisor and other supervisor cannot agree on verbal coaching by the direct supervisor, the next upper level supervisor in the employee's chain of command will determine whether verbal coaching should be given.
3. Recommendation for Recognition – A police supervisor may make recommendations for recognition through the chain of command in the same manner as a direct supervisor listed above.
4. Investigation Recommendation – A police supervisor may make an investigation recommendation in the same manner as a direct supervisor as listed above.

C. **For the public** – Supervisors should advise members of the public that complaints concerning alleged misconduct by a police employee can be made to the Internal Affairs Bureau (IAB). IAB personnel shall accept written complaints from citizens or, if a verbal complaint is made, have the citizen fill out the External Complaint Affidavit form. If a written complaint from a citizen does not specifically identify the complainant, the employee(s) who committed the act(s) being complained of, the date(s) on which incident occurred, or other facts and circumstances necessary to open an investigation, IAB should request that the citizen fill out the External Complaint Affidavit form or call to provide the necessary information via telephone.

V. INVESTIGATIVE PROCESS

A. The chief of police calls for all employee investigations. The chief of police may utilize a designee signature at his/her discretion. The deputy chief of police may call for an employee investigation in the event the chief of police is absent or on leave.

B. Unless specified otherwise by the chief of police, the IAB commander or designee will determine whether the investigation will be performed by the employee's division or IAB.

C. All employees are entitled to Garrity Warnings and the rights granted to them by the Law Enforcement Bill of Rights as set forth in La. R.S. 40:2531.

D. Once an investigation is ordered by the chief of police or designee, the entire administrative investigation and findings must be completed in accordance with the Law Enforcement Officer Bill of Rights and civil service laws. Specifically, investigations shall be conducted as follows:

1. In accordance with La. R.S. 40:2531(B)(7), all investigations of an employee shall be completed within 60 days, except in such cases when the Shreveport Municipal Fire and Police Civil Service Board ("the Board") grants an extension or the employee or his/her counsel or representative agree to an extension of the 60-day time period. The investigation shall be considered complete upon notice to the employee under investigation of a pre-disciplinary hearing or a determination that a complaint has not been sustained.
2. At the commencement of the investigation, the employee shall be given a Notice of Investigation IOC and a copy of the written complaint. The Notice of Investigation IOC shall state the nature of the investigation and shall identify the person conducting the investigation.
3. The employee shall be given up to 30 days to secure counsel or other representative, or both, of his/her choice, unless the employee chooses to waive his/her right to representation during the investigation. The investigator shall continue with other interviews and parts of the investigation while he/she awaits the employee's interview date.
4. Due to time constraints, an interview scheduled more than 30 days after the Notice of Investigation IOC is given to the employee should not be rescheduled or postponed, except in exigent circumstances. To

reschedule an interview scheduled more than 30 after the Notice of Investigation IOC is given to the employee, the employee should make a request in writing (which includes email) to the investigator. Investigators shall maintain the integrity of the 60-day period as they work with an employee to change an interview date/time. If the request is not timely based on the circumstances and/or approval is not granted, the employee is required to attend the previously scheduled interview.

5. All interviews shall be recorded. At the commencement of the interview, the employee shall be informed of the identity and rank/title of all persons present during the interview.
6. Any employee who is the subject of the investigation or who during the course of the investigation may be found to be in violation of departmental rules shall be required to sign the Garrity Warnings prior to any questioning.
7. The employee may bring counsel and/or other representative not involved in the incident under investigation to the interview. The employee is also encouraged to bring any evidence he/she believes is relevant to the complaint or allegations at issue and should advise the investigator(s) of any witness(es) the employee knows may have information pertaining to the nature of the complaint or allegations at issue.
8. In certain circumstances, investigators may obtain proof that conclusively shows the employee was not present at the accused incident or that the employee did not violate any policy or law. In those instances, the investigator shall make a report stating these facts prior to the interview and provide the investigative file to his/her supervisor who will review the investigative file. If the supervisor does not concur, the investigative file shall be returned to the investigator to continue the investigation. If he/she concurs, the file will be sent to the chief of police or designee for review. If the chief of police or designee concurs, the employee's interview should be canceled and the employee should be notified of the decision. If the chief of police or designee does not concur, the investigative file shall be returned to the investigator to continue the investigative process.
9. The employee being investigated may be ordered to take a polygraph examination if deemed necessary and relevant to the administrative investigation, and the employee shall submit to the polygraph investigation. The information gained from the polygraph examination cannot be used against the employee in any subsequent criminal proceeding but may be used against the employee in any administrative action or discipline. Refusal to submit to the polygraph examination can result in disciplinary action up to and including termination. Polygraph results are an investigative tool and shall not be the determining factor in administrative investigations.
10. Upon the order of the chief of police or designee, an employee who is the subject of an administrative investigation shall submit to any medical, physical, psychological, chemical or other tests, photographs or lineups, and shall submit any authorized firearms for ballistics tests.
11. The investigator shall interview witnesses, collect evidence concerning the complaint or allegations, and conduct a complete and thorough investigation. Upon concluding his/her investigation, the investigator shall write a report that provides a comprehensive account of all evidence collected during the investigation, the factual findings made by the investigator, and a conclusion of the facts including a recommendation as to whether the employee violated any policy(ies) or law(s).
12. After the investigator completes his/her report, a copy of the report and all evidence obtained during the investigation shall be reviewed by the chief of police and/or his/her designees. The chief of police and/or his/her designees may make any additional inquiries or investigative measures deemed necessary to verify, authenticate or clarify findings and recommendations of the report.
13. Once the investigation is complete, the chief of police or designee shall classify the complaint into one of the following categories:

    <u>Sustained</u>
    The Police Department investigates and determines there was a violation of a written policy, procedure, rule, regulation or law and can verify the finding(s) through valid direct evidence and/or testimony.

    <u>Not Sustained</u>
    The Police Department investigates and cannot prove or disprove there was a violation of a written policy, procedure, rule, regulation or law.

    <u>Exonerated</u>
    The Police Department investigates and can prove the action complained of did occur but the action was lawful, proper, and within department's procedural guidelines and can verify the findings through valid direct evidence and/or testimony.

    <u>Unfounded</u>
    The Police Department investigates and finds there was no violation of a written policy, procedure, rule, regulation or law.

Policy Failure
The Police Department investigates and determines the allegations set forth in the complaint are true but the employee's actions were consistent with department policy, the complaint will be classified as "exonerated-policy failure." The policy is then examined for revision.
False Complaint
The Police Department investigates and determines the complainant knowingly made allegations against an employee that were false or untrue.
Exceptional Clearance
In any circumstance where the alleged violation of policy, procedure, rule, regulation, or law cannot be classified into one of the above categories, the chief of police or designee may designate the complaint as an "exceptional clearance" and shall state the reasons for the exceptional clearance in writing.

14. Once the investigation is complete, written notice of the complaint classification shall be given to the complainant. If the complaint is determined to be sustained, the chief of police or designee may require that the employee be scheduled for a Pre-Disciplinary Hearing.
15. If, upon receipt of the Notice of Pre-Disciplinary Hearing IOC and the investigator's report, the employee determines he/she failed to inform the investigator of certain evidence concerning the allegations at issue and the investigator could not have learned of such evidence from another source, the employee may submit a request in writing that the 60-day investigative period be extended to allow the investigator appropriate time to review the new evidence provided by the employee. The employee shall have good cause for failing to advise the investigator of such evidence during the investigation and shall not withhold such evidence in an effort to delay the investigative and/or disciplinary process. If the chief of police or designee determines that consideration of such evidence may have altered his/her decision as to the classification of the complaint, the chief of police or designee shall agree in writing to the requested extension for a period not to exceed 60 days. The chief of police or designee shall then direct the investigator to review the new evidence provided by the employee and the investigator shall provide a supplemental report that includes an account of the new evidence collected, any new factual findings made, and a conclusion of the facts including a recommendation as to whether the employee violated any policy(ies) or law(s), and such report shall be presented to the chain of command in the same manner as set forth above. If the chief of police or designee determines that such evidence or information provided by the employee was already considered and/or would not alter his/her decision, the chief of police or designee shall notify the employee in writing that the request is denied. In such cases, the employee shall appear at the Pre-Disciplinary Hearing as set forth in the next section.
16. If, during the course of the investigation, other possible policy violations or allegations of misconduct surface, including possible policy violations related to the employee's conduct during the investigation, that information should be submitted to the chief of police to determine whether a new investigation will be opened.

E. Maintenance of investigative files
1. Investigators should retain copies in the investigative folder of all documentation given to employees, including a copy of the completed Notice of Investigation IOC, the Garrity Warnings, and the Rights of Law Enforcement Officers While Under Investigation.
2. Only IAB investigators may release the interview(s) recording to the employee if requested by the employee. The employee's request should be in writing and retained in the investigative file to include an annotation when the requested item(s) were given to the employee.
3. Throughout the investigation and disciplinary procedure, the investigative file shall be treated as confidential and for official use only and shall not be provided to any person or made available for review except as specifically set forth in this policy.

VI. PRE-DISCIPLINARY HEARING (PDH)

A. The employee must be notified of the scheduling of the PDH no later than 60 days after the investigation commences.
B. The Notice of Pre-Disciplinary Hearing IOC shall be given to the employee along with a copy of the investigator's report.
C. The employee shall be given at least 48 hours' notice of the time and place to attend the PDH. If an employee is on extended sick leave, the employee should be afforded the opportunity to attend the PDH or have the PDH continued until his/her return to duty.
D. The employee is required to attend the PDH and may also have counsel and/or representative attend.
E. The employee may present evidence at the PDH or call witnesses in an effort to demonstrate mitigating

circumstances. However, the employee shall be mindful that the investigation is complete and the complaint has been sustained, therefore such evidence may only be presented in an effort to request that no disciplinary action, or a lesser form of disciplinary action, be taken.

F. The PDH shall be recorded. The employee may request, in writing, a copy of the PDH recording from IAB.

VII. DISCIPLINARY ACTION

A. The chief of police or designee shall determine and impose the level of discipline, if any, as follows:

1. Documented Counseling
   An entry in the Supervisor's Handbook concerning verbal counseling that is documented relative to the violation. A copy of the documented counseling shall be provided to the employee's immediate supervisor to verbally counsel the employee and file in the Supervisor's Handbook. Based on the supervisor's observations, the documented counseling may or may not be used on the employee's evaluation and will be shredded after the evaluation is complete.
2. Letter of Reprimand
   A document written in IOC format and is to be issued for major or multiple violations of departmental polices and/or procedures and in identifying and addressing negative behavior.
3. Fine
   A disciplinary process in which the employee forfeits pay or compensatory time. If an employee is issued "fined time," the time shall be removed from the employee's timesheet after the disciplinary action and a copy forwarded to HR. If the employee does not have time available for a "fine," he/she shall be given another type of discipline such as suspension without pay. In the event the discipline is overturned, HR shall send the employee's supervisor an email instructing him/her to replace the time previously deducted back onto the employee's timesheet and receive confirmation the task has been completed.
4. Suspension Without Pay:
   An employee should only be suspended without pay as follows:
   a. The employee's division commander or designee should determine the dates the suspension will be in force so as to cause the least disruption to the efficient operation of the Shreveport Police Department and the employee shall be notified.
   b. When the employee is suspended or relieved from duty, the employee will relinquish their service weapon, taser, radio, and commission card. The employee's division commander or designee shall ensure the employee's relinquished property is turned in to the Property Management Unit or properly secured pending return. The employee is prohibited from taking any police action during his/her suspension period.
   c. If the employee has been absent from duty for 15 consecutive days or more, HR shall ensure the employee is cleared by an SPD firearms instructor as having a current POST qualification score and having performed a practice session on the SPD range prior to returning to duty.
5. Demotion:
   An employee will only be demoted upon instruction of the chief of police. The employee will be provided a copy of the disciplinary action specifying what action is being taken against him/her.
6. Resignation:
   When an employee of the department resigns while under investigation or other adverse circumstances, their bureau commander should ensure that the chief of police, the investigating division, and HR are notified. The investigation may be continued in its entirety.
7. Termination:
   The procedure followed will be the same as that of an employee who is suspended without pay. Once the employee is terminated, HR will ensure that all city-issued property and equipment issued to the employee is turned in as applicable.
8. HR shall notify the Department's fiscal coordinator, in writing, of all personnel actions requiring his/her action.
9. Timekeepers and supervisors shall ensure the disciplined member's attendance record is updated and accurate, as applicable. HR shall assist as required.
10. HR shall prepare a Personnel Action Form reflective of any discipline given and any changes to disciplinary action.

B. The employee shall be notified of the disciplinary action, if any, within five (5) days of the PDH.

C. A copy of the Notice of Disciplinary Action shall be placed in the employee's personnel file unless the discipline is documented counseling for the Supervisor's Handbook.

D. The Shreveport Municipal Fire and Police Civil Service Board shall be notified of all discipline in accordance with law.

VIII. DISCIPLINARY APPEAL PROCEDURE

Any employee who receives disciplinary action may appeal the action to the Shreveport Municipal Fire and Police Civil Service Board within 15 calendar days as prescribed by LA R.S. 33:2501.

IX. ADVERSE COMMENT ENTRIES - PERSONNEL FILES

A. In accordance with LA R.S. 40:2533, a Notice of Disciplinary Action IOC will not be placed into the employee's personnel file until the employee has read and signed the document, unless the employee refuses to sign at which time that fact shall be noted on the document before being placed into the employee's personnel file.

B. If the Notice of Disciplinary Action IOC is sent to the employee via email, the employee shall contact HR within ten (10) days to schedule a date/time to receive the original Notice and sign to indicate his acknowledgment. If the employee fails to contact HR within ten (10) days from the date of the email, the employee's failure to respond shall be deemed a refusal to sign and the Notice of Disciplinary Action may be placed in the employee's personnel file in accordance with La. R.S. 40:2533(A).

_____

Ben Raymond
Chief of Police

SHREVEPORT POLICE DEPARTMENT
Garrity Warning

IAB Control Number: _____

You are required to respond to all questions asked of you in this investigation. Further, you are required to assist investigators with any information they should request. If you fail or refuse to forthrightly answer all questions asked, you may be subject to disciplinary action, including indefinite suspension from the Shreveport Police Department.

However, in accordance with the United States Supreme Court's decision in Garrity v. New Jersey, 385 U.S.493 (1967), your statement, as well as any information gained through your statement, cannot be used against you in any criminal proceeding.

You are further ordered not to discuss this internal investigation with anyone other than your chain of command or attorney, including but not limited to witnesses or prospective witnesses. A violation of this order will be considered an act of insubordination, which could result in your indefinite suspension from the Shreveport Police Department.

Your signature below declares that you have read and understood this warning prior to the initiation of any investigatory interrogation.

Signed this _____day of _____, 20 _____.

_____
Officer's signature

_____
Officer's printed name

_____
Witness' signature

_____
Witness' printed name

February 2018

SHREVEPORT POLICE DEPARTMENT
Law Enforcement Officer Bill of Rights

GIVE A COPY TO ALL OFFICERS INTERVIEWED

LA RS 40:2531

CHAPTER 25. RIGHTS OF LAW ENFORCEMENT OFFICERS WHILE UNDER INVESTIGATION

2531. Applicability; minimum standards during investigation; penalties for failure to comply

A. The provisions of this Chapter shall apply only to police employees as defined by R.S. 40:1372(5), Louisiana P.O.S.T. certified probation and parole officers employed by the Louisiana Department of Public Safety and Corrections, division of probation and parole, and to those law enforcement officers employed by any municipality and campus police employed at any state-supported college or university who are under investigation with a view to possible disciplinary action, demotion, or dismissal.

B. Whenever a police employee or law enforcement officer is under investigation, the following minimum standards shall apply:

(1) The police employee or law enforcement officer being investigated shall be informed, at the commencement of interrogation, of the nature of the investigation and the identity and authority of the person conducting such investigation, and at the commencement of any interrogation, such officer shall be informed as to the identity of all persons present during such interrogation. The police employee or law enforcement officer shall be allowed to make notes.

(2) Any interrogation of a police employee or law enforcement officer in connection with an investigation shall be for a reasonable period of time and shall allow for reasonable periods for the rest and personal necessities of such police employee or law enforcement officer.

(3) All interrogations of any police employee or law enforcement officer in connection with the investigation shall be recorded in full. The police employee or law enforcement officer shall not be prohibited from obtaining a copy of the recording or transcript of the recording of his statements upon his written request.

(4)(a) The police employee or law enforcement officer being questioned, whether as a target or as a witness in an administrative investigation, shall have the right to be represented by counsel, other representative, or both, of the police employee or law enforcement officer's choice.

(b)(i) Except as otherwise provided in this Subparagraph, the police employee or law enforcement officer shall be granted up to thirty days to secure such representation, during which time all questioning shall be suspended.

(ii) If a police employee or law enforcement officer is involved in an officer-involved incident, the police employee or law enforcement officer shall be granted up to fourteen days to secure representation, during which time all questioning shall be suspended. However, if the police employee or law enforcement officer is confined to a medical facility due to injury or illness related to the officer-involved incident, or if two or more police employees or law enforcement officers are involved in the officer-involved incident, the police employees or law enforcement officers shall be granted up to thirty days to secure representation.

(iii) For purposes of this Subparagraph, "officer-involved incident" means any incident in which serious bodily injury or death of another individual is caused by any intentional or accidental use of a dangerous or deadly weapon by a police employee or law enforcement officer which results from the efforts of a police employee or law enforcement officer attempting to effectively arrest or otherwise gain control of another or while in police custody.

(iv) For purposes of this Subparagraph, "serious bodily injury" means bodily injury which involves unconsciousness, extreme physical pain, protracted or obvious disfigurement, protracted loss or impairment of a bodily member, organ, or mental faculty, or a substantial risk of death.

(c) The police employee or law enforcement officer's representative or counsel shall be allowed to offer advice to the employee or officer and make statements on the record regarding any question asked of the employee or officer at any interrogation, interview, or hearing in the course of the investigation.

(5) No statement made by the police employee or law enforcement officer during the course of an administrative investigation shall be admissible in a criminal proceeding.

(6) Repealed by Acts 2008, No. 654, §2.

(7) When a formal, written complaint is made against any police employee or law enforcement officer, the superintendent of state police or the chief of police or his authorized representative shall initiate an investigation within fourteen days of the date the complaint is made. Except as otherwise provided in this Paragraph, each investigation of a police employee or law enforcement officer which is conducted under the provisions of this Chapter shall be completed within sixty days. However, in each municipality which is subject to a Municipal Fire and Police Civil Service law, the municipal police department may petition the Municipal Fire and Police Civil Service Board for an extension of the time within which to complete the investigation. The board shall set the matter for hearing and shall provide notice of the hearing to the police employee or law enforcement officer who is under investigation. The police employee or law enforcement officer who is under investigation shall have the right to attend the hearing and to present evidence and arguments against the extension. If the board finds that the municipal police department has shown good cause for the granting of an extension of time within which to complete the investigation, the board shall grant an extension of up to sixty days. Nothing contained in this Paragraph shall be construed to prohibit the police employee or law enforcement officer under investigation and the appointing authority from entering into a written agreement extending the investigation for up to an additional sixty days. The investigation shall be considered complete upon notice to the police employee or law enforcement officer under investigation of a pre-disciplinary hearing or a determination of an unfounded or unsustained complaint. Nothing in this Paragraph shall limit any investigation of alleged criminal activity.

(8) In the case of a police employee who is a member of the State Police Service as set forth in Article X, Section 41 of the Louisiana Constitution of 1974, the appointing authority may petition the State Police Commission, or its executive director, for an extension of the time within which to complete the investigation. The State Police Commission, or its executive director, shall set the matter for hearing and shall provide notice of the hearing to the police employee who is under investigation. The police employee who is under investigation shall have the right to attend the hearing and to present evidence and arguments against the extension. If the State Police Commission, or its executive director, finds that the appointing authority has shown good cause for the granting of an extension of time within which to complete the investigation, the State Police Commission, or its executive director, shall grant an extension of up to sixty days. Nothing contained in this Paragraph shall be construed to prohibit the police employee under investigation and the appointing authority from entering into a written agreement extending the investigation for up to an additional sixty days. The investigation shall be considered complete upon determination of the appointing authority to institute disciplinary action against the police employee or a determination of an unfounded or unsustained complaint. Nothing in this Paragraph shall limit any investigation of alleged criminal activity.

C. There shall be no discipline, demotion, dismissal, or adverse action of any sort taken against a police employee or law enforcement officer unless the investigation is conducted in accordance with the minimum standards provided for in this Section. Any discipline, demotion, dismissal, or adverse action of any sort whatsoever taken against a police employee or law enforcement officer without complete compliance with the foregoing minimum standards is an absolute nullity.

Acts 1985, No. 425, §1; Acts 1991, No. 450, §1, eff. July 15, 1991; Acts 2001, No. 933, §1; Acts 2007, No. 91, §1; Acts 2007, No. 258, §2; Acts 2008, No. 249, §1; Acts 2008, No. 654, §§1, 2; Acts 2010, No. 924, §3, eff. July 2, 2010; Acts 2014, No. 859, §1, eff. July 1, 2014; Acts 2017, No. 101, §1.

GIVE A COPY TO ALL OFFICERS INTERVIEWED

July 2018