

# JACKSONVILLE POLICE DEPARTMENT

Policy: 5-16  
Effective: 01-01-14  
Revised: 01-13-21

## TRANSPORT / SPECIALIZED OFFICER

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**PURPOSE:** To provide guidelines for Transport/Specialized Officers (TSO) for the Jacksonville Police Department.

**POLICY:** The duty and responsibilities of Transport/Specialized Officers and the definition of their authority and discretion in carrying out their duties, including any limitations or restrictions to this authority, are established in this policy.

### DEFINITIONS:

- I. **SPECIALIZED OFFICER:** These officers may be either full-time or part-time officers whose duties are limited or restricted to the facility or area in which they work. Duties may include the enforcement of agency rules and regulations for which the penalty could be a fine and/or imprisonment. For the purposes of the Jacksonville Police Department, these officers are full-time employees.

### PROCEDURES:

- I. **SELECTION CRITERIA**

A TSO will be selected in the same manner as full time police officers. The selection criterion is as follows:

  - A. Applicants must be at least twenty-one (21) years of age;
  - B. Applicants must be a citizen of the United States;
  - C. Applicants must be a high school graduate or possess a General Education Diploma (GED);
  - D. Applicants must submit to a thorough background investigation to include criminal history checks through the Arkansas Crime Information Center (ACIC), the National Crime Information Center (NCIC), and fingerprint checks through the State of Arkansas Automated Fingerprint Identification System (AFIS). A personal background review of the applicant's general character and standing within the community will be conducted;
  - E. Applicants must pass the physical agility tests, drug screen, and oral interviews;
  - F. Applicants must successfully complete a thorough physical examination and must also complete a psychological examination as required by Commission on Law Enforcement Standards and Training; and
  - G. Any other applicable criteria as determined by the Chief of Police.
- II. **BENEFITS**
  - A. TSOs will have the same civil liability protection afforded full time law enforcement officers of this Department. The City Attorney for the City of Jacksonville and/or duly appointed legal representative retained by the City will provide representation in the event of a civil action against a Jacksonville Police Department TSO.
  - B. The TSO is covered under Worker's Compensation through the City of Jacksonville.
  - C. TSOs are not covered by Civil Service statutes or benefits.

### III. UNIFORMS AND EQUIPMENT

TSOs will be issued uniforms and related equipment comparable to that issued to full time officers for the specific duties related to the TSO position.

- A. TSOs will be issued three (3) complete sets of BDU style uniforms.
- B. The TSOs "badge" will be a patch sewn to each uniform's left chest area and the "rank panel" will include the word "Jailer." No rank designation will appear on a TSOs badge.
- C. TSOs shall adhere to all regulations and policies governing the wearing of the Jacksonville Police Department uniform.
- D. TSOs will be assigned a duty firearm.

### IV. TRAINING

A TSO shall receive training as required by the Arkansas Commission on Law Enforcement Standards and Training (CLEST) comparable to the level required for full time law enforcement officers. This training shall include, but is not limited to:

- A. Part-time II Police Officer Course - TSOs will attend the Part-time II Police Officer Course as approved by the Arkansas CLEST. This course will be held on an as needed basis and may be held in conjunction with other local law enforcement agencies. The course will consist of no less than One Hundred (100) hours of classroom instruction and firearms training. The reserve curriculum shall be comparable to the state approved curriculum for police officers attending basic police training;
- B. Jail Standards Course - TSOs will attend a Jail Standards Course approved by CLEST that will consist of no less than Forty (40) hours of classroom instruction;
- C. After one (1) year of service a TSO will be certified as a specialized police officer;
- D. Prior to being authorized to carry a weapon, TSOs will be issued a copy of the Jacksonville Police Department's Response to Resistance Policy and will receive documented instruction concerning the use of deadly force; and
- E. TSOs will be required to attend the same in-service training as given full time police officers, as mandated by Jacksonville Police Department policies and procedures.

### V. TRANSPORT/SPECIALIZED OFFICER REGULATIONS

- A. TSOs shall not identify themselves as regular police officers of the Department in any manner.
- B. The TSO will only have arrest authority while on-duty and only within the scope of his daily duties:
  - 1. The TSO may serve warrants on subjects that turn themselves in at the Temporary Detention Facility and the Court Holding Facility; and
  - 2. The TSO will call for a full-time sworn officer to assist in the arrest of a subject that is known to have a warrant, if the subject is seen in public.
- C. TSOs are required to meet all court attendance requirements, which are required of regular officers.
- D. TSOs are required to be current and familiar with all policies, rules, and procedures of the Police Department and the City of Jacksonville which pertain to their duties.
- E. The TSO may charge a subject with an offense that occurs in his presence at the Temporary Detention Facility, the Court Holding Facility, and/or during transport to or from the Jacksonville Police Department facilities if it was not witnessed by a full time sworn officer.
- F. TSOs are not allowed to make traffic stops.
- G. If a TSO comes upon a traffic accident and is not transporting at the time, he may stop and check for injuries and stand-by until a full time sworn officer arrives on scene.

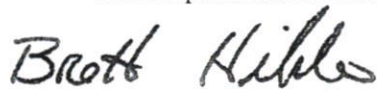
- H. If a subject being transported becomes self harming or his actions require immediate attention and there is no backup immediately available, the TSO may drive with emergency equipment to the destination facility. The TSO will make every effort to contact the destination facility and have backup available upon arrival.
- I. TSOs are not allowed to respond to patrol calls.

VI. FIREARMS PROFICIENCY TRAINING

At a time and date announced by the Jacksonville Police Department's Training Officer, TSOs will be required to demonstrate proficiency with any weapon approved for their use. The frequency of qualification and the minimum qualification score required of TSOs will be the same as the score required of full time officers. TSOs who fail to demonstrate this level of proficiency will not be authorized to carry weapons.

VII. PERFORMANCE EVALUATIONS

The Support Service Division Supervisor over the TSOs will be responsible for completing an annual performance evaluation for each TSO.



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Brett C. Hibbs  
Chief of Police