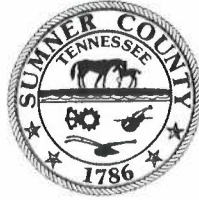


APRIL 20, 2020

STATE OF TENNESSEE  
Sumner County



Date

Board of County Commissioners  
**RESOLUTION**

No. 2004-11

**TITLE**

**A RESOLUTION AMENDING THE SUMNER COUNTY PERSONNEL  
POLICY FOR THE SUMNER COUNTY SHERIFF'S OFFICE**

**BE IT RESOLVED** by the Sumner County Board of County Commissioners meeting in regular session on this the 20<sup>th</sup> day of April 2020, that this body does adopt the following additions/amendments to the Sumner County Personnel Policy for the Sumner County Sheriff's Office, as shown on the attachment herewith; and

**BE IT FURTHER RESOLVED** that this resolution waives the second reading.

CERTIFICATION OF ACTION

*Bill Kemp*

COUNTY CLERK

*Anthony Holt*

COUNTY EXECUTIVE

*4/21/2020*

DATE

**UNANIMOUS  
ROLL CALL**

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abs \_\_\_\_\_

APPROVED:

REJECTED:

SONNY WEATHERFORD  
SHERIFF

STATE OF TENNESSEE



(615) 452-2616  
FAX (615) 442-1897

SHERIFF OF SUMNER COUNTY  
117 W. SMITH STREET • GALLATIN, TN 37066

February 28, 2020

**ALL SUMNER COUNTY SHERIFF'S OFFICE EMPLOYEES**

Attached are 11 pages of revisions to the Sheriff's Office Policy and Procedure Manual.

All revisions were effective as of January 1, 2020.

Roy "Sonny" Weatherford  
Roy "Sonny" Weatherford, Sheriff

02-28-20  
Date

**THIS WILL SERVE AS AN AMENDMENT TO PAGE 8 (DEFINITIONS) TO POLICY MANUAL EFFECTIVE 01-01-2020.**

<b>ACCOUNTABILITY</b>	<b>A SUBORDINATE IS ANSWERABLE TO HIS/HER SUPERIOR FOR PROPER EXECUTION OF HIS/HER ASSIGNED DUTIES.</b>
<b>RESPONSIBILITY</b>	<b>A DESIGNATED OBLIGATION WHICH IS ESTABLISHED, AND CAN ONLY BE TRANSFERRED BY A SUPERIOR. RESPONSIBILITY CANNOT BE TRANSFERRED BY ONE'S OWN INITIATIVE.</b>
<b>SHALL OR MAY</b>	<b>"SHALL" MEANS MADATORY; "MAY" DENOTES PERMISSION.</b>
<b>DUTY</b>	<b>SERVICE MEMBERS ARE OBLIGATED TO PERFORM.</b>
<b>SENIORITY</b>	<b>SENIORITY WITH THE SUMNER COUNTY SHERIFF'S OFFICE WILL BE YOUR FULL-TIME CONTINUOUS EMPLOYMENT WITH THE SUMNER COUNTY SHERIFF'S OFFICE.</b>
<b>FULL-TIME EMPLOYEE</b>	<b>ANYONE WHO WORKS A TOTAL OF THIRTY (30) HOURS PER WEEK IN ACCORDANCE WITH FLSA STANDARDS.</b>
<b>WORK WEEK</b>	<b>BEGINS ON MONDAY AND ENDS ON SUNDAY.</b>
<b>NON-ESSENTIAL PERSONNEL</b>	<b>ANYONE WORKING A POSITION THAT DOES NOT REQUIRE TWENTY-FOUR (24) HOUR A DAY COVERAGE.</b>
<b>VACATION DAYS ACCRUAL /USAGE</b>	<b>CLERICAL A FULL DAY IS 8 HOURS, A HALF (1/2) DAY IS 4 HOURS DEPUTIES A FULL DAY IS 8.5 HOURS, A HALF (1/2) DAY IS 4.25 HOURS CORRECTIONAL OFFICERS ACCRUE 8.5 HOURS, HOWEVER, THEY WORK TWELVE (12) HOUR SHIFTS SO A FULL DAY IS TWELVE (12) HOURS AND A HALF (1/2) DAY IS SIX (6) HOURS.</b>

THIS WILL SERVE AS AN AMENDMENT TO PAGE 23-D (SCHEDULING/DURATION) AND 23-E (VACATIONS) TO POLICY MANUAL EFFECTIVE 01/01/2020.

D. SCHEDULING/DURATION:

PERSONNEL ARE SCHEDULED TO A SHIFT DEPENDING ON THE NEEDS OF THE OFFICE. ONCE ASSIGNED TO A SHIFT AND/OR DIVISION WITHIN THE OFFICE, IT NORMALLY BECOMES A PERMANENT ASSIGNMENT FOR THE INDIVIDUAL.

THE NORMAL WORK WEEK IS (MONDAY THROUGH SUNDAY) FORTY (40) HOURS FOR ALL NON-LAW ENFORCEMENT PERSONNEL AND ONE HUNDRED SEVENTY HOURS IN A TWENTY-EIGHT (28) DAY PERIOD FOR ALL LAW ENFORCEMENT PERSONNEL AND CORRECTIONS OFFICERS, 168 HOURS PER TWENTY-EIGHT (28) DAY PERIOD. DIVISION ASSIGNMENTS FOR ALL EMPLOYEES WILL BE MADE BY THE SHERIFF. THE APPROPRIATE DIVISION SUPERVISOR WILL NORMALLY MAKE SHIFT ASSIGNMENTS. THE EMPLOYEE'S DUTY SCHEDULE WILL BE MANAGED BY THE SHIFT SUPERVISOR BUT UNDER THE SUPERVISION AND DIRECTIONS OF THE DIVISION SUPERVISOR. SCHEDULES ARE TO BE REASONABLY BALANCED. IN A DIVISION, SUCH AS UNIFORM PATROL, IT IS ABSOLUTELY ESSENTIAL THAT MAXIMUM STRENGTH BE ON DUTY ON FRIDAY AND SATURDAY. THESE ARE CONSIDERED TO BE THE DAYS WITH THE HEAVIEST WORK LOAD.

IT IS UNFORTUNATE THAT ALL EMPLOYEES MAY NOT HAVE THE PRIVILEGE OF BEING OFF ON FRIDAY AND SATURDAY AND/OR SATURDAY AND SUNDAY. THE EMPLOYEE IS TO BE MADE AWARE OF THE SCHEDULING SYSTEM AND DEPARTMENTAL NEEDS AT THE TIME OF EMPLOYMENT AND AT THAT TIME, HE/SHE SHOULD FULLY UNDERSTAND THAT HIS/HER SCHEDULE MAY VARY, DEPENDING ON THE REQUIREMENTS OF THE CITIZENS AND THE DEPARTMENT.

REALIGNMENT, DURATION OF A SCHEDULE AND DIVISION ASSIGNMENTS WILL BE DECIDED BY THE SHERIFF AND CONTROLLED BY MEMORANDUM.

E. VACATIONS:

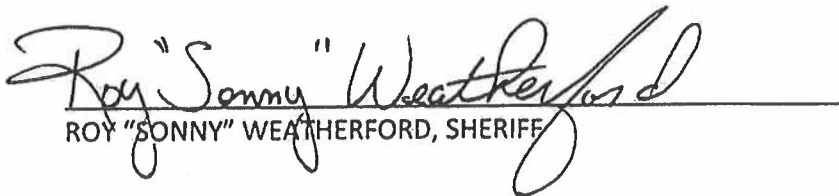
EACH FULL-TIME EMPLOYEE WHO HAS COMPLETED TWELVE (12) MONTHS OF EMPLOYMENT SHALL ON HIS/HER ANNIVERSARY EMPLOYMENT DATE BE ELIGIBLE FOR FIVE (5) WORKING DAYS OF VACATION TIME PER YEAR; TWO (2) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR TEN (10) DAYS OF VACATION PER YEAR; AFTER FIVE (5) YEARS OF SERVICE BY HIS HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR FIFTEEN (15) DAYS OF VACATION PER YEAR; AFTER TWELVE (12) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR SIXTEEN (16) DAYS OF VACATION PER YEAR; AFTER FOURTEEN (14) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR SEVENTEEN (17) DAYS OF VACATION PER YEAR; AFTER SIXTEEN (16) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR EIGHTEEN (18) DAYS OF VACATION PER YEAR; AFTER EIGHTEEN (18) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR NINETEEN (19) DAYS OF VACATION PER YEAR; AFTER TWENTY-PLUS (20+) YEARS OF SERVICE BY HIS/HER ANNIVERSARY DATE WILL BE ELIGIBLE FOR 20 DAYS OF VACATION PER YEAR.

VACATION TIME WILL BE ACCRUED EACH YEAR. VACATION TIME BASED ON THE NUMBER OF YEARS OF SERVICE (5, 10, OR 15 DAYS) WILL BE MADE AVAILABLE ON JANUARY 1<sup>ST</sup> EACH YEAR. ANY ADDITIONAL TIME EARNED BY AN INCREASE IN THE YEARS OF SERVICE WILL BE MADE AVAILABLE ON THE EMPLOYEE'S ANNIVERSARY DATE. NO VACATION TIME WILL BE CREDITED TO AN EMPLOYEE UNTIL IT HAS BEEN ACCRUED. THOSE EMPLOYEES ELIGIBLE FOR FIFTEEN (15) DAYS VACATION WILL BE REQUIRED TO TAKE FIVE (5) DAYS DURING THE MONTHS OF JANUARY, FEBRUARY, MARCH OR APRIL. IF FIVE (5) DAYS ARE NOT TAKEN WITHIN THOSE FOUR MONTHS OF THE CURRENT YEAR, YOU WILL FORFEIT THOSE FIVE (5) DAYS OF VACATION. THOSE EMPLOYEES ELIGIBLE FOR OVER FIFTEEN (15) DAYS VACATION WILL BE REQUIRED TO TAKE THE ADDITIONAL DAYS (1,2,3,4 OR 5 DAYS) PRIOR TO AUGUST 1<sup>ST</sup>. IF THE ADDITIONAL (1,2,3,4 OR 5) DAYS ARE NOT TAKEN BY AUGUST 1<sup>ST</sup> THEN YOU WILL FORFEIT THE ADDITIONAL (1,2,3,4 OR 5) DAYS OF VACATION. THE REMAINING TEN (10) DAYS OF VACATION WILL HAVE TO COMPLY WITH ALL RULES OF THE POLICY AND PROCEDURE MANUAL PERTAINING TO VACATION.

THERE WILL BE NO VACATION TIME CARRIED OVER FROM ONE YEAR TO ANOTHER. THEREFORE, ALL VACATION EARNED MUST BE USED BY END OF THE CALENDAR YEAR, WHICH IS DECEMBER 31<sup>ST</sup>. YOU MAY TAKE BY HALF (1/2) DAY, (**CORRECTIONS ESSENTIAL HALF (1/2) DAY IS 6.0 HOURS NON-ESSENTIAL IS 4.0 HOURS**) ONE (1) DAY OR ONE (1) WEEK OF VACATION LEAVE USING SENIORITY PREFERENCE. YOU MAY SPLIT YOUR LEAVE INTO ONE (1) DAY INCREMENTS; HOWEVER, YOU MAY ONLY USE SENIORITY PREFERENCE ON YOUR FIRST CHOICE. FIRST CHOICE CAN BE ONE (1) DAY OR ONE (1) WEEK PROVIDED IT IS SUBMITTED ON OR BEFORE FEBRUARY 1<sup>ST</sup> OF THE CURRENT YEAR. THE REMAINDER WILL BE ON AVAILABILITY BASIS ONLY. THERE WILL BE NO VACATION TIME CARRIED OVER FROM ONE YEAR TO ANOTHER. NO EMPLOYEES MAY GIVE OR LOAN VACATION TO ANOTHER EMPLOYEE. THERE WILL BE NO VACATION TIME USED IN LESS THAN HALF (1/2) DAY INCREMENTS.

DISPOSITION OF ACCRUED VACATION LEAVE UPON TERMINATION:

EXCEPT AS OTHERWISE PROVIDED AND SUBJECT TO THE LIMITATION STATED IN THIS SECTION, UPON TERMINATION OF THE EMPLOYMENT, AN EMPLOYEE MAY BE PAID FOR ALL ACCRUED BUT UNUSED VACATION LEAVE HE/SHE MAY HAVE AS OF HIS/HER LAST WORKING DAY. THIS IS SUBJECT TO THE DISCRETION OF THE SHERIFF. PAYMENT SHALL BE, AT THE OPTION OF THE EMPLOYER, EITHER BY TERMINAL LEAVE OR BY LUMP SUM PAYMENT. IN EITHER EVENT, OR WHETHER TERMINATION IS VOLUNTARY OR INVOLUNTARY, THE DISCRETION TO DETERMINE THE EMPLOYEE'S LAST WORKING DAY IS RESERVED TO THE APPROPRIATE AUTHORITY.

  
ROY "SONNY" WEATHERFORD, SHERIFF

02-28-20  
DATE

**THIS WILL SERVE AS AN AMENDMENT TO PAGE 24 F (HOLIDAYS). EFFECTIVE 01/01/2020**

**F. HOLIDAYS:**

HOLIDAYS WILL BE OBSERVED BY THE SUMNER COUNTY SHERIFF'S OFFICE AS PRESCRIBED BY THE ELECTED COUNTY OFFICIALS ON AN ANNUAL BASIS.

IF IT IS NECESSARY FOR AN EMPLOYEE TO WORK ON A HOLIDAY, HE/SHE SHALL BE COMPENSATED WITH ANOTHER DAY OFF.

NON-ESSENTIAL PERSONNEL MUST USE HOLIDAY ON HOLIDAY.

**DEFINITION OF NON-ESSENTIAL PERSONNEL:** ANYONE WORKING A POSITION THAT DOES NOT REQUIRE TWENTY-FOUR (24) HOUR COVERAGE.

**THIS WILL SERVE AS AN AMENDMENT TO PAGE 24 F (HOLIDAYS). EFFECTIVE 01/01/2020**

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HOLIDAYS WILL BE OBSERVED BY THE SUMNER COUNTY SHERIFF'S OFFICE AS PRESCRIBED BY THE ELECTED COUNTY OFFICIALS ON AN ANNUAL BASIS.

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NON-ESSENTIAL PERSONNEL MUST USE HOLIDAY ON HOLIDAY.

**DEFINITION OF NON-ESSENTIAL PERSONNEL: ANYONE WORKING A POSITION THAT DOES NOT REQUIRE TWENTY-FOUR (24) HOUR COVERAGE.**

THIS WILL SERVE AS AN AMENDMENT TO PAGE 27 M (PERSONAL LEAVE) TO POLICY MANUAL

M. PERSONAL LEAVE:

ALL FULL-TIME EMPLOYEES WILL RECEIVE TWO (2) PERSONAL DAYS A YEAR. HOWEVER, YOU MUST HAVE BEEN EMPLOYED AT LEAST NINETY (90) DAYS BEFORE YOU RE ELIGIBLE FOR THE FIRST PERSONAL DAY AND ONE HUNDRED AND EIGHTY (180) DAYS BEFORE YOU ARE ELIGIBLE FOR THE SECOND PERSONAL DAY.

PERSONAL DAYS MAY BE TAKEN AT EMPLOYEE'S REQUEST PROVIDED THEY ARE APPROVED BY YOUR SUPERVISOR. THEY MAY BE TAKEN IN INCREMENTS OF TWO (2) HALF DAYS OR ONE (1) FULL DAY.

UNUSED PERSONAL HOURS AT THE END OF THE CALENDAR YEAR WILL BE CONVERTED INTO SCK LEAVE BALANCE.



THIS WILL SERVE AS A REVISION (ADDITION) TO PAGE 32 TO POLICY MANUAL EFFECTIVE 05-26-2014

Y. COMPENSATORY TIME

SHERIFF OFFICE EMPLOYEES (SWORN OFFICERS) ARE TO TAKE THEIR COMPENSATORY TIME BY THE FOLLOWING PAY CYCLE OR RECEIVE ADDITIONAL COMPENSATORY TIME HOURS REFERRED TO AS PRIME. PRIME IS AN ADDITIONAL  $\frac{1}{2}$  OF THE PREVIOUS PERIOD'S EARNED COMPENSATORY TIME WHEN, THE COMPENSATORY TIME EARNED IN THE PREVIOUS PAY PERIOD IS NOT TAKEN, AND IS IN EXCESS OF ACTUAL HOURS WORKED.

Z. REWARD DAY

THE SHERIFF MAY GIVE AN EMPLOYEE A REWARD DAY FOR WORKING SPECIAL ASSIGNMENTS OUTSIDE OF THEIR WORK SCHEDULE IN LIEU OF COMPENSATORY TIME. A REWARD DAY CARRIES OVER FROM ONE YEAR TO THE NEXT AND MAY BE USED IN HOUR INCREMENTS.

THIS WILL SERVE AS AN AMENDMENT TO PAGE 51 (ADDITION OF SECTION P) EFFECTIVE 01-01-15.

CAMPAIGN. AUTHORIZED INSIGNIA FOR SERVICE OR ACHIEVEMENT IN THE OFFICE OF SHERIFF CAN BE WORN.

N. CIVILIAN CLOTHING – MANNER OF DRESS:

EMPLOYEES PERMITTED TO WEAR CIVILIAN CLOTHING SHALL CONFORM TO STANDARDS NORMALLY WORN BY PERSONNEL IN PRIVATE BUSINESS FIRMS. UNLESS OTHERWISE DIRECTED, ALL ARTICLES OF CLOTHING WORN ON DUTY SHALL BE SUCH AS TO NOT ATTRACT UNDUE ATTENTION, OR BRING DISCREDIT UPON THE SHERIFF'S OFFICE.

O. HAIRCUT POLICY:

SIDEBURNS MAY EXTEND TO THE MIDDLE OF THE EARS. THE HAIR AT THE TOP AND SIDES OF THE HEAD MAY BE A REASONABLE THICKNESS (NO MORE THAN ONE AND ONE-HALF INCHES (1 ½) BUT MUST BE ABOVE AND NOT COVER ANY PART OF THE EAR. THE LENGTH OF THE HAIR IN THE BACK MAY NOT EXTEND OVER THE TOP OF THE SHIRT COLLAR. MUSTACHE IS PERMISSIBLE BUT MAY NOT EXTEND BELOW THE LOWER LIP. GOATEES AND BEARDS ARE FORBIDDEN. EXCEPTIONS TO THE HAIRCUT POLICY MAY BE GRANTED TO THOSE WORKING AS A DETECTIVE AND/OR NARCOTIC AGENT, AT THE DISCRETION OF THE SHERIFF.

P. TATTOO AND BODY PIERCING POLICY

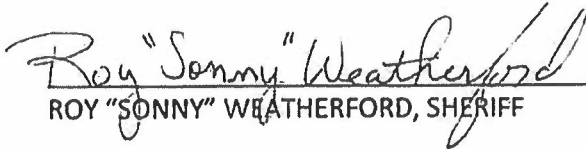
1. PURPOSE: TO ADDRESS SHERIFF'S OFFICE TATTOO AND BODY PIERCING POLICIES.
2. RATIONALE: SUMNER COUNTY SHERIFF'S OFFICE IS COMMITTED TO PROVIDING LAW ENFORCEMENT AND PUBLIC SAFETY SERVICES THROUGHOUT THE COUNTY. EMPLOYEES ARE REPRESENTATIVES OF THE COUNTY. THIS REQUIRES FOCUS ON LAW ENFORCEMENT AND PUBLIC SAFETY AND MINIMIZES DISTRACTIONS. THIS POLICY SEEKS TO BALANCE THE PERSONAL DESIRES OF EMPLOYEES WITH THEIR IMPORTANT RESPONSIBILITIES AND THEIR ROLE AS PART OF THE OFFICE OF THE SUMNER COUNTY SHERIFF.
3. APPLICABILITY: THIS POLICY APPLIES TO ALL SUMNER COUNTY EMPLOYEES AND OUTLINES THE MINIMUM ACCEPTABLE STANDARDS TO PROVIDE CONSISTENT AND ACCEPTABLE PRESENTATION WITH RESPECT TO BODY PIERCING AND TATTOOS/BRANDS. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN APPROPRIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.
4. BODY PIERCING: OTHER THAN PIERCED EARS, JEWELRY WORN IN PIERCED BODY PARTS (E.G., TONGUE, NOSE, GAUGED EARS, LIPS, EYEBROWS, ETC.) MAY NOT BE VISIBLE OR DETECTABLE. TONGUE SPLITTING AND OTHER FORMS OF VISIBLE OR DETECTABLE BODY MUTILTION ARE NOT PERMITTED. PIERCINGS IN THE EARS (LOBE OR CARTILAGE) SHALL BE SMALL AND NOT CONSPIUOUS. EARRINGS OR PLUGS, IF WORN, SHALL BE SMALL, NOT

CONSPICUOUS, SHALL COMPLY WITH THE RULES SET FORTH BELOW, SHALL NOT PRESENT A SAFETY HAZARD AND SHALL BE LIMITED TO NO MORE THAN TWO EARRINGS OR ONE PLUG PER EAR.

5. TATTOOS/BRANDS/MARKINGS: TOTTOOS/BRANDS/MARKINGS ARE ACCEPTABLE, SUBJECT TO THE FOLLOWING CONDITIONS AND REQUIREMENTS.
  - A. THE CONTENT AND IMAGES OF TATTOOS/BRANDS MUST NOT VIOLATE OR BE INCONSISTENT WITH SUMNER COUNTY'S COMMITMENT TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES REGARDLESS OF RACE, SEX, RELIGION, COLOR, AGE ETHNICITY, GENETIC INFORMATION AND/OR DISABILITY. CONTENT WHICH ADVOCATES DISCRIMINATION ON THE BASIS OF ANY OF THE AFOREMENTIONED FACTORS VIOLATES THIS POLICY AND MAY NOT BE VISIBLE OR DETECTABLE.
  - B. VISIBLE OR DETECTABLE TATTOOS/BRANDS EXPRESSING WORDS, GRAPHICS/IMAGES AND/OR CONTENT OF ANY OF TH FOLLOWING ARE PROHIBITED: ACTS OF VIOLENCE; MORBIDITY; SEXIST OR SEXUALLY EXPLICIT MATERIAL (INCLUDING BUT NOT LIMITED TO SEXUAL ORGANS, SEXUAL ACTS OR MATTERS WHICH ARE DEROGATORY OR DEMEANING OF A PARTICULAR SEX); RACIST MATERIAL; MATERIAL WHICH IS ECCENTRIC OR OFFENSIVE IN NATURE; MATERIAL ASSOCIATED WITH ILLEGAL DRUGS, DRUG USAGE OR PARAPHERNALIA; INSULTING OR DEMEANING A RELIGION, ETHNIC GROUP AND/OR PERSONS WITH DISABILITIES. TATTOOS/BRANDS WHICH VIOLATE THIS POLICY MAY NOT BE VISIBLE OR DETECTABLE.
  - C. WITH THE EXCEPTION OF PERMANENT EYELINER, TATTOOS/BRANDS/MARKINGS ON THE FACE ARE PROHIBITED, WHETHER COVERED OR UNCOVERED. IF WORN, PERMANENT EYELINER WILL BE CONSERVATIVE, IN GOOD TASTE AND COMPLEMENTRY TO THE WEARER'S COMPLEXION, SHALL NOT BE BRIGHTLY COLORED, SHALL BE NO MORE THAN 1/8<sup>TH</sup> OF AN INCH WIDTH AND MUST NOT EXTEND PAST THE OUTER CORNER OF THE EYE.
  - D. DECORATIVE MARKINGS BELOW THE SKIN ARE NOT PERMITTED TO BE VISIBLE OR DETECTABLE.
  - E. THE USE OF SLEEVES OR GLOVES TO COVER TATTOOS/BRANDS WHICH VIOLATE THE ABOVE POLICY MUST NOT OTHERWISE COMPROMISE THE SAFETY AND HEALTH OF THE EMPLOYEE OR OTHERS. SUCH COVERS, IF USED, AND OTHERWISE ACCEPTABLE, MUST BE KEPT CLEAN AND MUST ALSO COMPLY WITH THE RESTRICTIONS SET FORTH.
  - F. SUPERVISORS HAVE THE DISCRETION TO REQUIRE THAT AN EMPLOYEE COVER ANY

TATTOO/BRAND OR COMBINATION OF TATTOOS THAT COULD BE CONSIDERED TO BE OFFENSIVE AND IN VIOLATION OF THIS POLICY. SUPERVISORS ALSO HAVE THE DISCRETION TO DETERMINE WHETHER COVERS ARE ACCEPTABLE AND DO NOT COMPROMISE THE SAFETY AND HEALTH OF THE EMPLOYEE OR OTHERS.

6. EXCEPTIONS: EMPLOYEES REQUESTING AN EXCEPTION TO THIS POLICY FOR RELIGIOUS, DEEPLY HELD BELIEFS OR OTHER REASONS MUST SUBMIT A WRITTEN REQUEST VIA THEIR SUPERVISORY CHAIN OF COMMAND TO THE SHERIFF FOR PRIOR APPROVAL. WITH RESPECT TO PIERCINGS AND/OR TATTOOS/BRANDS/MARKINGS EXISTING AS OF THE DATE OF THIS POLICY, EMPLOYEES ARE REQUIRED TO SUBMIT A WRITTEN REQUEST FOR SUCH EXCEPTION VIA THEIR SUPERVISORY CHAIN TO THE SHERIFF WITHIN THIRTY (30) DAYS FROM THE DATE OF THIS POLICY MEMORANDUM.

  
\_\_\_\_\_  
ROY "SONNY" WEATHERFORD, SHERIFF

4-01-15  
DATE

## Chapter Three

### General Responsibilities

O. Racial Profiling - This agency defines "racial and ethnic profiling" as any law enforcement-initiated action that relies upon the race or ethnicity of an individual, rather than the behavior of that individual. Racial profiling does not include circumstances where the officer has information that includes a racial or ethnic descriptor concerning a suspect for a specific crime where that information is reliable and is likely to lead to the discovery of that individual.

It is the policy of the Sumner County Sheriff's Office that the practice of racial or ethnic profiling by Deputies of this agency is strictly prohibited. It is further the policy of this department to patrol, in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the law. Citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or about to commit, an infraction of the law. Officers shall focus on an individual's conduct and behavior, or specific suspect information.

All Deputies of this agency shall exercise their law enforcement powers in a manner that does not unlawfully discriminate against individuals based on race or ethnicity.

No deputies of this agency shall endorse or act upon stereotypes, attitudes or beliefs that a person's race or ethnicity increases the probability that the person will act unlawfully.

Deputies of this agency may consider race and ethnicity in deciding to take law enforcement action only when the employee possesses specific suspect information that is reliable and is likely to lead to the discovery of that individual.

Consistent with any complaint of police misconduct, this agency will contact the reporting citizen alleging a violation of this policy and advise them of the disposition and departmental action taken by the agency regarding the citizen's complaint of racial or ethnic profiling.

Members of the agency found to be in violation of this policy will be subject to disciplinary action administered in accordance with appropriate agency policy and procedures.

  
Sheriff

12-15-15  
Date

Addition Effective 1/1/16