Board of School Trustees

Monday, September 14, 2026 6:00 PM
FCMS - Auditorium, 625 Grizzly Cub Drive, Franklin, IN 46131

1.	**WATCH MEETING LIVE**	
2.	**CALL THE MEETING TO ORDER**	
3.	**RECOGNITION**	**Presenter:** Dr. Clendening & Dr. Worland
4.	**CONSENT AGENDA**	**Presenter:** Board President
4.A.	Public Comments on any Consent Agenda Item	
4.B.	Allowance of Claims and Vouchers	
4.C.	Approve Minutes	
4.D.	Commercial Vehicle Lease Agreements	
4.E.	Conflicts of Interest	
4.F.	Design Group Acoustics Proposal - HS Band Practice Field	
4.G.	Donations	
4.H.	2027-2028 School Calendar Update	
4.I.	FCS Professional Development Travel	
4.J.	First Merchants Bank Contract Renewal Agreement	
4.K.	Human Services, Inc.-Head Start Agreement	
4.L.	Indiana School Safety Specialist	
4.M.	Overnight / Out of State Trips	
4.N.	Personnel Report	
4.O.	Policies-Guidelines-Forms	
4.P.	Southside Special Services of Marion County Agreement (RISE Learning Center)	
4.Q.	Software Renewals	
4.R.	Surplus	
4.S.	Consent Agenda Vote	
5.	**SUPERINTENDENT REPORTS**	
5.A.	Committee Updates	
5.B.	Update on Franklin Community Virtual School	**Presenter:** Dr. Brooke

	Elementary Program	Worland & Shelbie Murphy
5.C.	Endress+Hauser Student Presentation	
6.	**ACTION ITEMS**	
6.A.	Public Comments on any Action Item	
6.B.	Public Hearing for 2027 Budget	**Presenter:** Steve Ahaus
6.C.	Notice to Taxpayers of Additional Appropriations	**Presenter:** Steve Ahaus
6.D.	Approval of Capital Projects and Replacement Plans	**Presenter:** Steve Ahaus
6.E.	SLP Toolkit	**Presenter:** Jenn Scott
6.F.	Curriculum Adoption	**Presenter:** Dr. Brooke Worland
6.G.	Certificate of Completion - FCHS	**Presenter:** Benji Betts
7.	**DISCUSSION**	
7.A.	Construction of FCHS Padded Room Bids	**Presenter:** Benji Betts
7.B.	Franklin Police Department Policies - First Read	**Presenter:** Dr. David Clendening
7.C.	Public Comments on Discussion Items	
8.	**BOARD / ADMINISTRATIVE COMMENTS**	
8.A.	Board Comments	
8.B.	Administrative Comments	
9.	**CALENDAR**	
9.A.	Calendar of Events	
10.	**ADJOURNMENT**	
11.	**11. I.C. 5-14-9-1** **David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.**	
12.	**FCS reserves the right to move any discussion item to an action item after allowing community comments.**	

FRANKLIN
COMMUNITY SCHOOLS

Superintendent's Academic All A Honor Roll

2025 - 2026

September 14, 2026
FCMS Auditorium - 6:00 pm

Please join us in celebrating our FCS students for achieving academic excellence for receiving all A's for both semesters of the 2025-2026 school year

Custer Baker Intermediate School

5th Grade

Cole Cromer	Lucas Hoskins	Emery Nickols
Kenley Cruser	Parker Keener	Kaylee Sullivan
Gia Fiorenza	Mason McFarland	Dallas Todero
Benjamin Fonstad	Connor Nicholson	Bennett White
		Oliver Wigtion

6th Grade

Amira Abdur Raheem	Oskar Dietz	Nick Pham
Tinsley Alsop	Hadley Ditmars	Anthony Philbrick
Harris Beck	Cataleya Gonzalez	Daniel Sanchez-Heasley
Bella Benbow	Landon Hovermale	Drew Sherry
Braelyn Bergman	Elizabeth Judson	Sophie Sihniesoh
Octavio Chavez-Vizcaya	Josephine Kincaid	Kassidy Smith
Charlotte Coghill	Bryce Klawuhn	Addison Vaughn
Kristian Daniels	Caitlin Lieb	Eloise Williams
Remington Davis	Kylea McAdam	Paige Willis
Roxie Davis	Colt McKnight	Milan Wyatt
Ruxin Davis	Caroline Osborne	

Franklin Community Middle School

7th Grade

Hunter Abney
Amelia Anderson
Eliana Archibald
Jeremy Baughman
Abigail Bertel
Chloe Boner
Noah Bratcher
Bradford Brower
Monroe Buis
Paris Buis
Ivy Burkardt
Evalynne Chavez-Vizcaya
Margo Chipman
Sophia Clemens
Hayden Combs
Elijah Cox
Susan Cummings
Braxen Devlin
Eli Eldridge
Gunner Fleshman
Ryan Gaunt
Kayden Grindstaff
Brayden Hoesel
Henry Hougland
Ajla Husejinovic
Emma Jeffries
Zeke Johnson
Landon Jones
Jasmin Karr
Taylor Klem
Chalsey Li
Keira Lucas
Reece Lyttle
Greta Martin
Tremaine McElroy
Rhett McManus
Rowan Mowrey
Emma Nicholson
Rudra Patel
Balian Andrei Pielago
Alex Pieper
Jack Polo
Joseph Preal
Connor Roessler
Heath Russel
Callie Schofield
Matthew Smith
Grant Spiegel
Chloe Taylor
Turner Vaught
Lillian Wahlstrom

Franklin Community Middle School

8th Grade

Rylee Armbruster
Addison Boshears
Chloey Bratcher
Milo Brenton
Tinley Brown
Sophia Buckler
Reiney Burton
Chavaleh Calo
Lilly Chumbley
Ezra Clark
Blake Dahmer
Grant Denton
Neil Dougherty
Jill Eglinton
Faith England
Jessica Estudillo-Kelso
Liam Habig
Tucker Harris
Mckeltee Hart
Lyla Hart
Amelia Hass
Ava Heiney
Bradford Hoge-Mills
Lillian Hudson
Terra Hulings
Stetson Kephart
Austin Kinnett
Emery Kirk
Berkley Klika
Annmarie Lee
Lillian Lock
Kirsten Martin
Selena Martinez
Paislee McWhirter
Harper Murray
Clare Neff
Evelyn Nickols
Savanna Novak
Cadence Paris
Khloe Proctor
Ryder Riessen
Riley Rush
Kenzie Schotting
Mackenzie Shattuck
Isaiah Silverman
Micah Silverman
Trevor Smith
Maci Stark
Maxwell Stewart
Maggie Sullivan
Oscar Thomas
Autry Tilson
Foster Tungate
Avery Turner
Olivia Turner
Emilia White
Easton Zulkowski
Eli Zulkowski

Franklin Community High School

9th Grade

Brent Beach
Hailey Bedwell
Anabella Butler
Zoe Clark
Alyssa Cleven
Owen Cummings
Remy Davidson
Natalie Dixon
Brooks Eglinton
Bailey Epp
Dominic Foor
Carolina Geesey
Olivia Graves
McKinley Herbert
Natalie Hovermale
Oliver Inabnit
Gurleen Kaur
Griffin Ludlow
Emberley Martin
Ebe Nezer
Adriana Nicholson
Juliann Ott
Charlie Penning
Esther Scott
Adalyn Shirley
Adriana Sichting
Aliza Sims
Ella Stimac
Harper Stone
Jackson Sullivan
Nicholas Sullivan
Kennedy Turner-McQuinn
Vaughn Wyatt

10th Grade

Holland Beck
Cohen Duke
Trinity Einhaus
Emma Farley
Mia Hart
Shamir Khan
Aubrey Largent
Emma Lewis
Ella McCrary
Connor Paris
Anastasia Parks
Ryli Payet
Addyson Pollitt
Autumn Pollitt
Levi Prine
Madilynn Sutton
Kyle Thompson
Alyssa Weiler
Noah Wilde
Kail Zulkowski

Franklin Community High School

11th Grade

Jolene Ackermann
Brennan Bailey
Natalia Brittain
Georgia Carr
Austin Eads
Kessa Good
Hudson Harris
Colten Hounshell
Lily Jarrell
Addison Jefry
Chloe Malott
Logan Peckinpaugh
Finn Roberts
Kaitlyn Skinner
Emma Small
Sydney Stillabower
Benjamin Worland

12th Grade

Natalie Carter
Elia Evanoff
Madison Fleener
Skyler Fleener
Tyler Hacker
Samuel Havlin
Callie Hogan
Joseph Judson
Alex Lin
Emilee Lytle
Addison Martin
Chloe McCullough
Lucy Mercer
Kaitlyn Miller
Natsuki Moore
Ella Myers
Hiya Patel
Mackenzie Patton
Tim Pham
Madison Sailor
Angadveer Singh
Noah Smith
Hanna Stewart
Zoe Walker
Connor Williams
Ruby Wuertz
Madison Young

Franklin Community Virtual School

Estefani Bautista
Bristol Maynard
Brixx Maynard
Ronin Whelan

Superintendent's ALL A Honor Roll

INDIVIDUAL STUDENT GROWTH

ALLOWANCE OF CLAIMS

I HEREBY CERTIFY THAT EACH OF THE LISTED CLAIMS AND THE INVOICES, OR BILLS ATTACHED THERETO, ARE TRUE AND CORRECT, AND I HAVE AUDITED THE SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

September 14th, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF $ 1,461,175.27 DATED THIS 14th DAY OF September.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

APPROVED BY THE STATE BOARD OF ACCOUNTS NOVEMBER 1996 FOR: FRANKLIN COMMUNITY SCHOOL CORPORATION.

Check Date 08/06/2026

F U N D / O B J E C T S U M M A R Y

FUND	OBJECT	DESCRIPTION	AMOUNT
0101	1100	CERTIFIED SALARIES	794,139.91
	1200	NONCERTIFIED SALARIES	65,998.35
	1300	TEMPORARY SALARIES	2,065.22
	1401	NON-CERT OVERTIME SALARIES	23.37
	1420	ADDITIONAL COMPENSATION	3,145.00
	2110	SOCIAL SECURITY	50,194.30
	2115	MEDICARE	11,738.96
	2140	PUBLIC EMPLOYEES RETIREMENT FU	8,045.61
	2150	TEACHERS RETIREMENT	624.47
	2160	TEACHERS RETIREMENT	77,805.99
	2410	LOCAL RETIREMENT CONTRIBUTIONS	22,881.89
		Fund 0101 Total	1,036,663.07
0160	1200	NONCERTIFIED SALARIES	110,849.18
	1401	NON-CERT OVERTIME SALARIES	140.50
	2110	SOCIAL SECURITY	6,595.56
	2115	MEDICARE	1,542.47
	2140	PUBLIC EMPLOYEES RETIREMENT FU	11,925.32
	2410	LOCAL RETIREMENT CONTRIBUTIONS	349.83
		Fund 0160 Total	131,402.86
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	130,593.72
	1401	NON-CERT OVERTIME SALARIES	8,639.11
	1420	ADDITIONAL COMPENSATION	1,550.00
	2110	SOCIAL SECURITY	8,933.32
	2115	MEDICARE	2,089.22
	2140	PUBLIC EMPLOYEES RETIREMENT FU	8,749.61
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,151.83
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,775.24

Check Date 08/06/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 0300 Total	177,237.09
0800	1200	NONCERTIFIED SALARIES	11,117.81
	2110	SOCIAL SECURITY	688.53
	2115	MEDICARE	161.03
	2140	PUBLIC EMPLOYEES RETIREMENT FU	944.54
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
		Fund 0800 Total	13,079.07
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17
	2110	SOCIAL SECURITY	439.84
	2115	MEDICARE	102.86
	2140	PUBLIC EMPLOYEES RETIREMENT FU	362.23
	2160	TEACHERS RETIREMENT	431.31
	2410	LOCAL RETIREMENT CONTRIBUTIONS	128.12
		Fund 1300 Total	8,968.94
1720	1100	CERTIFIED SALARIES	2,764.44
	1200	NONCERTIFIED SALARIES	1,196.25
	2110	SOCIAL SECURITY	237.93
	2115	MEDICARE	55.64
	2140	PUBLIC EMPLOYEES RETIREMENT FU	133.98
	2160	TEACHERS RETIREMENT	279.20
	2410	LOCAL RETIREMENT CONTRIBUTIONS	138.22
		Fund 1720 Total	4,805.66
1730	1420	ADDITIONAL COMPENSATION	7,200.00
	2110	SOCIAL SECURITY	444.98
	2115	MEDICARE	104.07
	2160	TEACHERS RETIREMENT	86.86
		Fund 1730 Total	7,835.91

Check Date 08/06/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
1750	1420	ADDITIONAL COMPENSATION	1,150.00
	2110	SOCIAL SECURITY	66.32
	2115	MEDICARE	15.51
	2160	TEACHERS RETIREMENT	103.53
		Fund 1750 Total	1,335.36
2500	1200	NONCERTIFIED SALARIES	2,769.23
	1201	NON-CERTIFIED SALARY	381.96
	2110	SOCIAL SECURITY	195.37
	2115	MEDICARE	45.70
	2140	PUBLIC EMPLOYEES RETIREMENT FU	310.15
		Fund 2500 Total	3,702.41
2710	2110	SOCIAL SECURITY	29.75
	2115	MEDICARE	6.96
	2140	PUBLIC EMPLOYEES RETIREMENT FU	71.00
	2750	OTHER EMPLOYEE BENEFITS	500.00
		Fund 2710 Total	607.71
3250	1420	ADDITIONAL COMPENSATION	2,660.03
	2110	SOCIAL SECURITY	157.45
	2115	MEDICARE	36.82
	2160	TEACHERS RETIREMENT	235.67
		Fund 3250 Total	3,089.97
3270	1200	NONCERTIFIED SALARIES	2,454.82
	2110	SOCIAL SECURITY	142.58
	2115	MEDICARE	33.35
	2140	PUBLIC EMPLOYEES RETIREMENT FU	274.94
		Fund 3270 Total	2,905.69

Check Date 08/06/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
4137	1100	CERTIFIED SALARIES	14,344.50
	1420	ADDITIONAL COMPENSATION	4,500.00
	2110	SOCIAL SECURITY	1,065.83
	2115	MEDICARE	249.24
	2160	TEACHERS RETIREMENT	1,903.33
		Fund 4137 Total	22,062.90
5203	1100	CERTIFIED SALARIES	25,738.46
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,952.26
	2115	MEDICARE	456.56
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.97
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.90
		Fund 5203 Total	39,909.67
5204	1420	ADDITIONAL COMPENSATION	1,000.00
	2110	SOCIAL SECURITY	58.48
	2115	MEDICARE	13.68
	2140	PUBLIC EMPLOYEES RETIREMENT FU	14.00
	2160	TEACHERS RETIREMENT	75.72
		Fund 5204 Total	1,161.88
5825	1100	CERTIFIED SALARIES	1,281.05
	2110	SOCIAL SECURITY	70.85
	2115	MEDICARE	16.57
	2160	TEACHERS RETIREMENT	129.38
		Fund 5825 Total	1,497.85
6849	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20
	2115	MEDICARE	49.63

Check Date 08/06/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2160	TEACHERS RETIREMENT	345.69
		Fund 6849 Total	4,030.13
6850	1420	ADDITIONAL COMPENSATION	300.00
	2110	SOCIAL SECURITY	17.41
	2115	MEDICARE	4.08
	2160	TEACHERS RETIREMENT	30.31
		Fund 6850 Total	351.80
6882	1420	ADDITIONAL COMPENSATION	450.00
	2110	SOCIAL SECURITY	25.79
	2115	MEDICARE	6.03
	2160	TEACHERS RETIREMENT	45.45
		Fund 6882 Total	527.27
		Summary total	1,461,175.24

O B J E C T S U M M A R Y

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	859,482.42
1200	NONCERTIFIED SALARIES	336,078.21
1201	NON-CERTIFIED SALARY	381.96
1300	TEMPORARY SALARIES	2,065.22
1401	NON-CERT OVERTIME SALARIES	8,802.98
1420	ADDITIONAL COMPENSATION	21,955.03
2110	SOCIAL SECURITY	71,528.75
2115	MEDICARE	16,728.38
2140	PUBLIC EMPLOYEES RETIREMENT FU	31,712.22
2150	TEACHERS RETIREMENT	858.47
2160	TEACHERS RETIREMENT	84,950.24
2410	LOCAL RETIREMENT CONTRIBUTIONS	26,131.36

Check Date 08/06/2026

OBJECT	DESCRIPTION	AMOUNT
2750	OTHER EMPLOYEE BENEFITS	500.00
	Summary total	1,461,175.24

********** End of report **********

ALLOWANCE OF CLAIMS

I HEREBY CERTIFY THAT EACH OF THE LISTED CLAIMS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT, AND I HAVE AUDITED THE SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

September 14th, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF

PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED

IN THE TOTAL AMOUNT OF $ 2,192,668.85 DATED THIS 14th DAY OF September.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

APPROVED BY THE STATE BOARD OF ACCOUNTS NOVEMBER 1996 FOR: FRANKLIN COMMUNITY SCHOOL CORPORATION.

Check Date 08/20/2026

F U N D / O B J E C T S U M M A R Y

FUND	OBJECT	DESCRIPTION	AMOUNT
0101	1100	CERTIFIED SALARIES	802,239.47
	1200	NONCERTIFIED SALARIES	131,244.60
	1300	TEMPORARY SALARIES	6,307.42
	1401	NON-CERT OVERTIME SALARIES	299.00
	1420	ADDITIONAL COMPENSATION	8,624.39
	2110	SOCIAL SECURITY	55,320.43
	2115	MEDICARE	12,937.82
	2140	PUBLIC EMPLOYEES RETIREMENT FU	11,590.89
	2150	TEACHERS RETIREMENT	616.97
	2160	TEACHERS RETIREMENT	78,954.84
	2190	DENTAL INSURANCE	11,899.58
	2200	VISION INSURANCE	2,325.49
	2210	LIFE INSURANCE	1,791.14
	2220	MEDICAL INSURANCE	345,721.65
	2410	LOCAL RETIREMENT CONTRIBUTIONS	22,738.95
	2421	VEBA CONTRIBUTIONS	5,000.00
	2430	LONG TERM DISABILITY INSURANCE	5,005.44
	2760	CUB ACADEMY TUITION BENEFIT	11,672.00
		Fund 0101 Total	1,514,290.08
0160	1200	NONCERTIFIED SALARIES	116,523.23
	1401	NON-CERT OVERTIME SALARIES	545.04
	1420	ADDITIONAL COMPENSATION	864.96
	2110	SOCIAL SECURITY	7,012.44
	2115	MEDICARE	1,639.99
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,984.78
	2190	DENTAL INSURANCE	1,862.44
	2200	VISION INSURANCE	309.88
	2210	LIFE INSURANCE	149.24
	2220	MEDICAL INSURANCE	49,325.25
	2410	LOCAL RETIREMENT CONTRIBUTIONS	349.83
	2430	LONG TERM DISABILITY INSURANCE	558.29

Check Date 08/20/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 0160 Total	192,125.37
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	143,590.95
	1300	TEMPORARY SALARIES	588.40
	1401	NON-CERT OVERTIME SALARIES	22,731.13
	2110	SOCIAL SECURITY	10,602.15
	2115	MEDICARE	2,479.53
	2140	PUBLIC EMPLOYEES RETIREMENT FU	9,564.62
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,151.83
	2190	DENTAL INSURANCE	2,578.00
	2200	VISION INSURANCE	438.83
	2210	LIFE INSURANCE	171.93
	2220	MEDICAL INSURANCE	66,583.77
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,775.24
	2430	LONG TERM DISABILITY INSURANCE	533.46
		Fund 0300 Total	276,544.88
0800	1200	NONCERTIFIED SALARIES	34,877.93
	2110	SOCIAL SECURITY	2,161.67
	2115	MEDICARE	505.55
	2140	PUBLIC EMPLOYEES RETIREMENT FU	1,857.00
	2190	DENTAL INSURANCE	453.00
	2200	VISION INSURANCE	70.05
	2210	LIFE INSURANCE	26.95
	2220	MEDICAL INSURANCE	8,842.20
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
	2430	LONG TERM DISABILITY INSURANCE	29.47
		Fund 0800 Total	48,990.98
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17
	2110	SOCIAL SECURITY	439.84

Check Date 08/20/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2115	MEDICARE	102.86
	2140	PUBLIC EMPLOYEES RETIREMENT FU	362.23
	2160	TEACHERS RETIREMENT	431.31
	2190	DENTAL INSURANCE	101.53
	2200	VISION INSURANCE	18.31
	2210	LIFE INSURANCE	12.37
	2220	MEDICAL INSURANCE	3,689.39
	2410	LOCAL RETIREMENT CONTRIBUTIONS	128.12
	2430	LONG TERM DISABILITY INSURANCE	41.99
		Fund 1300 Total	12,832.53
1720	1100	CERTIFIED SALARIES	2,538.46
	1200	NONCERTIFIED SALARIES	17,374.50
	1300	TEMPORARY SALARIES	152.59
	2110	SOCIAL SECURITY	1,233.18
	2115	MEDICARE	288.39
	2140	PUBLIC EMPLOYEES RETIREMENT FU	1,327.25
	2160	TEACHERS RETIREMENT	256.39
	2190	DENTAL INSURANCE	276.00
	2200	VISION INSURANCE	42.77
	2210	LIFE INSURANCE	18.98
	2220	MEDICAL INSURANCE	8,032.56
	2410	LOCAL RETIREMENT CONTRIBUTIONS	126.93
	2430	LONG TERM DISABILITY INSURANCE	76.73
		Fund 1720 Total	31,744.73
1730	1420	ADDITIONAL COMPENSATION	1,640.00
	2110	SOCIAL SECURITY	95.87
	2115	MEDICARE	22.42
	2160	TEACHERS RETIREMENT	165.64
		Fund 1730 Total	1,923.93
1745	1420	ADDITIONAL COMPENSATION	1,500.00

Check Date 08/20/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2110	SOCIAL SECURITY	82.95
	2115	MEDICARE	19.39
	2140	PUBLIC EMPLOYEES RETIREMENT FU	183.00
		Fund 1745 Total	1,785.34
1750	1420	ADDITIONAL COMPENSATION	5,900.00
	2110	SOCIAL SECURITY	341.59
	2115	MEDICARE	79.89
	2140	PUBLIC EMPLOYEES RETIREMENT FU	58.80
	2150	TEACHERS RETIREMENT	2.25
	2160	TEACHERS RETIREMENT	512.86
		Fund 1750 Total	6,895.39
2088	1300	TEMPORARY SALARIES	1,433.25
	2110	SOCIAL SECURITY	88.87
	2115	MEDICARE	20.78
		Fund 2088 Total	1,542.90
2500	1200	NONCERTIFIED SALARIES	2,769.23
	1201	NON-CERTIFIED SALARY	570.00
	2110	SOCIAL SECURITY	207.03
	2115	MEDICARE	48.43
	2140	PUBLIC EMPLOYEES RETIREMENT FU	310.15
	2190	DENTAL INSURANCE	32.00
	2200	VISION INSURANCE	6.17
	2210	LIFE INSURANCE	3.30
	2430	LONG TERM DISABILITY INSURANCE	18.00
		Fund 2500 Total	3,964.31
2710	2110	SOCIAL SECURITY	14.53
	2115	MEDICARE	3.40
	2140	PUBLIC EMPLOYEES RETIREMENT FU	33.74

Check Date 08/20/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2750	OTHER EMPLOYEE BENEFITS	237.60
		Fund 2710 Total	289.27
3250	1200	NONCERTIFIED SALARIES	1,651.59
	1300	TEMPORARY SALARIES	362.21
	1420	ADDITIONAL COMPENSATION	4,715.53
	2110	SOCIAL SECURITY	399.34
	2115	MEDICARE	93.39
	2160	TEACHERS RETIREMENT	108.57
		Fund 3250 Total	7,330.63
3780	1420	ADDITIONAL COMPENSATION	625.00
	2110	SOCIAL SECURITY	36.77
	2115	MEDICARE	8.60
	2140	PUBLIC EMPLOYEES RETIREMENT FU	70.00
		Fund 3780 Total	740.37
4137	1100	CERTIFIED SALARIES	14,344.50
	1200	NONCERTIFIED SALARIES	2,204.89
	1420	ADDITIONAL COMPENSATION	1,500.00
	2110	SOCIAL SECURITY	1,029.77
	2115	MEDICARE	240.81
	2140	PUBLIC EMPLOYEES RETIREMENT FU	153.12
	2160	TEACHERS RETIREMENT	1,600.32
		Fund 4137 Total	21,073.41
5203	1100	CERTIFIED SALARIES	25,738.40
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,951.59
	2115	MEDICARE	456.41
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.96

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FUND	OBJECT	DESCRIPTION	AMOUNT
	2190	DENTAL INSURANCE	349.45
	2200	VISION INSURANCE	83.83
	2210	LIFE INSURANCE	59.42
	2220	MEDICAL INSURANCE	11,956.96
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.90
	2430	LONG TERM DISABILITY INSURANCE	196.85
		Fund 5203 Total	52,555.29
5825	1100	CERTIFIED SALARIES	1,281.05
	2110	SOCIAL SECURITY	70.85
	2115	MEDICARE	16.57
	2160	TEACHERS RETIREMENT	129.38
		Fund 5825 Total	1,497.85
6460	1200	NONCERTIFIED SALARIES	5,037.28
	2110	SOCIAL SECURITY	312.30
	2115	MEDICARE	73.05
	2140	PUBLIC EMPLOYEES RETIREMENT FU	346.79
	2190	DENTAL INSURANCE	148.00
	2200	VISION INSURANCE	24.60
	2210	LIFE INSURANCE	8.80
	2220	MEDICAL INSURANCE	2,761.59
	2430	LONG TERM DISABILITY INSURANCE	20.87
		Fund 6460 Total	8,733.28
6849	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20
	2115	MEDICARE	49.63
	2160	TEACHERS RETIREMENT	345.69
		Fund 6849 Total	4,030.13
6850	1420	ADDITIONAL COMPENSATION	1,500.00

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FUND	OBJECT	DESCRIPTION	AMOUNT
	2110	SOCIAL SECURITY	88.38
	2115	MEDICARE	20.68
	2160	TEACHERS RETIREMENT	151.50
		Fund 6850 Total	1,760.56
6882	1420	ADDITIONAL COMPENSATION	1,725.00
	2110	SOCIAL SECURITY	95.96
	2115	MEDICARE	22.44
	2160	TEACHERS RETIREMENT	174.22
		Fund 6882 Total	2,017.62
		Summary total	2,192,668.85

O B J E C T S U M M A R Y

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	867,355.94
1200	NONCERTIFIED SALARIES	466,373.05
1201	NON-CERTIFIED SALARY	570.00
1300	TEMPORARY SALARIES	8,843.87
1401	NON-CERT OVERTIME SALARIES	23,575.17
1420	ADDITIONAL COMPENSATION	28,594.88
2110	SOCIAL SECURITY	81,797.71
2115	MEDICARE	19,130.03
2140	PUBLIC EMPLOYEES RETIREMENT FU	39,723.21
2150	TEACHERS RETIREMENT	853.22
2160	TEACHERS RETIREMENT	86,308.51
2190	DENTAL INSURANCE	17,700.00
2200	VISION INSURANCE	3,319.93
2210	LIFE INSURANCE	2,242.13
2220	MEDICAL INSURANCE	496,913.37
2410	LOCAL RETIREMENT CONTRIBUTIONS	25,977.13
2421	VEBA CONTRIBUTIONS	5,000.00

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OBJECT	DESCRIPTION	AMOUNT
2430	LONG TERM DISABILITY INSURANCE	6,481.10
2750	OTHER EMPLOYEE BENEFITS	237.60
2760	CUB ACADEMY TUITION BENEFIT	11,672.00
	Summary total	2,192,668.85

********** End of report **********

ALLOWANCE OF VOUCHERS

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND THE INVOICES, OR BILLS ATTACHED THERETO, ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

September 14, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE VOUCHERS LISTED ON THE FOREGOING ACCOUNTS PAYABLE VOUCHER REGISTER, CONSISTING OF PAGES, AND EXCEPT FOR VOUCHERS NOT ALLOWED AS SHOWN ON THE REGISTER SUCH VOUCHERS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF **$5,543,899.82** DATED THIS **14th DAY OF SEPTEMBER, 2026**.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

2026
SEPTEMBER BOARD TOTALS

CLAIM REGISTER SUMMARY							
	CK. NUMBER		WIRE NUMBER AND VOIDS		ACH		
8/13/2026	17142	17145	202600729	202600730			$30,980.12
8/20/2026	17146	17156	202600029	202600750	260000754	260000756	$143,565.78
8/20/2026	17157		202600741	202600746			$517,212.80
8/20/2026	17158	17164	202600715	202600755			$764,895.02
8/27/2026	17165	17169	202600756	202600780	260000757		$154,013.23
8/27/2026	17170	17172					$9,207.93
9/3/2026	17173	17175	202600796	202600808	260000758	260000759	$62,371.83
9/3/2026	17176	17177	202600812	202600827			$549,145.86
9/8/2026			202600019	202600828			$184,291.62
9/10/2026	17178	17182	202600822	202600831			$81,341.73
9/14/2026	17183	17200	202600832		260000760	260000864	$3,046,873.90
							$5,543,899.82

Check Nbr	Vendor Name	Check Date	Check Amount
17142	CENTERPOINT ENERGY	08/13/2026	1,008.02
17143	FOOD SERVICES	08/13/2026	500.00
17144	FRANKLIN COMM SCHOOL	08/13/2026	1,597.82
17145	INDIANA-AMERICAN WATER CO INC.	08/13/2026	3,516.80

4 Computer Check(s) For a Total of 6,622.64

Check Nbr	Vendor Name	Check Date	Check Amount
202600729	GFS	08/13/2026	24,357.48
202600730	FRANKLIN COMMUNITY SCHOOL CORP	08/13/2026	0.00
	2 Wire Transfer Check(s) For a Total of		24,357.48

0	Manual	Checks For a Total of	0.00
2	Wire Transfer	Checks For a Total of	24,357.48
0	ACH	Checks For a Total of	0.00
4	Computer	Checks For a Total of	6,622.64
Total For 6	Manual, Wire Tran, ACH & Computer Checks		30,980.12
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	30,980.12

Check Nbr	Vendor Name	Check Date	Check Amount
260000754	MOTOROLA SOLUTIONS INC.	08/20/2026	403.86
260000755	PETRO'S CULLIGAN	08/20/2026	84.37
260000756	SMART SYSTEMS	08/20/2026	38,456.55

3 ACH Check(s) For a Total of 38,944.78

Check Nbr	Vendor Name	Check Date	Check Amount
17146	BALL STATE UNIVERSITY	08/20/2026	1,635.25
17147	BRIDGEFIELD CASUALTY INSURANCE	08/20/2026	18,843.48
17148	CENTERPOINT ENERGY	08/20/2026	2,125.80
17149	Vendor Continued Check	08/20/2026	0.00
17150	Vendor Continued Check	08/20/2026	0.00
17151	CITY OF FRANKLIN INDIANA	08/20/2026	11,240.55
17152	DUKE ENERGY	08/20/2026	40,120.98
17153	INDIANA-AMERICAN WATER CO INC.	08/20/2026	480.19
17154	JOHNSON COUNTY REMC	08/20/2026	1,382.17
17155	RUMPKE	08/20/2026	3,866.92
17156	WM CORPORATE SERVICES INC.	08/20/2026	226.92

11 Computer Check(s) For a Total of 79,922.26

Check Nbr	Vendor Name	Check Date	Check Amount
202600029	SYNCHRONY BANK/AMAZON	08/20/2026	0.00
202600737	FRANKLIN COMMUNITY SCHOOL CORP	08/20/2026	0.00
202600750	GFS	08/20/2026	24,698.74

3 Wire Transfer Check(s) For a Total of 24,698.74

	0	Manual	Checks For a Total of	0.00
	3	Wire Transfer	Checks For a Total of	24,698.74
	3	ACH	Checks For a Total of	38,944.78
	11	Computer	Checks For a Total of	79,922.26
Total For	17	Manual, Wire Tran, ACH & Computer Checks		143,565.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	143,565.78

Check Nbr	Vendor Name	Check Date	Check Amount
17157	IN COLLEGE CHOICE ADVISOR 529	08/20/2026	4,035.00
1	Computer Check(s) For a Total of		4,035.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600741	IND ST TCH RET FUND	08/20/2026	87,161.73
202600742	INTERNAL REVENUE SERVICE	08/20/2026	297,489.49
202600743	PUBLIC EMP RET FUND	08/20/2026	48,702.92
202600745	TOTAL ADMINISTRATIVE SERVICE C	08/20/2026	7,958.31
202600746	AMERICAN TRUST CUSTODY	08/20/2026	71,865.35
	5 Wire Transfer Check(s) For a Total of		513,177.80

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	513,177.80
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	4,035.00
Total For	6	Manual, Wire Tran, ACH & Computer Checks		517,212.80
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	517,212.80

Check Nbr	Vendor Name	Check Date	Check Amount
17158	AMERICAN UNITED LIFE INSURANCE	08/20/2026	6,360.32
17159	CIL - FRANKLIN ED FOUNDATION	08/20/2026	1,144.00
17160	FCSC CUB ACADEMY	08/20/2026	11,672.00
17161	FRANKLIN COMMUNITY SCHOOL CORP	08/20/2026	134.37
17162	GUARDIAN LIFE INSURANCE	08/20/2026	8,794.76
17163	JOHNSON COUNTY CLERK	08/20/2026	100.00
17164	UNITED WAY OF JOHNSON COUNTY	08/20/2026	964.58

7 Computer Check(s) For a Total of 29,170.03

Check Nbr	Vendor Name	Check Date	Check Amount
202600715	IND DEPT OF REVENUE	08/06/2026	50,961.99
202600719	SO CENTRAL IND SCHOOL TRUST	08/06/2026	49,563.70
202600740	IND DEPT OF REVENUE	08/20/2026	58,221.22
202600744	SO CENTRAL IND SCHOOL TRUST	08/20/2026	576,943.99
202600755	IND DEPT OF REVENUE	08/20/2026	34.09
	5 Wire Transfer Check(s) For a Total of		735,724.99

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	735,724.99
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	29,170.03
Total For	12	Manual, Wire Tran, ACH & Computer Checks		764,895.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	764,895.02

Check Nbr	Vendor Name	Check Date	Check Amount
260000757	LAW ENFORCEMENT TRAINING BOARD	08/27/2026	1,000.00
1	ACH	Check(s) For a Total of	1,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
17165	CENTERPOINT ENERGY	08/27/2026	197.06
17166	DUKE ENERGY	08/27/2026	72,004.87
17167	INDIANA-AMERICAN WATER CO INC.	08/27/2026	10,528.46
17168	JOHNSON COUNTY REMC	08/27/2026	2,903.65
17169	WM CORPORATE SERVICES INC.	08/27/2026	532.59

5 Computer Check(s) For a Total of 86,166.63

Check Nbr	Vendor Name	Check Date	Check Amount
202600756	INTERNAL REVENUE SERVICE	08/20/2026	172.02
202600758	SO CENTRAL IND SCHOOL TRUST	08/27/2026	33,010.25
202600778	GFS	08/27/2026	33,664.33
202600780	FRANKLIN COMMUNITY SCHOOL CORP	08/27/2026	0.00
	4 Wire Transfer Check(s) For a Total of		66,846.60

	0	Manual Checks For a Total of	0.00
	4	Wire Transfer Checks For a Total of	66,846.60
	1	ACH Checks For a Total of	1,000.00
	5	Computer Checks For a Total of	86,166.63
Total For	10	Manual, Wire Tran, ACH & Computer Checks	154,013.23
Less	0	Voided Checks For a Total of	0.00
		Net Amount	154,013.23

Check Nbr	Vendor Name	Check Date	Check Amount
17170	Vendor Continued Check	08/27/2026	0.00
17171	Vendor Continued Check	08/27/2026	0.00
17172	LOWE'S	08/27/2026	9,207.93

3 Computer Check(s) For a Total of 9,207.93

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	9,207.93
Total For	3	Manual, Wire Tran, ACH & Computer Checks		9,207.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	9,207.93

Check Nbr	Vendor Name	Check Date	Check Amount
260000758	CONSTELLATION NEW ENERGY	09/03/2026	4,529.04
260000759	VERIZON WIRELESS	09/03/2026	2,586.16

2 ACH Check(s) For a Total of 7,115.20

Check Nbr	Vendor Name	Check Date	Check Amount
17173	DUKE ENERGY	09/03/2026	20,604.15
17174	INDIANA-AMERICAN WATER CO INC.	09/03/2026	85.62
17175	TOTAL ADMINISTRATIVE SERVICE C	09/03/2026	24.95

3 Computer Check(s) For a Total of 20,714.72

Check Nbr	Vendor Name	Check Date	Check Amount
202600796	CDW COMPUTER	09/03/2026	0.00
202600808	GFS	09/03/2026	34,541.91
2	Wire Transfer Check(s) For a Total of		34,541.91

	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	34,541.91
	2	ACH	Checks For a Total of	7,115.20
	3	Computer	Checks For a Total of	20,714.72
Total For	7	Manual, Wire Tran, ACH & Computer Checks		62,371.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	62,371.83

Check Nbr	Vendor Name	Check Date	Check Amount
17176	FRANKLN COMM SCHL-CHILD SUPRT	09/03/2026	496.00
17177	IN COLLEGE CHOICE ADVISOR 529	09/03/2026	4,375.00

2 Computer Check(s) For a Total of 4,871.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600812	IND ST TCH RET FUND	09/03/2026	87,200.24
202600813	INTERNAL REVENUE SERVICE	09/03/2026	324,911.57
202600814	PUBLIC EMP RET FUND	09/03/2026	53,057.85
202600816	TOTAL ADMINISTRATIVE SERVICE C	09/03/2026	3,598.29
202600817	AMERICAN TRUST CUSTODY	09/03/2026	75,506.91
	5 Wire Transfer Check(s) For a Total of		544,274.86

0	Manual	Checks For a Total of	0.00
5	Wire Transfer	Checks For a Total of	544,274.86
0	ACH	Checks For a Total of	0.00
2	Computer	Checks For a Total of	4,871.00
Total For 7	Manual, Wire Tran, ACH & Computer Checks		549,145.86
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	549,145.86

Check Nbr	Vendor Name	Check Date	Check Amount
202600019	PLUMBERS SUPPLY COMPANY	09/08/2026	698.99
202600029	SYNCHRONY BANK/AMAZON	09/08/2026	49,243.11
202600367	TRACTOR SUPPLY	09/08/2026	126.06
202600370	DAVIS ELECTRIC INC	09/08/2026	9,366.45
202600583	MARK'S VACUUM INC	09/08/2026	2,395.90
202600606	ADVANCE AUTO PARTS	09/08/2026	384.14
202600608	NELBUD SERVICES GROUP, INC	09/08/2026	10,220.50
202600612	FIKES FRESH BRANDS LLC.	09/08/2026	7,899.17
202600620	IMPERIAL DADE	09/08/2026	8,296.11
202600637	COLUMBUS INDUSTRIAL ELECT	09/08/2026	726.96
202600652	GRAINGER	09/08/2026	-0.68
202600659	INTERSTATE BATTERY SYSTEM	09/08/2026	746.10
202600678	JACOBI SALES, INC	09/08/2026	416.05
202600687	OFFICE DEPOT	09/08/2026	200.26
202600688	LOWE'S	09/08/2026	455.08
202600700	CARQUEST	09/08/2026	369.86
202600701	CHRYSLER, FLETCHER	09/08/2026	190.37
202600713	WHITELAND TIRE & FLEET SERVICE	09/08/2026	652.80
202600723	WAL-MART	09/08/2026	6,493.44
202600724	BMO ACH PAY	09/08/2026	6,895.34
202600725	B & H ELECTRIC AND SUPPLY INC.	09/08/2026	136.75
202600726	CINTAS CORP	09/08/2026	593.98
202600728	STAPLES BUSINESS ADVANTAGE	09/08/2026	572.88
202600731	ROCHESTER 100 INC	09/08/2026	235.20
202600732	IRISH BROTHERS INC	09/08/2026	3,410.00
202600733	HYDRONIC & STEAM EQUIPMENT	09/08/2026	1,223.85
202600734	SHERWIN WILLIAMS	09/08/2026	3.56
202600735	JOHNSTONE SUPPLY	09/08/2026	37.39
202600736	M.A. ROONEY FOUNDATION INC.	09/08/2026	1,430.00
202600738	PAIGE'S MUSIC	09/08/2026	4,750.45
202600739	PRESENTATION SOLUTIONS INC	09/08/2026	267.15
202600747	CHEWY INC.	09/08/2026	507.24
202600748	HILLVIEW VETERINARY CLINIC LLC	09/08/2026	717.79
202600749	LIGHTNING TWO-WAY RADIO	09/08/2026	890.50
202600751	QUILL CORPORATION	09/08/2026	433.91
202600752	US POST OFFICE	09/08/2026	899.39
202600753	REALLY GOOD STUFF LLC	09/08/2026	121.22
202600754	SCHOOL SPECIALTY LLC.	09/08/2026	216.76
202600757	INSTITUTE FOR MULTI-SENSORY ED	09/08/2026	276.08
202600759	DEPARTMENT OF HOMELAND SEC	09/08/2026	213.15
202600761	SCHOLASTIC INC.	09/08/2026	2,079.86
202600762	WEST MUSIC COMPANY	09/08/2026	24.99
202600763	PAR INC	09/08/2026	2,411.56
202600764	DESIGN PRINT BANNER LLC	09/08/2026	64.46
202600765	FREEDOM AND GLORY	09/08/2026	246.48
202600766	WESTERN PSYCHOLOGICAL SERVICES	09/08/2026	1,996.00
202600767	SLYFOX INC	09/08/2026	1,057.85
202600768	PEARSON ASSESSMENTS	09/08/2026	5,298.24
202600769	YUBICO INC.	09/08/2026	1,392.00
202600772	MONOPRICE INC	09/08/2026	52.25

Check Nbr	Vendor Name	Check Date	Check Amount
202600773	CONTINUED.COM LLC	09/08/2026	327.00
202600774	INDIANA STATE UNIVERSITY	09/08/2026	300.00
202600775	MEIJER STORES LMTD PARTNERSHIP	09/08/2026	65.17
202600776	OPEN AI LLC	09/08/2026	20.00
202600781	ULINE INC.	09/08/2026	2,780.15
202600782	TEAMBUILDR LLC.	09/08/2026	2,800.00
202600783	SUTTON-GARTEN CO	09/08/2026	203.74
202600784	WILD GEESE BOOKSHOP	09/08/2026	93.75
202600785	GIMKIT INC.	09/08/2026	35.88
202600786	KROGER LIMITED PARTNERSHIP	09/08/2026	252.56
202600787	OFFICE 360	09/08/2026	882.61
202600788	C & C SHIRT FACTORY	09/08/2026	868.00
202600789	JW PEPPER & SONS INC	09/08/2026	993.50
202600790	CAROLINA BIOLOGICAL SUPPLY CO	09/08/2026	34.40
202600791	THE WEBSTAURANT STORE INC	09/08/2026	1,573.42
202600793	BLICK ART MATERIALS	09/08/2026	1,098.21
202600794	INSPIRING YOUNG LEARNERS LLC.	09/08/2026	195.00
202600795	PANERA BREAD COMPANY	09/08/2026	229.01
202600796	CDW COMPUTER	09/08/2026	1,590.00
202600797	TEXTBOOK WAREHOUSE LLC	09/08/2026	2,679.30
202600798	KENDALL HUNT PUBLISHING CO	09/08/2026	567.24
202600799	BUREAU OF MOTOR VEHICLES	09/08/2026	150.00
202600800	MAIN & MADISON LLC	09/08/2026	1,032.39
202600801	ATLAS PHYSICAL & DRUG TESTING	09/08/2026	715.00
202600802	RUSH TRUCK CENTERS OF INDIANA	09/08/2026	7,316.09
202600803	LIBERTY FASTCO LLC.	09/08/2026	1,212.84
202600804	ROYAL FIREWORKS PUBLISHING	09/08/2026	8,000.25
202600806	MCGRAW HILL LLC	09/08/2026	29.63
202600807	LITERACY RESOURCES LLC	09/08/2026	714.00
202600820	SHARE CORPORATION	09/08/2026	1,192.87
202600823	T-SHIRT EXPRESS	09/08/2026	554.00
202600824	INDIANA SCHOOL BOARDS ASSOC	09/08/2026	1,350.00
202600825	FRANKLIN CHAMBER OF COMM	09/08/2026	90.00
202600826	GREEKS PIZZERIA	09/08/2026	178.11
202600827	INSTITUTIONAL COMPLIANCE SOLUT	09/08/2026	6,650.00
202600828	IN SCHOOL PUBLIC RELATIONS ASS	09/08/2026	180.55

86 Wire Transfer Check(s) For a Total of 184,291.62

	0	Manual	Checks For a Total of	0.00
	86	Wire Transfer	Checks For a Total of	184,291.62
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	86	Manual, Wire Tran, ACH & Computer Checks		184,291.62
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	184,291.62

Check Nbr	Vendor Name	Check Date	Check Amount
17178	BARGERSVILLE UTILITIES	09/10/2026	113.87
17179	CENTERPOINT ENERGY	09/10/2026	2,045.02
17180	DUKE ENERGY	09/10/2026	48,084.00
17181	FRANKLIN COMM SCHOOL	09/10/2026	899.16
17182	INDIANA-AMERICAN WATER CO INC.	09/10/2026	2,509.76

5 Computer Check(s) For a Total of 53,651.81

Check Nbr	Vendor Name	Check Date	Check Amount
202600822	INTERNAL REVENUE SERVICE	09/10/2026	17.80
202600829	GFS	09/10/2026	27,672.12
202600831	FRANKLIN COMMUNITY SCHOOL CORP	09/10/2026	0.00
3	Wire Transfer Check(s) For a Total of		27,689.92

	0	Manual	Checks For a Total of	0.00
	3	Wire Transfer	Checks For a Total of	27,689.92
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	53,651.81
Total For	8	Manual, Wire Tran, ACH & Computer Checks		81,341.73
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	81,341.73

Check Nbr	Vendor Name	Check Date	Check Amount
260000760	A.E. BOYCE COMPANY INC.	09/14/2026	3,988.24
260000761	ACORN DISTRIBUTORS INC.	09/14/2026	2,043.84
260000762	ALLIED-OTT PETROLEUM EQUIPMENT	09/14/2026	312.50
260000763	B & H ELECTRIC AND SUPPLY INC.	09/14/2026	479.25
260000764	BAILEY, DESIREE	09/14/2026	29.10
260000765	BENNETT, PATRICK R	09/14/2026	21.32
260000766	BEST-ONE TIRE & SERVICE INC	09/14/2026	2,050.11
260000767	BRADEN BUSINESS SYSTEMS INC	09/14/2026	8,189.53
260000768	BUCKEYE POWER	09/14/2026	6,563.51
260000769	BUSINESS FURNITURE CO	09/14/2026	3,765.64
260000770	CDW COMPUTER	09/14/2026	189,513.88
260000771	CELEBRATE! BALLOON RENTALS	09/14/2026	160.00
260000772	CENTRAL INDIANA ED SRVC CNTR	09/14/2026	8,758.96
260000773	CENTRAL SECURITY & COMMUNICATI	09/14/2026	1,758.52
260000774	CHURCH CHURCH HITTLE & ANTRIM	09/14/2026	2,587.50
260000775	CHURCH, MARIA E	09/14/2026	90.49
260000776	CINTAS CORP	09/14/2026	403.28
260000777	COLUMBUS INDUSTRIAL ELECT	09/14/2026	870.00
260000778	COMMERCIAL FOOD SYSTEMS INC	09/14/2026	4,806.67
260000779	COMMERCIAL RECREATION GROUP LL	09/14/2026	26,445.00
260000780	CURRY, AMBER L	09/14/2026	81.85
260000781	DANCE SOPHISTICATES INC	09/14/2026	4,250.00
260000782	DISCOVERY EDUCATION	09/14/2026	7,475.00
260000783	EDMENTUM INC.	09/14/2026	42,000.00
260000784	ELLIS MECHANICAL INC	09/14/2026	50,363.50
260000785	EPIC INSURANCE MIDWEST	09/14/2026	396,782.29
260000786	EVERDRIVEN TECHNOLOGIES LLC	09/14/2026	764.85
260000787	FLINN SCIENTIFIC INC	09/14/2026	34.28
260000788	FOOTWEAR SUPPLY	09/14/2026	10,237.00
260000789	FORM PLASTICS COMPANY	09/14/2026	112.76
260000790	FOUNTAIN, CHELSEA R	09/14/2026	108.12
260000791	GABEL, BRIAN T	09/14/2026	700.05
260000792	GENERAL PETROLEUM INC	09/14/2026	634.00
260000793	GHERA CONSULTING SERVICES LLC	09/14/2026	1,537.50
260000794	ASSETWORKS RISK MANAGEMENT INC	09/14/2026	2,875.83
260000795	GRAFTON PEEK CATERING	09/14/2026	459.40
260000796	GRAHAM'S WRECKER SERVICE	09/14/2026	385.00
260000797	GREENWOOD COMMUNITY SCHOOL COR	09/14/2026	35,005.68
260000798	HALL, MARIE A	09/14/2026	35.53
260000799	HUFFINE, ANGELA K	09/14/2026	38.14
260000800	HYDRONIC & STEAM EQUIPMENT	09/14/2026	612.00
260000801	IMPERIAL DADE	09/14/2026	153.42
260000802	INDIANA TESTING	09/14/2026	95.00
260000803	INTERSTATE BATTERY SYSTEM	09/14/2026	435.00
260000804	JACKSON, TAMARA E	09/14/2026	98.00
260000805	JOHNSON, KELLY L	09/14/2026	55.75
260000806	JOHNSON CONTROLS	09/14/2026	14,049.17
260000807	JOSTENS INC	09/14/2026	7.40
260000808	JW PEPPER & SONS INC	09/14/2026	1,738.86
260000809	KERLIN BUS SALES & LEASING INC	09/14/2026	1,177.45

Check Nbr	Vendor Name	Check Date	Check Amount
260000810	Vendor Continued Check	09/14/2026	0.00
260000811	KLOSTERMAN'S BAKING	09/14/2026	4,565.71
260000812	KOENIG EQUIPMENT INC	09/14/2026	91.76
260000813	KOVARIK, TIMOTHY	09/14/2026	1,500.00
260000814	LAKESHORE RECYCLING SYSTEMS LL	09/14/2026	1,980.00
260000815	LEE COMPANY INC	09/14/2026	10,168.32
260000816	LIGHTNING TWO-WAY RADIO	09/14/2026	9,758.50
260000817	LITTLE BEE SPEECH CO	09/14/2026	119.99
260000818	MARK'S VACUUM INC	09/14/2026	5,500.00
260000819	MCCLAIN, NICHOLAS C	09/14/2026	164.14
260000820	MEGAN'S GROOM ROOM	09/14/2026	175.00
260000821	MES SERVICE COMPANY LLC	09/14/2026	657.77
260000822	MIDWEST MOTOR SUPPLY CO	09/14/2026	1,245.75
260000823	MIDWEST TRANSIT EQUIPMENT OF I	09/14/2026	645.79
260000824	MOMAR INC	09/14/2026	1,338.95
260000825	MULLER WELDING COMPANY INC.	09/14/2026	3,225.00
260000826	MUSCO SPORTS LIGHTING	09/14/2026	411,517.00
260000827	OTTO'S PARKING MARKING	09/14/2026	4,805.00
260000828	PAIGE'S MUSIC	09/14/2026	1,106.30
260000829	BOTTLING GROUP LLC	09/14/2026	950.94
260000830	Vendor Continued Check	09/14/2026	0.00
260000831	PIAZZA PRODUCE	09/14/2026	30,516.59
260000832	POWERSCHOOL GROUP LLC	09/14/2026	37,830.50
260000833	Vendor Continued Check	09/14/2026	0.00
260000834	PRAIRIE FARMS DAIRY	09/14/2026	19,544.59
260000835	Vendor Continued Check	09/14/2026	0.00
260000836	PREMIER AG CO-OP INC	09/14/2026	34,152.73
260000837	PREMIER OUTDOOR POWER EQUIPMEN	09/14/2026	268.38
260000838	PRINT WORKS	09/14/2026	2,421.00
260000839	PUBLIC OPINION STRATEGIES, LLC	09/14/2026	16,000.00
260000840	RECEIVABLES MANAGEMENT PARTNER	09/14/2026	588.00
260000841	RIGGLES, PEGGY E	09/14/2026	17.40
260000842	ROTARY INTERNATIONAL FRANKLIN	09/14/2026	55.00
260000843	SAFE HIRING SOLUTIONS LLC	09/14/2026	13,133.00
260000844	SCHERT FOODSERVICE EQUIPMENT I	09/14/2026	94,906.23
260000845	SCHOOL HEALTH CORPORATION	09/14/2026	566.88
260000846	SHARP GRAPHICS	09/14/2026	266.00
260000847	SIGN SOLUTIONS INC	09/14/2026	165.00
260000848	SMART SYSTEMS	09/14/2026	144.54
260000849	SMARTSENSE BY DIGI	09/14/2026	250.00
260000850	SPOTLIGHT STRATEGIES	09/14/2026	1,080.98
260000851	STUDIO J2 DANCE	09/14/2026	5,519.00
260000852	SWEETWATER SOUND LLC	09/14/2026	1,087.84
260000853	SWIGERT, MICHAEL R	09/14/2026	184.95
260000854	SYNOVIA SOLUTIONS LLC	09/14/2026	3,404.41
260000855	T-SHIRT EXPRESS	09/14/2026	42.00
260000856	TEXTBOOK WAREHOUSE LLC	09/14/2026	5,117.34
260000857	TORRANCE & SONS LLC	09/14/2026	27,097.00
260000858	THE TRANE COMPANY	09/14/2026	18,433.00
260000859	TRESONA MULTIMEDIA LLC	09/14/2026	1,020.00

Check Nbr	Vendor Name	Check Date	Check Amount
260000860	US SIGNAL COMPANY LLC	09/14/2026	8,758.83
260000861	VANCO COMMERCIAL SERVICE	09/14/2026	411.00
260000862	VAUGHT, ADAM T	09/14/2026	145.29
260000863	WINNER WOODWORKING	09/14/2026	1,309.61
260000864	YOUNG AND YOUNG	09/14/2026	2,775.00

105 ACH Check(s) For a Total of 1,621,868.18

Check Nbr	Vendor Name	Check Date	Check Amount
17183	CENGAGE LEARNING	09/14/2026	594.73
17184	FOOD SERVICES	09/14/2026	241.43
17185	IN STATE SCHOOL MUSIC ASSOC	09/14/2026	675.00
17186	LIBERTY MUTUAL	09/14/2026	200.00
17187	Vendor Continued Check	09/14/2026	0.00
17188	CORDS COMMERCIAL ENT.	09/14/2026	3,486.39
17189	OTT EQUIPMENT	09/14/2026	169.73
17190	PIERCY SPORTS & APPAREL	09/14/2026	570.00
17191	PRIMARY GROUNDS	09/14/2026	550.00
17192	REALLY GOOD STUFF LLC	09/14/2026	278.07
17193	RPM MACHINERY LLC.	09/14/2026	251.98
17194	SHAW WELDING & GATES INC	09/14/2026	1,718.84
17195	Vendor Continued Check	09/14/2026	0.00
17196	SOUTHSIDE SPECIAL SERVICES OF	09/14/2026	9,000.00
17197	STERICYCLE INC	09/14/2026	151.31
17198	SUNBELT RENTALS INC.	09/14/2026	337.43
17199	US BANK NATIONAL ASSOCIATION	09/14/2026	92,383.16
17200	WESTERN GOVERNORS UNIVERSITY	09/14/2026	3,825.00

18 Computer Check(s) For a Total of 114,433.07

Check Nbr	Vendor Name	Check Date	Check Amount
202600832	SECURITY TITLE SERVICES	09/14/2026	1,310,572.65
1	Wire Transfer Check(s) For a Total of		1,310,572.65

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	1,310,572.65
	105	ACH	Checks For a Total of	1,621,868.18
	18	Computer	Checks For a Total of	114,433.07
Total For	124	Manual, Wire Tran, ACH & Computer Checks		3,046,873.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,046,873.90

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

August 10, 2026
Board of School Trustees Regular Meeting & Executive Session

FCMS - Auditorium
625 Grizzly Cub Drive
Franklin, IN 46131
6:00 PM

1. WATCH MEETING LIVE
   You Tube Live Stream
2. CALL THE MEETING TO ORDER
- Pledge of Allegiance
3. RECOGNITION
   Dr. Clendening & Dr. Worland
   Individual Student Growth
- Perfect IREAD Scores
- National Math Stars
- ISSMA All-Music Award
- FCHS Choir State Champions
- FFA National Wildlife Habitat Education Program Contest
- FCHS Academic Teams
- IHSAA Boys Golf State Finals
- IHSAA Boys & Girls State Track & Field

4. **CONSENT AGENDA**
   Board President

   A. Public Comments on any Consent Agenda Item
      Public comments regarding consent agenda items are limited to 3 minutes.
      There were no public comments.
      Dr. Clendening shared that after 24 years of service, Brian Luse is retiring. Debbie Gill thanked those who gave donations.
   B. Allowance of Claims and Vouchers
   C. Approve Minutes
   D. Donations
   E. Liability Insurance Renewal
   F. Personnel Report
   G. Software Renewals
   H. Superintendent Membership Dues

I. Consent Agenda Vote
Motion to approve the consent agenda. This motion, made by Jennifer Mann and seconded by David Yount, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0

5. **SUPERINTENDENT REPORTS**

A. Committee Updates

- Central Nine
- Athletic Council

Becky Nelson shared that Central Nine will have a meeting this Thursday. Thursday is meet the instructor night for students. As of July, we are sending 132 students to C9. Central Nine is looking for a diesel tech instructor.
No athletic committee report.

B. Back-to-School Update
Dr. David Clendening

C. Quarterly Financial Report
Steve Ahaus
Steve Ahaus reported that the quarterly financial reports are for the second quarter ending June 30th. Revenue was up in our operations fund. We continue working to bring our expenses down. Money was transferred over from our education fund, but that was stopped to help balance that out in June, so we will not be transferring money from education to operations in the second half of the year. Doing this will balance out among the areas.
Steve went over the financial reporting ending June 30th, showing the percentages spent.

D. FCS Report on Certified Staff Evaluations
Dr. David Clendening
Under Indiana Code § 20-28-11.5-9 (enacted via school staff performance evaluation statutes), school principals are required to report the aggregate results of staff performance evaluations from the previous school year to the superintendent and the school corporation's governing body before August 15 of each year.
Indiana Code, 20-28-11.5-9, states that school principals are required to report the aggregate results of staff performance evaluations from the previous school year to the superintendent and the school corporation's governing body before August 15 of each year. The state law changed about two years ago regarding how we evaluate our faculty. Last year, a committee was formed to evaluate our plan. The two core performance domains are instruction and classroom environment. Domain 2: Classroom Environment

- Culture of collaboration and respect
- High expectations for success

- Appropriate stakeholder communication

Scoring Weights

- 80% - Teacher Observation Rubric
  - Primary evaluation metric focusing on classroom environment, planning, instruction, and professional responsibilities.
- 20% - PLC Expectations Rubric
  - Measures active collaboration within Professional Learning Communities, contributions to team goals, and collective inquiry.

Professionalism

Teachers must meet all minimum competencies: Attendance, Policies & Procedures, and Respect. A -1.00 point deduction will be applied directly to the summative evaluation for any standards not met.

Dr. Clendening shared the aggregate performance ratings for the district and each building.

6. **ACTION ITEMS**

A. Public Comments on any Action Item
Public comments regarding action items are limited to 3 minutes.
There were no public comments.

B. Notice of Public Hearing for the 2027 Budget
Steve Ahaus
A motion was made to approve to advertise as presented. This motion, made by Brett Jones and seconded by David Yount, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Steve Ahaus requested permission to advertise the Notice of Public Hearing for the 2027 budget. The public hearing will be held on September 14, 2026.

C. Resolution to Adopt Bus Replacement Plan
Steve Ahaus
A motion was made giving permission to advertise the Bus Replacement Plan. This motion, made by David Yount and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Steve Ahaus requested permission to advertise the Resolution to Adopt Bus Replacement Plan for 2027.

D. Resolution to Adopt the Capital Projects Fund Plan

Steve Ahaus
A motion was made giving permission to advertise the Capital Projects Fund Plan. This motion, made by Brett Jones and seconded by Jennifer Mann, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Steve Ahaus requested permission to advertise the Capital Projects Fund Plan.

E. Resolution to Transfer Amount from Cub Quest Fund to the Employer of Choice Fund
Steve Ahaus
A motion was made to approve the Resolution to Transfer Amount from Cub Quest Fund to the Employer of Choice Fund. This motion, made by Becky Nelson and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Steve Ahaus requested approval to transfer $15,000 from the Cub Quest Fund to the Employer of Choice Fund.

F. Lease Agreement for the property located at 355 N. Morton Street, Franklin, IN
Dr. David Clendening
A motion was passed to approve The Lord's Cupboard and JWA Properties and authorize Dr. Clendening to execute both leases and documents at closing on our behalf. This motion, made by David Yount and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Dr. Clendening requested approval of the lease agreements for the properties (The Lord's Cupboard and First Insurance Group) at 355 N. Morton Street, Franklin, IN. As we take ownership of the property, they will remain tenants for a period of time, with an October 1, 2026, deadline to vacate. However, The Lord's Cupboard might need an extension until the building they are moving into is completed. Dr. Clendening is also requesting that the Board

give him the authority to sign off on the lease agreements and sign documents at the closing.

7. **DISCUSSION**

   A. Curriculum Adoption
   Dr. Brooke Worland
   Dr. Worland shared two additional novels as part of the FCHS adoption. The HS ELA would like to add Unbroken (Young adult adaptation) (English 10) and *Collapse: How Societies Chooses to Fail or Succeed* (English 11 PLC) to the HS curriculum.

   B. SLP Toolkit
   Jenn Scott
   Jenn Scott shared that the SLP Toolkit is a wonderful resource for our speech-language pathologists that they have been using since the spring. It allows them to create present levels for their students and develop goals. There are lesson plans and activities for students. Our SLPs don't have a curriculum like our English teachers do, so they often create materials by downloading apps on their iPads. This tool is comprehensive and will allow them to have everything in one place. The funding source for this is through our Medicaid reimbursement dollars that they generate when they submit for reimbursement. Dollars are not coming out of the education fund. Our SLPs typically have 60-90 kids who they are servicing. This will help the SLPs streamline and keep their data in one place.

   C. Public Comments on Discussion Items
   Public comments regarding discussion items are limited to 3 minutes.
   There were no public comments.

8. **BOARD / ADMINISTRATIVE COMMENTS**

   A. Board Comments
   Kudos to all the administrators for a great start to the school year. Also, congrats to Benji Betts and Katie Smith for getting the Preschool up and running.

   B. Administrative Comments
   Dr. Clendening mentioned that a work session needs to be scheduled to review the 2027 budget workshop.

9. **CALENDAR**

   A. Calendar of Events

- Joint Meeting with the City of Franklin: August 24, 6:00 pm
- Labor Day Holiday - No School: September 7
- Fall Break - No School: October 12-16

10. ADJOURNMENT
A motion was made to adjourn the meeting at 7:16 pm. This motion, made by David Yount and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea

David Yount: Yea

Yea: 5, Nay: 0

11. EXECUTIVE SESSION (closed to the public)
    IC 5-14-1.5-6.1

- To train school board members with an outside consultant about the performance of the role of the members as public officials.

12. 11. I.C. 5-14-9-1
    David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.
13. FCS reserves the right to move any discussion item to an action item after allowing community comments.

Board of School Trustees

Debbie Gill, President

David Yount, Vice President

Jennifer Mann, Secretary

Brett Jones, Member

Becky Nelson, Member

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

August 17, 2026
Board of School Trustees Work Session

Administration Building
998 Grizzly Cub Drive
Franklin, IN 46131
12:00 PM

1. WATCH MEETING LIVE
   You Tube Live Stream

2. CALL THE MEETING TO ORDER
   Debbie Gill called the work session to order.

3. **WORK SESSION**

   A. 2027 Budget Workshop
      Mr. Ahaus reviewed the 2027 budget workshop presentation as part of preparing for the 2027 budget approval.

4. ADJOURNMENT
   The meeting was adjourned at 12:40 pm.

5. 11. I.C. 5-14-9-1
   David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.

Board of School Trustees

Debbie Gill, President

David Yount, Vice President

Jennifer Mann, Secretary

Brett Jones, Member

Becky Nelson, Member

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

August 24, 2026
Joint Meeting with the City of Franklin & FCS Board of School Trustees

Franklin Mayor's Office-Council Chambers-City Hall
70 E. Monroe
Franklin, IN 46131
6:00 PM

1. WATCH MEETING LIVE
   You Tube Live Stream

2. CALL TO ORDER AND ROLL CALL
- Pledge of Allegiance
  Debbie Gill call the meeting to order.
3. INVOCATION AND PLEDGE OF ALLEGIANCE
4. **FRANKLIN COMMUNITY SCHOOLS DISCUSSION**
   A. Paving the Way for Franklin's Future
      Dr. David Clendening
5. **FRANKLIN COMMUNITY SCHOOLS ACTION**
   A. Franklin Cub Academy Certificate of Completion
      Benji Betts
      Motion to approve the Franklin Cub Academy Certificate of Completion. This motion, made by Jennifer Mann and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0

6. **FRANKLIN CITY COUNCIL DISCUSSION**
   A. Franklin Mayor's Youth Leadership Council Update
      Liz Woods & Ben Worland
   B. Project Update
      Mayor Steve Barnett
7. ADJOURNMENT
   Motion to adjourn the meeting at 6:56 pm. This motion, made by David Yount and seconded by Jennifer Mann, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0

8. 11. I.C. 5-14-9-1
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Board of School Trustees

Debbie Gill, President

David Yount, Vice President

Jennifer Mann, Secretary

Brett Jones, Member

Becky Nelson, Member

Commercial Vehicle Lease Agreement

LOCKE TRUCKING INC (Lessor) located at **650 Industrial Dr., Bargersville, IN 46106** leases to **FRANKLIN COMMUNITY SCHOOL CORPORATION** (Lessee) located at **998 Grizzly Cub Drive, Franklin, IN 46131**.

2017 Kenworth T680 for the dates listed on attached form

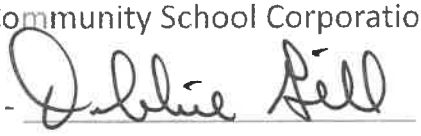
1. This agreement becomes effective to said vehicle for the time period listed on the attached sheet.
2. Lessee shall be responsible to Lessor for any and all losses or damage to the vehicle, excluding normal wear, tear and depreciation. Without limitation, Lessee shall furnish Lessor with a copy of an insurance certificate/policy reflecting the liability limits.
3. Lessor shall not remove the vehicle from the lower 48 state.
4. Title to the vehicle under this agreement shall not pass to Lessee. This is not a sale. Lessee shall keep the vehicle free and clear of all levies, liens, and incumbrances arising from Lessee's debts.
5. Lessee promises to operate the vehicle only in normal and ordinary course of Lessee's business, and not in Violation of any law, rule, regulation, statute, or ordinance. Lessee shall indemnify, defend and hold Lessor harmless from and against all fines, forfeitures, seizures, confiscations, and penalties arising out of any violations.
6. Lessor shall not be responsible for any contents being transported.
7. Lessor agrees to have vehicle full of fuel upon Lessee picking up vehicle. Lessee agrees to return vehicle full of fuel to the Lessor's location.

Locke Trucking, Inc.

Signature - 

Title – Vice President 08/10/2026

Franklin Community School Corporation

Signature - 

Title: Board of School Trustee, President

Franklin Community High School
2026 Marching Band Season

Lease for 2017 Kenworth T680 / VIN #1XKYD49XBHJ169093
Charge for Use $0

Dates requested for use:

Saturday, September 12 – Brownsburg High School (invitational)
Saturday, September 19 – Greenwood High School (invitational)
Saturday, September 26 – Avon High School (invitational)
Saturday, October 3 – Whiteland High School (ISSMA Scholastic Prelims)
Friday, October 16 – Lucas Oil Stadium; Indianapolis (BOA Super Regional Contest)
Saturday, October 17 – Franklin Central High School (Scholastic Class Finals)

Saturday, November 7* – Lucas Oil Stadium; Indianapolis (ISSMA State exhibition)

*The Saturday, November 7 performance will occur **only** if the band wins the ISSMA Scholastic Finals contest on Saturday, October 17.

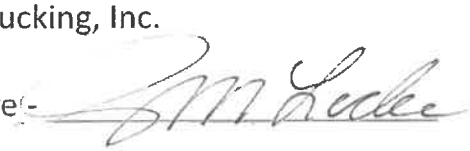
Commercial Vehicle Lease Agreement

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2017 Kenworth T680 for the dates listed on attached form

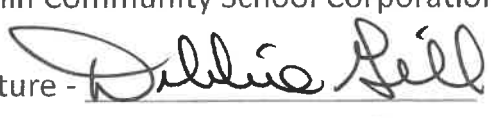
1. This agreement becomes effective to said vehicle for the time period listed on the attached sheet.
2. Lessee shall be responsible to Lessor for any and all losses or damage to the vehicle, excluding normal wear, tear and depreciation. Without limitation, Lessee shall furnish Lessor with a copy of an insurance certificate/policy reflecting the liability limits.
3. Lessor shall not remove the vehicle from the lower 48 state.
4. Title to the vehicle under this agreement shall not pass to Lessee. This is not a sale. Lessee shall keep the vehicle free and clear of all levies, liens, and incumbrances arising from Lessee's debts.
5. Lessee promises to operate the vehicle only in normal and ordinary course of Lessee's business, and not in Violation of any law, rule, regulation, statute, or ordinance. Lessee shall indemnify, defend and hold Lessor harmless from and against all fines, forfeitures, seizures, confiscations, and penalties arising out of any violations.
6. Lessor shall not be responsible for any contents being transported.
7. Lessor agrees to have vehicle full of fuel upon Lessee picking up vehicle. Lessee agrees to return vehicle full of fuel to the Lessor's location.

Locke Trucking, Inc.

Signature - 

Title – Vice President 08/13/82026

Franklin Community School Corporation

Signature - 

Title: Board of School Trustee, President

Franklin Community High School
2027 FCIP Season

Lease for 2017 Kenworth T680 / VIN #1XKYD49XBHJ169093
Charge for Use $0

Dates requested for use:

*Dates w/asterisk denote rehearsal weekend, unsure if we will need to rehearse at FCMS, CBIS, etc. If we rehearse at FCHS, the truck will not be needed.

jacksonferguson@macallister.com

- **January**
  - 8-9* - CBIS/FCMS
    - loaded by 4pm on Friday
    - Loaded by 5pm on Saturday
  - 15-16* - CBIS/FCMS
    - loaded by 4pm on Friday
    - Loaded by 5pm on Saturday
  - 29-30* - CBIS/FCMS
    - loaded by 4pm on Friday
    - Loaded by 5pm on Saturday
- **February**
  - 12-13 - Noblesville Invitational
    - Itinerary
    - loaded by 4pm on Friday
  - 19-21 - WGI Indy Regional at Franklin Central
    - Itinerary
  - 26-27 - Franklin Central Invitational
    - Itinerary (example)
- **March**
  - 3 - FCMS Field Trip Performance (Wednesday)
    - Last year's Itinerary
  - 5-6 - Center Grove Invitational
    - Itinerary (example)
  - 19-20 - IPA State Prelims at Avon
    - Itinerary
  - 26-27 - IPA State Finals at Hulman Center, Terre Haute
    - Itinerary
- **April**
  - 14-17 - WGI World Championships, Dayton, OH

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236
STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
(2) is elected or appointed to office to discharge a public duty for a governmental entity; or
(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

1. Full name and address of public servant submitting this form: Benji Betts
   1180 Hillview Drive, Franklin, IN 46131

2. a. Job title: Executive Director of Operations

   b. Governmental entity: Franklin Community Schools

   c. County: Johnson

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3. Identify and describe the contract involved (complete a separate Disclosure Form for each contract):

   a. Full legal name and address of contractor: Robin Betts
      888 Sagittarius Ave., Franklin, IN 46131

   b. Full name and address of "dependent" (if applicable): _____

   c. Identify the governmental entity that is a party to the contract:
      Franklin Community Schools

   d. Relationship of public servant to contractor: Sister-in-law (employee of FCS

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor: No financial interest in this contract but with family member.

f. Start date and end date of contract: _____

g. Total dollar amount of contract: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract: _____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):

_____

4. Identify and describe each purchase of goods or services (which does not involve a contract) in which the public servant has a pecuniary interest:

a. Describe the good or service purchased:

_____

_____

_____

_____

b. State the total dollar amount of each purchase: _____

_____

_____

c. Full legal name of vendor: _____

d. Name of governmental entity making the purchase of goods or services:

_____

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in vendor: _____

_____

_____

f. Full name and address of "dependent" (if applicable): _____

_____

g. Purchase date: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the purchase: _____

_____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the purchase of goods or services (Note: this date MUST be prior to any final action on the contract or purchase):

_____

IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

5. Approval of elected public servant or board of trustees of a state supported college or university that appointed the public servant:

   I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

   Date of Appointment: 6-28-23

   Date of Approval of Conflict of Interest: 9-14-26

   Signature — Debbie Gill, School Board President (Printed Name, Job Title)

   Signature — Printed Name, Job Title

6. Approval by governmental entity at public meeting

   a. Date this Conflict of Interest was submitted to the governmental entity: 9-10-26

   b. Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase): 9-14-26

7. **Affirmation of Public Servant:**

   This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

   I affirm, under penalty of perjury, the truth and completeness of the statements made above.

   Signed: Benji Betts

   Printed Name: Benji Betts

   Date: 9-14-26

   Email Address: bettsw@franklinschools.orgg

8. Filing Requirement

   Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

   1. The Indiana State Board of Accounts by uploading at https://gateway.ifionline.org/sboa_coi/; and
   2. The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236
STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
(2) is elected or appointed to office to discharge a public duty for a governmental entity; or
(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

1. Full name and address of public servant submitting this form: Dr. David Clendening
   1219 Heritage Trail, Franklin, IN 46131

2. a. Job title: Superintendent

   b. Governmental entity: Franklin Community Schools

   c. County: Johnson

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3. Identify and describe the contract involved (complete a separate Disclosure Form for each contract):

   a. Full legal name and address of contractor: Andrea Clendening, 8745 W. Reeves Rd., Spencer, IN 47460 & Angie Clendening, 1219 Heritage Trail, Franklin, IN 46131

   b. Full name and address of "dependent" (if applicable): _____

   c. Identify the governmental entity that is a party to the contract: Franklin Community Schools

   d. Relationship of public servant to contractor: Andrea (sister) & Angie (spouse)

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor: No financial interest in this contract but with family member.

f. Start date and end date of contract: _____

g. Total dollar amount of contract: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract: _____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):

_____

4. Identify and describe each purchase of goods or services (which does not involve a contract) in which the public servant has a pecuniary interest:

a. Describe the good or service purchased:

_____

_____

_____

_____

b. State the total dollar amount of each purchase: _____

_____

_____

c. Full legal name of vendor: _____

d. Name of governmental entity making the purchase of goods or services:

_____

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in vendor: _____

_____

_____

f. Full name and address of "dependent" (if applicable): _____

_____

g. Purchase date: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the purchase: _____

_____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the purchase of goods or services (Note: this date MUST be prior to any final action on the contract or purchase):

_____

IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

5. Approval of elected public servant or board of trustees of a state supported college or university that appointed the public servant:

   I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

   Date of Appointment: 7-1-09

   Date of Approval of Conflict of Interest: 9-14-26

   Signature — Debbie Gill, School Board President (Printed Name, Job Title)

   Signature — Printed Name, Job Title

6. Approval by governmental entity at public meeting

   a. Date this Conflict of Interest was submitted to the governmental entity: 9-10-26

   b. Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase): 9-14-26

7. **Affirmation of Public Servant:**

   This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

   I affirm, under penalty of perjury, the truth and completeness of the statements made above.

   Signed: _____

   Printed Name: Dr. David Clendening

   Date: 9-14-26

   Email Address: clendeningd@franklinschools.or

8. Filing Requirement

   Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

   1. The Indiana State Board of Accounts by uploading at https://gateway.ifionline.org/sboa_coi/; and
   2. The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236
STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
(2) is elected or appointed to office to discharge a public duty for a governmental entity; or
(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

1. Full name and address of public servant submitting this form: Doug Kirby,
   422 N. Walnut Street, Franklin, IN 46131

2. a. Job title: Executive Director of Technology

   b. Governmental entity: Franklin Community Schools

   c. County: Johnson

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3. Identify and describe the contract involved (complete a separate Disclosure Form for each contract):

   a. Full legal name and address of contractor: Janet Kirby
      422 N. Walnut Street, Franklin, IN 46131

   b. Full name and address of "dependent" (if applicable):

   c. Identify the governmental entity that is a party to the contract:
      Franklin Community Schools

   d. Relationship of public servant to contractor: Spouse

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor: No financial interest in this contract but with family member.

f. Start date and end date of contract: _____

g. Total dollar amount of contract: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract: _____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):

_____

4. Identify and describe each purchase of goods or services (which does not involve a contract) in which the public servant has a pecuniary interest:

a. Describe the good or service purchased:

_____

_____

_____

_____

b. State the total dollar amount of each purchase: _____

_____

_____

c. Full legal name of vendor: _____

d. Name of governmental entity making the purchase of goods or services:

_____

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in vendor: _____

_____

_____

f. Full name and address of "dependent" (if applicable): _____

_____

g. Purchase date: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the purchase: _____

_____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the purchase of goods or services (Note: this date MUST be prior to any final action on the contract or purchase):

_____

IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

5. Approval of elected public servant or board of trustees of a state supported college or university that appointed the public servant:

   I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

   Date of Appointment: 3-27-26

   Date of Approval of Conflict of Interest: 9-14-26

   Debbie Gill, School Board President
   Signature — Printed Name, Job Title

   Signature — Printed Name, Job Title

6. Approval by governmental entity at public meeting

   a. Date this Conflict of Interest was submitted to the governmental entity: 9-10-26

   b. Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase): 9-14-26

7. **Affirmation of Public Servant:**

   This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

   I affirm, under penalty of perjury, the truth and completeness of the statements made above.

   Signed: _____

   Printed Name: Doug Kirby

   Date: 9-14-26

   Email Address: kirbyd@franklinschools.org

8. Filing Requirement

   Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

   1. The Indiana State Board of Accounts by uploading at https://gateway.ifionline.org/sboa_coi/; and
   2. The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236
STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
(2) is elected or appointed to office to discharge a public duty for a governmental entity; or
(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

1. Full name and address of public servant submitting this form: Becky Nelson
   5931 W. 150 S., Morgantown, IN 46160

2. a. Job title: Board of School Trustee Member

   b. Governmental entity: Franklin Community Schools

   c. County: Johnson

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3. Identify and describe the contract involved (complete a separate Disclosure Form for each contract):

   a. Full legal name and address of contractor: Cash Nelson
      5931 W. 150 S., Morgantown, IN 46160

   b. Full name and address of "dependent" (if applicable): _____

   c. Identify the governmental entity that is a party to the contract:
      Franklin Community Schools

   d. Relationship of public servant to contractor: Son (employee of FCS)

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor: No financial interest in this contract but with family member.

f. Start date and end date of contract: _____

g. Total dollar amount of contract: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract: _____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):

_____

4. Identify and describe each purchase of goods or services (which does not involve a contract) in which the public servant has a pecuniary interest:

a. Describe the good or service purchased:

_____

_____

_____

_____

b. State the total dollar amount of each purchase: _____

_____

_____

c. Full legal name of vendor: _____

d. Name of governmental entity making the purchase of goods or services:

_____

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in vendor: _____

_____

_____

f. Full name and address of "dependent" (if applicable): _____

_____

g. Purchase date: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the purchase: _____

_____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the purchase of goods or services (Note: this date MUST be prior to any final action on the contract or purchase):

_____

IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

5. Approval of elected public servant or board of trustees of a state supported college or university that appointed the public servant:

   I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

   Date of Appointment: 1-1-19

   Date of Approval of Conflict of Interest: 9-14-26

   Signature — Debbie Gill, School Board President (Printed Name, Job Title)

   Signature — Printed Name, Job Title

6. Approval by governmental entity at public meeting

   a. Date this Conflict of Interest was submitted to the governmental entity: 9-10-26

   b. Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase): 9-14-26

7. **Affirmation of Public Servant:**

   This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

   I affirm, under penalty of perjury, the truth and completeness of the statements made above.

   Signed: Becky Nelson

   Printed Name: Becky Nelson

   Date: 9-14-26

   Email Address: nelsonr@franklinschools.org

8. Filing Requirement

   Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

   1. The Indiana State Board of Accounts by uploading at https://gateway.ifionline.org/sboa_coi/; and
   2. The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 9-24) / Form 236
STATE BOARD OF ACCOUNTS

"A public servant who knowingly or intentionally (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 Felony." Ind. Code 35-44.1-1-4(b).

As defined by IC 35-31.5-2-261, "public servant" means a person who:

(1) is authorized to perform an official function on behalf of, and is paid by, a governmental entity;
(2) is elected or appointed to office to discharge a public duty for a governmental entity; or
(3) with or without compensation, is appointed in writing by a public official to act in an advisory capacity to a governmental entity concerning a contract or purchase to be made by the entity.

A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. IC 35-44.1-1-4(a)(3).

A "dependent" means the spouse of a public servant; a child, stepchild, or adoptee of a public servant who is unemancipated and less than eighteen (18) years of age; or an individual more than one-half of whose support is provided during a year by the public servant. IC 35-44.1-1-4(a)(1).

Complete this form in its entirety. Legal counsel should be consulted.

1. Full name and address of public servant submitting this form: Dr. Brooke Worland
   2543 N. 700 E., Franklin, IN 46131

2. a. Job title: Assistant Superintendent

   b. Governmental entity: Franklin Community Schools

   c. County: Johnson

FOR CONTRACTS, PLEASE COMPLETE SECTION 3.

FOR PURCHASES OF GOODS OR SERVICES (WITHOUT A CONTRACT), COMPLETE SECTION 4.

3. Identify and describe the contract involved (complete a separate Disclosure Form for each contract):

   a. Full legal name and address of contractor: Matthew Worland
      2543 N. 700 E., Franklin, IN 46131

   b. Full name and address of "dependent" (if applicable): _____

   c. Identify the governmental entity that is a party to the contract:
      Franklin Community Schools

   d. Relationship of public servant to contractor: Spouse (employee of FCS)

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in contractor: No financial interest in this contract but with family member.

f. Start date and end date of contract: _____

g. Total dollar amount of contract: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the contract: _____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the contract (Note: this date MUST be prior to any final action on the contract or purchase):

_____

4. Identify and describe each purchase of goods or services (which does not involve a contract) in which the public servant has a pecuniary interest:

a. Describe the good or service purchased:

_____

_____

_____

_____

b. State the total dollar amount of each purchase: _____

_____

_____

c. Full legal name of vendor: _____

d. Name of governmental entity making the purchase of goods or services:

_____

e. Specific ownership interest (and/or job title) of the public servant (or the public servant's dependent) in vendor: _____

_____

_____

f. Full name and address of "dependent" (if applicable): _____

_____

g. Purchase date: _____

h. Specific financial interest (and/or dollar amount) derived by the public servant (or the public servant's dependent) as a result of the purchase: _____

_____

_____

i. Date of the public meeting and the name of the governmental entity that accepted the purchase of goods or services (Note: this date MUST be prior to any final action on the contract or purchase):

_____

IF PUBLIC SERVANT IS APPOINTED, COMPLETE SECTION 5

ALL OTHER PUBLIC SERVANTS, COMPLETE SECTION 6

5. Approval of elected public servant or board of trustees of a state supported college or university that appointed the public servant:

   I / WE hereby approve this Conflict of Interest Form concerning the public servant for the contract or purchase described herein on this day:

   Date of Appointment. 9-12-22

   Date of Approval of Conflict of Interest: 9-14-26

   Debbie Gill
   Signature

   Debbie Gill, School Board President
   Printed Name, Job Title

   Signature

   Printed Name, Job Title

6. Approval by governmental entity at public meeting

   a. Date this Conflict of Interest was submitted to the governmental entity: 9-10-26

   b. Date of the public meeting this Conflict of Interest Form was accepted by the public entity (Note: this date MUST be prior to any final action on the contract or purchase): 9-14-26

7. **Affirmation of Public Servant:**

   This disclosure was submitted to and accepted by the governmental entity in a public meeting (identified above) prior to final action on the contract or purchase.

   I affirm, under penalty of perjury, the truth and completeness of the statements made above.

   Signed: Brooke A Worland

   Printed Name: Dr. Brooke Worland

   Date: 9-14-26

   Email Address: worlandb@franklinschools.orgg

8. Filing Requirement

   Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with both:

   1. The Indiana State Board of Accounts by uploading at https://gateway.ifionline.org/sboa_coi/; and
   2. The Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

PROPOSAL TO:

Scmidt Associates
415 Massachusetts Avenue
Indianapolis, IN
46204

August 20, 2026

Franklin Community High School

dBA
DESIGN GROUP
ACOUSTICS + TECHNOLOGY

dBADesignGroup.com

dBA

dBA Design Group, inc. is a continuum of dBA Acoustics, established by the late Tom Lorenzen and Harold Geerdes in 1989. In 2016 Tom Lorenzen approached Doug Hood to lead the new team and carry on the dBA legacy. Tom worked with Doug and his team on several projects and was confident that Doug could nurture the values that define dBA; high-level professional acoustic work coupled with personal interaction and customer service.

dBA Design Group, inc. (dBA) is recognized as a comprehensive Acoustical Consulting & Design firm providing consulting services in the areas of: Multipurpose Performance Spaces, Auditoriums, Music Education Facilities, Sports Arenas, Worship Facilities, Conference & Meeting Rooms, & Industrial Noise Control.
dBA Design Group, inc. has a great deal of time invested in basic research of acoustics and audio control. Lorenzen and Geerdes' research resulted in the awarding of U.S. Patent # 4,847,718, as well as being instrumental in the EMI/RFI design of the SINCGARS radio system used by the US military.
Harold Geerdes authored the book "Music Facilities: Building, Equipping, and Renovating", which is the reference used by MENC (Music Educators National Conference). Following the lead of Lorenzen and Geerdes, the new leadership and staff of dBA provide a well-rounded knowledge of Construction Technology and the Communication Arts & Sciences needed for professional consultation and design in our industry.
Our Name describes what we do:
dB = Decibel (international term used in audio, communications and acoustics) a unit of measurement for the intensity of a sound wave
A = A weighting (the sound measurement, etc. is tailored to the way people hear sound)
Design Group = An interdisciplinary group of professionals providing the best in acoustic study, control and technology
We provide solutions so that you can hear what you should hear.

Learn more at dBADesignGroup.com

BAND PRACTICE FIELD

SCOPE

dBA Design Group would like to thank you for the opportunity to provide our services for this project. The following scope of work and fees are based on careful review of all owner-provided drawings, documents, and communications.

Scope of Work

Required Discovery - In order to develop a proper Acoustic Testing Plan, dBA would require specific information regarding the band program, configurations, sound system support, etc. The questions below are representative of the needed discovery. dBA will provide a questionnaire document to be filled out by school admin/staff.

- Band Practice Schedule
- Knowledge of how many instruments, what types, and how they are paired off into groupings
- How sound reinforcement may be used, system type, location and hours of use
- Any changes that have taken place in the band curriculum outside of the location change (number of instruments, types of grouping, sound reinforcement, new band director, changes in time of day or duration of practice, etc.)
- Nature/frequincy of complaints before new practice location

Deliverables

- Execution of On-Site Acoustical Testing w/use of Calibrated, Type 1 sound measurement device
- dBA will present an Acoustical Findings Report outlining the testing plan and methods, programs and tools used to evaluate the site-captured data and a summary of the conditions that would likely be experienced at the adjacent property during various practice scenarios.
- Included in the Acoustical Findings Report will be a preliminary example of a possible sound mitigation solution.

Meetings

- 3-4 virtual meetings (including Acoustical Findings Report review meeting)
- Email/phone communications as needed

Testing Requirements

- The best way to capture, model, and analyze accurate sound levels will likely be to capture sound level readings at various locations of the full band during a rehearsal.

Total Fee: $6,200

Payment Schedule

100% to be invoiced upon signing of proposal

Disclaimer:
dBA Design Group offers consulting services in the areas of acoustical sound quality, acoustical noise and vibration, and AVL technology. How these services interact with other building systems such as structural, NEC, fire safety and code compliance in general is not the responsibility of dBA Design Group. It is important to note that unless otherwise contracted, the designs and recommendations contained within this document include no construction administration services.

ACOUSTICS

QTY	DESCRIPTION	
1	dBA Service Package	dBA Design Group Consultation services

ACOUSTICS TOTAL	$6,200.00
BAND PRACTICE FIELD TOTAL	**$6,200.00**

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE
100% to be invoiced upon signing of proposal

ENGINEERING	$6,200.00
MANAGEMENT	$0.00
LABOR TOTAL	$6,200.00
SUBTOTAL	**$6,200.00**
PROJECT TOTAL	**$6,200.00**

TERMS

I accept this proposal and hereby authorize dBa Design Group to proceed with the professional services described in the scope within this document. I further authorize dBa Design Group to be granted right to use any/all project related information for research, development and/or marketing purposes.

In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Scmidt Associates and dBa Design Group agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Scmidt Associates or their staff, sub-consultants, construction, other building trades or any other party; additional costs may be incurred by Scmidt Associates from dBa Design Group if such delays result in additional costs that are not covered by the pricing in this proposal.

I agree that any additions to and/or deletions from the services to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written agreement and shall be valid only after being signed by Scmidt Associates and dBa Design Group. This proposal is valid only if accepted in writing by Scmidt Associates and services fee retainer received no later than .

ACCEPTANCE

Franklin Community Schools

SIGNED

9/3/26
DATE

Dr. David Clendening
PRINT NAME

Franklin Community Schools, Superintendent
TITLE

DBA DESIGN GROUP

SIGNED

DATE

PRINT NAME

TITLE

DONATIONS FOR APPROVAL
September 2026

District

Amount: $500
For: School Lunch Debt
From: Grace United Methodist Church

Amount: $200
For: School Lunch Debt
From: David & Karen Morrison

Amount: $500
For: Nurse Fund
From: Grace United Methodist Church

Needham Elementary

For: Field Trip Shirts (PTO sponsored)
Donors:

- Millie's Ice Cream
- Tyler's Auto Group
- Dukate Fine Remodeling
- Line Design
- McGath Concrete
- Johnson County REMC
- Franklin Swim School
- Le Rose Dance Academy
- Horizon Bank
- Healing Hearts Behavioral Health
- Viable Roots Wellness Center
- Franklin Morning Pointe Assisted Living & Memory Care
- NSK

Union Elementary

Amount: $340
For: School Lunch Debt
From: First Christian Church of Bargersville

Franklin Cub Academy

Amount: $500 value
For: iPad
From: Mr. & Mrs. Collins

Webb Elementary

Books donated to Webb Elementary. Reviewed by Emily Silverman and the Webb Collection Development Committee.

Star Wars: Escape from Darth Vader (early reader) by: Michael Siglain
5 minute Disney Stories Starring Goofy by: Walt Disney Company
Clifford the Big Red Dog: Big Red School by: Meredith Rusu
Thomas and the Great Discovery (Little Golden Book)
DC League of Super Pets (early reader) by: David Lewman
Batwheels: Bam and the Batwheels (early reader) by: Billy Wrecks
Super Mario: Meet Mario (early reader) by: Malcolm Shealy
John Cena Elbow Greast: Get out and Play (early reader) by: John Cena
Monsters University (Little Golden Book) by: Tennant Redbank
Wreck It Ralph (Little Golden Book) by: Victoria Saxon
DC Superheros Penguin Trouble (early reader) by: Liz Marsham
Monsters Inc (Little Golden Book) by: Andrea Posner-Sanchez
Monsters Inc M is for Monster (Little Golden Book(by: Mike Wazowski
Three Grumpy Truck by: Todd Tarpley
Mr. DNA's Book of Dinosaurs (Little Golden Book) by: Arie Kaplan
Where the Pirates Arrgh! (Little Golden Book) by: Melissa Wygand
Curious About Fossils by: Kate Waters
Ready to Catch – Holiday Spirit by: Adam Wallace
City Adventures – Help is on the Way (early reader) by: Sonia Sander
Lego City Costume Capers (early reader) by: Steve Foxe
Mariokart off to the Races! (early reader) by: Steve Foxe
Mooseltoe by: Margie Palatini
Winken, Blinken, and Nod by: Melissa Everett

FRANKLIN COMMUNITY SCHOOLS

Student-Centered • Innovative

District School Calendar 2027-2028

July
21-22 - New Teacher Training

August
2-3 - Teacher Work Days
4 - First Student Day

September
6 - Labor Day - No School

October
1 - End of Grading Period
11-15 - Fall Break - No School

November
23 - Fall Sr. Project Day (HS)
24-26 - Thanksgiving Break - No School

December
14, 15, 16, 17 - Semester Finals
17 - Winter Break Begins at Dismissal
20-January 4 - Winter Break - No School

January
4 - Teacher Records Day - No School for Students
5 - School Resumes for Students
17 - MLK Day - No School

February
18 - Snow Make-Up Days - No School
21 - President's Day - No School

March
10 - End of Grading Period
23 - Spring Break Begins at Dismissal

March
24-31 - Spring Break - No School

April
3 - School Resumes
17 - Snow Make-Up Day - No School
21 - Spring Sr. Project Day (HS)

May
19, 22, 23, 24 - Semester Finals
24 - Last Day of School
25 - Teacher Records Day & Snow Make-Up Day
25, 26, 30, 31 - Snow Make-Up Days
27 - HS Graduation
29 - Memorial Day

COLOR KEY CODE

- NO School
- Teacher Work Days
- Student Days
  - Wednesday - Early Release (K-6)
  - Thursday - Late Arrival (7-12)
- Snow Make-Up Days (No school unless needed)
- eLearning Day (asynchronous)

Three floating eLearning Days (asynchronous) available as needed for inclement weather and other emergencies

The superintendent may convert a a snow make-up day to a school day, provided two weeks' notice is given

July — 27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August — 27

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September — 27

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October — 27

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November — 27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December — 27

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January — 28

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February — 28

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March — 28

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April — 28

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May — 28

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Board Approved: May 11, 2026

998 Grizzly Cub Drive, Franklin, IN 46131
317-346-8700 | franklinschools.org

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

Professional Development / Conference
Employee Travel Request Form

Building: Admin

Name(s): 1. Adam Vaught 2. _____

3. _____ 4. _____

5. _____ 6. _____

Event / Conference: AvigilonUnityAccess7OperatorandAdministratorTraining

Travel Destination (City/State): Allen,TX

Date(s): Leave: 11-9-2026 Return: 11-12-2026

Registration Approximate **Total Cost**: $0 / $_____ per person

Hotel Approximate **Total Cost**: $350 / $_____ per person

Flight Approximate **Total Cost**: $500 / $_____ per person

Car Rental Approximate Cost: $250

Pre-Travel Approval Signatures

Principal: _____ Date: _____

Superintendent: _____ Date: 8/28/26

FCS Board of School Trustees: _____ Date: 9/14/26

Contract Renewal Agreement

Date: September, 2026

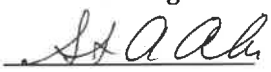
This document serves as a formal agreement to renew the existing contract between First Merchants Bank and Franklin Community Schools.

The original contract was established in response to the Request for Proposal (RFP) dated October 2020.

Both parties agree to extend the terms of the original contract for an additional one-year period. The new expiration date of the contract will be November 1, 2027.

All other terms and conditions of the original contract shall remain in full force and effect during the renewal period.

Authorized Signatures:



Franklin Community Schools Representative



First Merchants Bank Representative

Interagency Agreement
Franklin Community Schools
And
Human Services, Inc-Head Start

The agreement is between Human Services, Inc.-Head Start and Franklin Community Schools. HSI-Head Start and Franklin Community Schools realize the need for early intervention in providing services to children. From that need both parties agree as follows:

Joint functions and responsibilities:

1. We agree that this is not a contract but an understanding to assure the clarity of roles of both agencies.
2. All staff from both agencies that have any involvement in this agreement will receive a copy.
3. This agreement will be renewed at the beginning of each school year and will remain in effect unless either party requests revisions. Any interagency disputes/conflicts will be directed to the signing parties of this MOA.
4. We will work together to monitor our compliance with rules and laws pertaining to Special Education IDEA 2004, Article 7 and Head Start Performance Standards.
5. Both agencies will provide services that are within the federal and state laws governing identification, assessment, diagnosis, and treatment of children with disabilities.
6. Work in collaboration with the placement of dually enrolled children in the appropriate educational program.
7. Both agencies will abide by the policies of confidentiality and exchange of information of clients/students.
8. Ensure that parents are included in the IEP process and assist in locating interpreters when a child(ren) and/or parents are non-English speaking.
9. Staff from both agencies will be informed of training opportunities provided. Each agency will be responsible for release time to allow staff to attend.

Functions and responsibilities of HSI-Head Start:

1. Head Start will identify the key individual with whom the Franklin Community Schools will work with during the school year.
2. Head Start will provide parental consent to screen and share information between Franklin Community Schools and HSI-Head Start prior to screenings. (Done through signing of Parent Agreement Form)

3. After the initial enrollment screenings on all children, the Early Intervention Specialist will provide a list of children needing to be re-screened for speech.
4. Work collaboratively with Franklin Community Schools to ensure that the Early Intervention Specialist has received adequate training and can serve as liaison between parents and Franklin Community Schools to assist if needed in acquiring permission to evaluate and explain parent rights to parents who have a child in need of speech/language services.
5. Assist speech therapist with gaining permission for evaluation for any children enrolled in Head Start suspected with a communication disorder.
6. Provide a suitable location for testing and therapy at the Head Start center.
7. Early Intervention Specialist and/or other pertinent staff will attend case conferences and assist in the development of the IEPs for Head Start children in collaboration with Franklin Community Schools.
8. Head Start will implement IEP goals and objectives into the child's individualized daily curriculum.
9. The Early Intervention Specialist will assist in arranging time schedules that will benefit Franklin Community Schools and the Head Start staff in providing speech/language services to Head Start children.
10. Work with Franklin Community Schools to arrange dual placement of children who qualify and need additional services in a preschool program.
11. Children enrolled in Head Start who may be eligible for special education services will be referred to the Preschool Transition Coordinator after conferencing with the parents and a Release of Information has been signed.
12. Early Intervention Specialist will send the following documents to Preschool Transition Coordinator when making a referral to Franklin Community Schools: Assessment data (Brigance, speech screening, and any other relevant information), Health data if appropriate, Copy of parent Release of Information.

Functions and responsibilities of Franklin Community Schools:

1. Provide to Early Intervention Specialist speech and language re-screening results and which children need further evaluations.
2. Provide speech/language services to eligible children ages 3-5 at no cost to the HSI-Head Start program.
3. Maintain confidential records to meet the obligations for the delivery of services.
4. Accept referrals and information from the Head Start Early Intervention Specialist for any children that might be eligible for services.
5. Upon receipt of the parent permission to evaluate, testing will be completed and the case conference will be conducted within 50 school days.

6. Franklin Community Schools will contact parents to schedule a case conference at a mutually agreed upon time and place.

Either party can amend this agreement within thirty days' written notice and will be reviewed annually during the Franklin Community School and Human Services, Inc.-Head Start meeting to discuss disabilities delivery of services between the two entities.

Mindy Velez
HSI Early Intervention Specialist

Date



9-16-26
Date

School Board President

FCS School Safety Specialists

Current as of 9-9-26

In compliance with IC 5-2-10.1-9 School safety specialists; duties Sec. 9.

(a) Each school corporation shall designate an individual to serve as the school safety specialist for the school corporation.

(b) The school safety specialist shall be chosen by the superintendent of the school corporation with the approval of the governing body.

The individuals listed below are certified school safety specialists and will continue their certification each year through the Indiana School Safety Specialist Academy. Basic and advanced level certifications are free through the Indiana Department of Education.

Corporation

Dr. David Clendening
Benji Betts - Operations (Designated School Safety Specialist for FCSC)
Nathan Wooten, SRO - Elementary Schools
Doug Cox, SRO - Franklin Community High School

Elementary and Intermediate

Dr. Mark Heiden - Creekside
John Flanagan - Creekside

Dylan Purlee - Needham
Crystal May - Needham
Jessica Brown - Needham
Melissa Stewart- Needham

Matt Worland - Northwood
Nancy Meyer - Northwood

Chloe Limbach - Union

Angie Clendening - Webb
Carolyn Ray - Webb

Cheryl Moran - CBIS
Tamara Schneider - CBIS
Zach Mullis - CBIS

Katie Smith - Cub Academy

Secondary

Rita Holman - FCMS
Jenny Pieper - FCMS
Jeremy Hoskins - FCMS
Cole Zook - FCMS

Kat Sarles - FCHS
Janette Hoskins - FCHS
Brandon Tungate - FCHS
Christie Collins - FCHS
Shelby Biehl - FCHS
Ryan Wagner - FCHS

Franklin Community Virtual School

Shelbie Murphie - FCVS

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Student Trip Request Form – Overnight and/or Out-of-State Trips

Teacher: Ted Bishop, Crystal Morse School: FCHS

Date(s) of Trip: Oct 1-3 Destination: Battleground GC, Lafayette

Departure Time: 12:00pm (Oct 1st) Return Time: 6:00 pm

Number of Students: 6 Number of Staff/Chaperones: 2

Purpose of Trip: State Finals Name of Student Group: HS Girls Golf

Corporation Cost: Ø Athletics Paid Student Cost: Ø

____ FCSC Vehicles ____ Vehicle Use Approved ✓ Commercial Vehicles

List of Trip Activities (Itinerary) Depart FCHS at noon for practice round on Thursday, Oct. 1. Participate in State finals on Friday Oct 2, and Saturday Oct 3rd

Trip Objectives: Participate in IHSAA Golf State Tournament

Pre-Trip Activities Pertaining to the Trip:

Post-Trip Summary Activities Pertaining to the Trip:

Principal: X Approved ____ Not Approved TW Initials Date: 8/27/26

Supt.: ____ Approved ____ Not Approved ____ Initials Date: 9/28/26

Board: ✓ Approved ____ Not Approved ____ Initials Date: 9-14-26

This request must be received at the Administration Building (Attn: Natalie) on the Monday prior to the regular monthly School Board meeting in order to be considered for approval.

FRANKLIN COMMUNITY SCHOOL CORPORATION
998 Grizzly Cub Drive
Franklin, IN 46131

Student Trip Request Form – Overnight and/or Out of State Trips

Teacher: Johnnie Hughes & Kelly Day School: FCHS

Date(s) of Trip: April 8-11, 2027 Destination St. Louis, MO

Departure Time: 10:00 AM-Thursday, April 8 Return Time: Between 7-8PM - Sunday, April 11

Number of Students: approx. 100 Number of Staff/Chaperones: approx. 10

Purpose of Trip: Choral education, collegiate clincs, & student enrichment Name of Student Group: FCHS Choirs

Corporation Cost: None Student Cost: $600

_____FCSC Vehicles _____Vehicle Use Approved _✓_Commercial Vehicles

List of Trip Activities (Itinerary):
College clinics at Butler and Webster, The Gateway Arch, City Museum, Six Flags, St. Louis Zoo

Trip
Objectives: Develop vocal/ensemble skills through collegiate clinics and provide music, cultural, and team-building experiences.

Pre-Trip Activities Pertaining to the Trip:
Prepare repertoire and review vocal techniques, performance expectations, and trip objectives.

Post Trip Summary Activities Pertaining to the Trip:
Reflect on clinic experiences and apply new vocal and ensemble techniques in rehearsals and performances.

Principal : MM Approved ___Not Approved MM Initials Date: 8/19/26

Supt. : ___ Approved ___Not Approved ___ Initials Date: 8/19/26

Board : ✓ Approved ___Not Approved Date: 9-14-26

Note: This request must be received at the Superintendent's Office on the Thursday prior to the regular monthly School Board meeting in order to be considered for approval.

Q:fcsc/field trip request

FRANKLIN COMMUNITY SCHOOL CORPORATION
998 Grizzly Cub Drive
Franklin, IN 46131

Student Trip Request Form – Overnight and/or Out of State Trips

Teacher: Jason Hammond-Wood School: FCHS

Date(s) of Trip: April 14 - April 17 Destination Dayton, OH

Departure Time: April 14 @ 6:30pm Return Time: April 17 @ 2:00am

Number of Students: 40 Number of Staff/Chaperones: 10

Purpose of Trip: WGI World Championships Name of Student Group: FCIP

Corporation Cost: NONE Student Cost: $150

X FCSC Vehicles _____Vehicle Use Approved _____Commercial Vehicles

List of Trip Activities (Itinerary):

I have attached the 2026 itinerary to serve as an example

Trip Objectives: Students will compete in WGI World Championships. This is an awesome opportunity to showcase the FCS Bands talent on a national stage!

Pre-Trip Activities Pertaining to the Trip:

Our season begins in November and continues through April. This event would be the culminating performance

Post Trip Summary Activities Pertaining to the Trip:

We will be sure to share our experiences with all stakeholders in Franklin Community!

Principal : X Approved ___Not Approved X Initials Date: 8/11/26

Supt. : X Approved ___Not Approved X Initials Date: 8/11/26

Board : X Approved ___Not Approved Date: 9-14-26

Note: This request must be received at the Superintendent's Office on the Thursday prior to the regular monthly School Board meeting in order to be considered for approval.

Q:fcsc/field trip request

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Explanation		
CERTIFIED PERSONNEL			
New Hires			
Dawn Geisler	FCMS/Virtual School- Homebound Instructor	08/11/26	$35/hour
	New position		
Rhonda Leinweber	Northwood- Kindergarten Teacher	08/13/26	$50,000.00
	Replacing Brittney Adamson resignation		
John Trevor Perry	FCHS- Science Teacher (Adjunct)	08/24/26	$51,000.00
	Replacing Carla Gildersleeve resignation		
Staff Changes			
Abigail Albright	To: Union/CBIS- School Counselor (184 days)	9/14/2026	
	From: FCHS- School Counselor (194 days)		
	Replacing Jason Dockery resignation		
Isabelle Balbach	To: FCHS- Special Education Teacher	8/26/2026	$50,000.00
	From: FCHS- Alternative Education Assistant		
	Replacing Lorrel Lyn-Cook resignation		
Kimberly Bean	To: Creekside- 1st Grade Teacher	8/10/2026	$50,000.00
	From: Creekside- 1st Grade Teacher- Long-term sub		
	Obtained teaching license		
Bethany Chandler	To: Needham- Special Education Teacher- Long-term sub	8/10/2026	LTS pay
	From: Disctrict-wide- Substitute Teacher		
	Replacing Mitzi Mikels position change		
Carisa Delph	To: Northwood- Title I Teacher	8/24/2026	
	From: Northwood- Kindergarten Teacher		
	Moving back to Title I after hiring Kindergarten Teacher		
Stacey Faubion	To: FCHS- Science Teacher	8/24/2026	$70,250.00
	From: District-wide- Substitute Teacher		
	Replacing Carla Gildersleeve resignation		
Chelsea Hammer	To: Needham/Webb- Special Education Teacher	8/3/2026	
	From: Webb- Special Education Teacher		
	Replacing Danielle Combs resignation		
Rhonda Leinweber	To: Northwood- Kindergarten Teacher- Long-term sub	8/13/2026	LTS pay
	From: Northwood- Kindergarten Teacher		
	Not eligible for Emergency Teaching License per IDOE		
Resignation/Termination			
Terra Bell	Creekside- Music Teacher	9/11/2026	
	Resignation		
Lorrel Lyn-Cook	FCHS- Special Education Teacher	8/17/2026	
	Quit w/out notice		
John Trevor Perry	FCHS- Science Teacher (Adjunct)	8/18/2026	
	Quit w/out notice		
Shannon Schwering	CBIS- 6th Grade Math Teacher	9/11/2026	
	Resignation		
Retirement			
none			

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Leave of Absence			
Breanna Fenimore	Needham/Union/Webb- School Psychologist	8/3/2026-5/27/2027	
	FML	Intermittent	
Eric Jenkins	FCHS- English Teacher	8/3/2026-12/18/2026	
	FML	Intermittent	
Savannah Maxwell	Creekside- Kindergarten Teacher	2/25/2027-5/27/72027	
	FML	Tentative	
Michelle Wallace	FCHS- Special Education Teacher	8/3/2026-5/27/2027	
	FML	Intermittent	
CLASSIFIED PERSONNEL			
New Hires			
Brendan Ahern	Transportation - Contracted Bus Driver	8/5/2026	$31.29/hour
	New position		
Emma Barnett	FCHS - Lifeguard	8/7/2026	$15.00/hour
	New position		
Brent Beach	FCHS - Lifeguard	8/10/2026	$15.00/hour
	New position		
Zoe Catlin	CBIS - Math Intervention Assistant	8/31/2026	$16.00/hour
	New position		
Jonathan Crouch	FCMS - Special Education Assistant	8/19/2026	$18.40/hour
	Replacing Klint Collinsworth position change		
Tessa Dillender	District-wide - SLPA	9/2/2026	$48,182.00/year
	New position		
Alexandra Donovan	Northwood - Behavior Support Coach	8/26/2026	$20.40/hour
	Replacing Kellie Spock position change		
Ernest Dowdy	FCHS - 2nd Shift Custodian	9/2/2026	$18.04/hour
	Replacing Arianna Pyrtle		
Sydney Fischer	Franklin Cub Academy - Classroom Assistant	9/4/2026	$15.60/hour
	New position		
Abreana Glinz	District - Behavior Technician	9/2/2026	$22.62/hour
	Replacing Chelsea Buergelin		
Truly Gordin	FCHS - Skilled Stage Tech	8/17/2026	$18.00/hour
	New position		
Ellalynn Grant	CBIS - Food Services	8/14/2026	$15.23/hour
	Replacing Angela Cardwell position change		
Lilie Lacey	Creekside - Food Services	9/8/2026	$15.23/hour
	Replacing Joseph Cade position change		
Rylee Lahne	Needham - Special Education Assistant	8/27/2026	$15.92/hour
	Replacing Halle Wertz position change		
Sahajpreet Kaur	Franklin Cub Academy - Classroom Assistant	8/6/2026	$15.00/hour
	New position		

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Elisabeth Koeppe	FCHS - Student Stage Technician	8/10/2026	$12.00/hour
	New position		
Jayson McNicholas	FCSPD - School Resource Officer	9/14/2026	$67,200.00/year
	Replacing Derrick Hartman		
Melody Miller	Union - ASL Interpreter	9/1/2026	$35.00/hour
	Replacing Maddison Abrams		
Mackensie Owens	Franklin Cub Academy - Substitute	8/26/2026	$15.75/hour
	New position		
Keidra Porter	Creekside - Student Support Assistant	8/7/2026	$17.55/hour
	Replacing Itali Guthrey		
Donnie Price	FCHS - 2nd Shift Custodian	8/27/2026	$17.25/hour
	Replacing Jeremy Goodrich position change		
Brittany Rader	Northwood - Food Services	8/20/2026	$16.16/hour
	Replacing Michelle Like		
Alisha Roark	Creekside - Essential Skills Assistant	8/27/2026	$17.03/hour
	Replacing Olivia Marrs position change		
Hadley Royer	FCHS - Lifeguard	8/10/2026	$15.00/hour
	New position		
Mackenzie Rush	FCHS - Lifeguard	8/21/2026	$15.00/hour
	New position		
Madison Shewmaker	Union - Classroom Assistant	8/27/2026	$15.25/hour
	New position		
Kelsey Siebenthal	Transportation - Contracted Bus Driver	8/5/2026	$27.25/hour
	New position		
Barbara Smith	FCMS - Special Education Assistant	8/31/2026	$16.16/hour
	Replacing Notasha Hernandez		
Janie Smith	District-wide - Food Services Sub	8/26/2026	$15.00/hour
	New position		
Wyatt Strain	FCHS - Alternative Education Assistant	8/28/2026	$16.78/hour
	Replacing Isabelle Balbach position change		
Adrienne Watkins	FCHS - Student Stage Tech	9/2/2026	$12.00/hour
	New position		
Toby Zorn	FCMS - Essential Skills Assistant	8/13/2026	$16.53/hour
	New position		
Staff Changes			
Brendan Ahern	To: Transportation - Bona Fide Contracted Bus Driver	9/3/2026	
	From: Transportation - Contracted Bus Driver		
	Replacing Tammy Cooper		
Mary Berger	To: CBIS - Behavior Interventionist	9/14/2026	$21.66/hour
	From: CBIS - Alternative Education Assistant		
	Replacing Ella Burgett		

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Ashley Dickey	To: District-wide - Occupational Therapist (5 days/week)	8/10/2026	$67,320.00/year
	From: District-wide - Occupational Therapist (2 days/week)		
	Ashten Vinson LOA		
Jesse Engle	To: Transportation - Contracted Bus Driver	9/11/2026	
	From: Transportation - Bona Fide Contracted Bus Driver		
	Replacing Brendan Ahern position change		
Jeremy Goodrich	To: Creekside - Split Shift Custodian	8/31/2026	
	From: FCHS - 2nd Shift Custodian		
	Replacing Donna Terry position change		
Zoei Goodrich	To: Transportation - Bona Fide Contracted Bus Driver	9/11/2026	
	From: Transportation - Contracted Bus Driver		
	Replacing Alice Reisinger-Voorhees		
John Kennedy	Transportation - Hourly/Non-Contracted Driver	9/4/2026	$29.29/hour
	From: Transportation - Bona Fide Bus Driver		
Madison Lawrence	To: Franklin Cub Academy - Developmental Preschool Assistant	8/17/2026	$16.29/hour
	From: Franklin Cub Academy - Classroom Assistant		
	Replacing Molly Quinn position change		
Cathy Schultz	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Laura Singleton	To: Transportation - Bus Aide	8/5/2026	$16.78/hour
	From: Creekside - Developmental Preschool Assistant		
	Replacing James Bowman position change		
Alyshcia Stubbs	To: Franklin Cub Academy - Classroom Assistant (3 days/week)	8/11/2026	
	From: Franklin Cub Academy - Classroom Assistant (2 days/week)		
	Replacing Brooklyn Nelson		
Donna Terry	To: Creekside - 2nd Shift Custodian	8/31/2026	
	From: Creekside - Split Shift Custodian		
	Replacing Kelli Teague		
Resignation/Termination			
Ella Burgett	CBIS - Behavior Interventionist	9/11/2026	
	Resignation		
Amber Engelking	Northwood - Food Services	8/7/2026	
	Resignation		
Derrick Hartman	FCSPD - School Resource Officer	8/28/2026	
	Employer terminated		
Tricia Jewell	CBIS - Special Education Assistant	9/30/2026	
	Resignation		
Heather Jolliffe	Northwood - Essential Skills Assistant	8/20/2026	
	Employer terminated		
Brooklyn Nelson	Franklin Cub Academy - Classroom Assistant	8/3/2026	
	Resignation		
Mark Moody	Transportation - Bona Fide Bus Driver	8/3/2026	

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Resignation		
Ana Muller	CBIS - Food Services	8/11/2026	
	Resignation		
Jerry Pickett	Transportation - Contracted Bus Driver	12/18/2026	
	Resignation		
Alysabeth Vaught	Northwood - Essential Skills Assistant	8/5/2026	
	Quit w/o notice		
Retirement			
none			
Leave of Absence			
Derrick Hartman	FCSPD - School Resource Officer	8/14/2026 - 8/28/2026	
	Administrative leave		
Troy Haskett	Transportation - Bona Fide Bus Driver	9/3/2026 - unknown	
	FML		
Kimberly (Karter) Link	FCHS - 2nd Shift Custodian	9/2/2026 - unknown	
	FML		
James Myrick	Transportation - Contracted Bus Driver	9/17/2026 - unknown	
	FML		
N. Jeanie Perry	Needham - Library Assistant	10/15/2026 - unknown	
	FML		
Danielle S. Smith	FCMS - Food Services	8/5/2026 - 8/31/2026	
	FML		
ECA			
New Hires			
Dyala Akermawi	FCHS- Girls Volleyball Freshman Coach	8/6/2026	ECA stipend
	Replacing Emma Sullivan resignation		
Melinda Bangel	FCMS- PLC Leader	8/5/2026	ECA Stipend
	Replacing Lee Ann Uecker resignation		
Tricia Bender	CBIS- Club Sponsor	8/3/2026	ECA Stipend
	Replacing Ellen Dukate resignation		
Sarah Bennett	CBIS- Choir Director	8/27/2026	ECA Stipend
	Replacing Monica Crockett resignation		
Amy Bertel	District-wide- PLC Leader	8/3/2026	ECA Stipend
	Replacing Julia Brown LOA		
Meredith Bratton	FCHS- Drama Director/School Play	8/11/2026	ECA stipend
	Rplacing Courtney Burke resignation		
Meredith Bratton	FCHS- Drama Club	8/11/2026	ECA Stipend
	Replacing Courtney Burke resignation		
Bethany Chandler	CBIS- Club Sponsor	8/27/2026	ECA Stipend
	Replacing Bethany Chandler resignation		
Madeline Daily	Needham- PLC Leader	8/1/2026	ECA Stipend

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Replacing Melissa Moore resignation		
Jessica Endris	Northwood- PLC Leader	8/1/2026	ECA Stipend
	Replacing Heather Kepner-Trueblood resignation		
Emily Ericson	Union- PLC Leader	8/3/2026	ECA Stipend
	Replacing Andrea Clendening position change		
Abigail Eutsler	CBIS- Club Sponsor	8/3/2026	ECA Stiped
	Repalcing Lisa Whitlow-Hill resignation		
Kaitlyn Hollis	FCMS- PLC Leader	8/5/2026	ECA Stipend
	Replacing Logan Parker resignation		
Kaitlyn Hollis	FCMS- Yearbook #2	8/3/2026	ECA Stipend
	Replacing Cassidy Hunter resignation		
Brianne Hubbard	CBIS- Intramural Sports Coach	8/27/2026	ECA Stipend
	Replacing Madison Purcell resignation		
Brianne Hubbard	CBIS- Science Bowl	8/27/2026	ECA Stipend
	Replacing Emily Silverman resignation		
Brianne Hubbard	CBIS- Club Sponsor	8/27/2026	ECA Stipend
	Replacing Jody Bridges position change		
Cassidy Hunter	FCMS- Club Sponsor	8/3/2026	ECA Stipend
	Replacing Stephanie Simmer resignation		
Kristi Judson	Northwood- PLC Leader	8/3/2026	ECA Stipend
	Replacing Grace Kriech resignation		
Corey Londeree	FCMS- 7th Grade Girls Basketball Assistant Coach	8/20/2026	ECA Stiped
	Replacing Joseph Setnor position change		
Shelbie Murphy	District-wide- CPI NVCI Coordinator & Trainer	11/2/2026	ECA Stipend
	Replacing Andrea Korreck retirement		
Dawn Ohns	Northwood- Club Sponsor	8/5/2026	ECA Stipend
	Replacing Lauren Spandau resignation		
Megan Oliver	Northwood- Club Sponsor	8/5/2026	ECA Stipend
	Replacing Megan Butler resignation		
Carly Sandrock	Webb- Spell Bowl Coach	8/3/2026	ECA Stipend
	Replacing Allison Comerford resignation		
Savannah Sturgell	FCMS- Band Director	8/3/2026	ECA Stipend
	Replacing Abigail Fleck position change		
Savannah Sturgell	CBIS- Band Director	8/27/2026	ECA Stipend
	Vacant position		
Jeremy Weimer	Creekside- Spell Bowl Coach	8/3/2026	ECA Stipend
	Replacing Shannon Peckinpaugh position change		
Steven Wiltz	FCHS- Boys Tennis Assistant Coach	8/20/2026	ECA Stipend
	Replacing Russell Hughes resignation		
Staff Changes			

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Ethan Demaree	To: FCMS- Swimming Head Coach	8/6/2026	
	From: FCMS- Swimming Assistant Coach		
	Replacing Christopher Knipp position change		
Christopher Knipp	To: FCMS- Swimming Assistant Coach	8/6/2026	
	From: FCMS- Swimming Head Coach		
	Replacing Ethan Demaree position change		
Resignation/Termination			
Catherine Armstrong	FCHS- Bowling Coach	8/18/2026	
	Resignation		
Terra Bell	Creekside- Club Sponsor	9/11/2026	
	Resignation		
Julia Brown	District-wide- PLC Leader	5/22/2026	
	LOA		
Megan Butler	Northwood- Club Sponsor	8/18/2026	
	Resignation		
Andrea Clendening	Union- PLC Leader	5/22/2026	
	Position change		
Allison Comerford	Webb- Spell Bowl Coach	5/22/2026	
	Resignation		
Ellen Dukate	CBIS- Club Sponsor	5/22/2026	
	Resignation		
Natalie Eglington	FCMS- PLC Leader	5/22/2026	
	Position eliminated		
Brandi Helvie	Northwood- Club Sponsor	8/18/2026	
	Resignation		
Russell Hughes	FCHS- Boys Tennis Assistant Coach	8/14/2026	
	Resignation		
Cassidy Hunter	FCMS- Yearbook #2	5/22/2026	
	Resignation		
Heather Kepner-Trueblood	Northwood- PLC Leader	5/22/2026	
	Resignation		
Jordan King	FCMS- 8th Grade Boys Basketball Head Coach	8/14/2026	
	Resignation		
Grace Kriech	Northwood- PLC Leader	5/22/2026	
	Resignation		
Lori Lecher	Needham- Club Sponsor	5/22/2026	
	Resignation		
Kellie McCullough	FCMS- PLC Leader	5/22/2026	
	Position eliminated		
Logan Parker	FCMS- PLC Leader	5/22/2026	
	Resignation		

Personnel Report 9/14/2026
Changes since 8/10/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Caleb Sinzinger	FCMS- PLC Leader	5/22/2026	
	Position eliminated		
Lauren Spandau	Northwood- Club Sponsor	8/18/2026	
	Resignation		
Alyson Spaulding	FCMS- Boys & Girls Track Assistant Coach	8/14/2026	
	Resignation		
Lee Ann Uecker	FCMS- PLC Leader	5/22/2026	
	Resignation		
***Acronym Key Guide**			

Quit: No notice was given by the employee - quit either by phone or in person effective immediately
Resignation: Received letter from employee stating termination of employment with FCSC
LTS = Long Term Substitute
SWP= Suspension With Pay
SWOP = Suspension With Out Pay
FML = Family Medical Leave
FTE = Full Time Equivalent
LOA = Leave of Absence

Book	POLICIES
Section	Section C - Students
Title	C275 - Test Security Provisions for Statewide Assessments
Code	
Status	Active
Last Revised	May 12, 2025

C275

TEST SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS

Franklin Community School Corporation shall abide by the *Indiana Assessments Policy Manual.* It is the intent of the Board that all staff comply with the requirements of the Indiana Department of Education (IDOE) regarding test security of the statewide assessments and the Indiana Assessments Policy Manual. The Corporation's testing "policy" shall consist of this Board of School Trustees policy and the corresponding Administrative Guidelines. The Superintendent is directed to develop and maintain Administrative Guidelines (C275-R) that fully comply with IDOE requirements in this area and that are reviewed annually. The Corporation will develop a local testing schedule, including the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations, prior to the start of the testing window for each assessment. The schedule will be annually adopted by the Superintendent or the Superintendent's designee as an Administrative Guideline.

Related Forms:

C275-E1 Testing Security and Integrity Agreement

C275-E2 Testing Irregularity Report Form

C275-E3 Testing Concerns and Security Violations Report

2026-2027 Indiana Assessments Policy Manual

Protocol for Reporting and Investigating Alleged Assessment Breaches

511 IAC 5-5-4

Franklin Community School Corporation

Adopted: 1-8-24

Revised: 9-14-26

Book	GUIDELINES
Section	Section C - Students
Title	C275-R - Test Security Provisions for Statewide Assessments
Code	
Status	Active

C275-R

Test Security Provisions for Statewide Assessments (AG)

Franklin Community School Corporation shall abide by the *Indiana Assessments Policy Manual*.

The Corporation shall provide a copy of the *Code of Ethical Practices and Procedures* to all school personnel who may be involved with any part of handling, coordinating, or administering standardized tests.

Any individual who administers, handles, or has access to secure test materials at the school or School Corporation shall complete assessment training and sign the *Testing Security and Integrity Agreement*. This form is to remain on file at Creekside Elementary, Needham Elementary, Northwood Elementary, Union Elementary, Webb Elementary, CBIS, FCMS, FCHS, and FCVS each year. Before the opening of the test window for any standardized test, training of any/all persons associated with testing must have occurred. This includes, but is not limited to, the Corporation Testing Coordinator ("CTC"), test administrators ("TA"), principal or designee, teachers in tested and non-tested grade levels, teachers' aids, front office staff, custodians, test examiners, proctors, scribes, and any other person associated with the testing process. The Corporation shall ensure staff members who will provide students with test accommodations are familiar with each student's individual accommodation needs prior to testing and receive focused training on providing such accommodations prior to the start of the state testing window for each assessment. The Corporation shall ensure all appropriate staff receive test security refresher training prior to the start of the state testing window for each assessment.

Prior to the start of the state testing window, the Corporation shall establish a testing schedule, including the assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations.

Test Administrators ("TAs") and Proctors must monitor the testing session. It is not acceptable for TAs and/or Proctors to leave students unsupervised (for any amount of time), to concentrate on other tasks or materials, or to otherwise ignore what is happening.

TAs and Proctors must ensure that all students:

- Receive appropriate accommodations.
- Follow instructions provided in the TAM/administration manual.
- Do not exchange answers.
- Do not interfere with or distract others.
- Use only permitted materials and devices.
- Do not have access to cell phones, smart watches, tablets or other unallowable devices.

The CTC provides templates for STCs or their designees to monitor all staff during testing to ensure all personnel adhere to test administration and test security protocols with fidelity. The CTC conducts unannounced monitoring visits to buildings during testing. Documentation (i.e., monitoring logs/reports sharing monitoring dates/times, names of TAs/Proctors monitored, what was observed during monitoring, information referenced in the "Room Observation" section of IDOE's Assessment Monitoring Checklist, and any concerns) of monitoring conducted during testing must be kept on file at the local level. This documentation will be requested and reviewed during IDOE monitoring of schools.

The Corporation shall investigate and report any complaint of inappropriate testing practices and security issues according to the Protocol for Reporting and Investigating Alleged Breaches as established and published pursuant to 511 IAC 5-5-4. Any allegations of cheating, security breach, testing administration breach, intellectual property right infringement, loss of materials, or other deviation from acceptable and ethical security and test integrity procedures of Indiana's assessments, including, but not limited to, ILEARN, IAM, IREAD, ISPROUT, SAT, and WIDA shall be immediately reported to the Indiana Department of Education. The complaint shall be submitted via the completion of the Testing Concerns and Security Violations Report Form, found in Appendix C. The IDOE's process of investigation will follow the *Indiana Assessments Policy Manual Appendix A: Protocol for Reporting and Investigating Alleged Breaches*.

Any of the following issues are considered "Test Security" concerns as defined in 511 IAC 5-5-2:

A. "Integrity breach" means any action that undermines the integrity and/or inhibits the effectiveness of the assessment from achieving the purposes set forth in IC 20-32-5-1. An integrity breach includes, but is not limited to, any security breach, testing irregularity, testing administration breach, and violation of the Code of Ethical Practices and Procedures.

B. "Intellectual Property right" means any applicable copyright or trademark that may be contained in test and test preparation materials.

C. "Security breach" means the failure to observe/follow the documented procedures established to protect, maintain, and implement the testing process, such as the code of ethical practices and procedures, testing security and integrity agreement, and procedures prescribed in the testing manuals by any person administering or assisting with the administration of a systematic assessment.

D. "Testing administration breach" means the failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one (1) or more

students, including, but not limited to, timing an untimed test and not implementing required accommodations.

E. "Testing irregularity" means any unexpected event that significantly disrupts the testing environment of two (2) or more students, including, but not limited to, the sounding of the fire alarm or a power outage.

Any "testing irregularity" that is not a testing security concern should be reported by using *the Testing Irregularity Report Form* and submitted to the Office of Student Assessment. Any testing irregularity must, at a minimum, be locally documented and reported to the School Testing Coordinator, building Principal, and CTC. Failure to comply with the protocol identified may constitute evidence of an integrity breach, which may result in an action under IC 20-28-5-7 for the suspension or revocation of a license.

Investigations

The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:

A. a formal process by which all complaints are documented and can be tracked to resolution;

B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint;

C. protection of the integrity of any ongoing assessments, and protection of the integrity of the rights of individuals;

D. If IDOE requests an investigation, a report must be submitted to the IDOE Office of Student Assessment within ten (10) business days. This report must include all of the documents requested by IDOE and the CTC's determination of whether misconduct occurred, did not occur, or whether the allegations could not be substantiated. The CTC's determination, however, shall not be binding on IDOE or any action that IDOE may take.

Testing Materials

Secure test materials should not be delivered to school buildings more than one week in advance of test administration. Teachers and other school staff members are not allowed access to secure test materials more than four hours in advance of the test administration. The Corporation shall develop a plan to ensure the security of assessment materials during testing and storage of all secure assessment materials before, during, and after testing. All test materials should be stored at a central location under lock and key.

511 IAC 5-5
2026-2027 Indiana Assessments Policy Manual
2026-2027 Indiana Assessments Policy Manual Appendix A: Protocol for Reporting and Investigating Alleged Breaches
2026-2027 Indiana Assessments Policy Manual Appendix A: Code of Ethical Practices and Procedures

Associated Forms:
Testing Security and Integrity Agreement
Testing Irregularity and Report Form
Testing Concerns and Security Violations Report
Social Media and Unallowable Devices Concern Report

Franklin Community School Corporation
Adopted: 1-8-24
Revised: 9-14-26

Book	FORMS
Section	Section C - Students
Title	C275-E - Indiana Testing Security and Integrity Agreement
Code	
Status	Active
Adopted	January 8, 2024
Last Revised	September 14, 2026

2026-2027 Indiana Testing Security and Integrity Agreement

Book	FORMS
Section	Section C - Students
Title	C275-E2 - Testing Irregularity Report
Code	
Status	Active
Adopted	January 8, 2024
Last Revised	September 14, 2026

Testing Irregularity Report Form

Book	FORMS
Section	Section C - Students
Title	C275-E3 - Testing Concerns and Security Violations Report
Code	
Status	Active
Adopted	January 8, 2024
Last Revised	September 14, 2026

Testing Concerns & Security Violations Report

AGREEMENT FOR
STUDENT PLACEMENT AVAILABILITY COMMITMENT
Between
Southside Special Services of Marion County
And
Franklin Community School Corporation
Effective Date: July 1, 2026

This Agreement for Student Placement Availability Commitment (hereinafter known as the "Agreement") is entered into by and between Southside Special Services of Marion County, AKA Rise Learning Center (hereafter known as the "Provider") and Franklin Community School (hereafter known as "District").

RECITALS

WHEREAS, the District is in need of qualified services for its students with significant special education needs;

WHEREAS, the Provider employs qualified personnel and facilitates programming for these student services; and,

WHEREAS, the District desires to obtain these services from Provider, and Provider desires to provide the services to the District as agreed upon in this Agreement.

NOW THEREFORE, the Parties desire to enter into this Agreement to accomplish the goals and objectives set forth herein:

I. Provider Obligations

a. The Provider will reserve a minimum of eight (8) and a maximum of fifteen (15) student seat opportunities, as requested by District, for District students at the Provider's placement, Rise Learning Center ("Rise"). The daily rate per student will be $300 for the 2026-2027 school year. The rates are to be determined for the 2027-2028 school year.
b. For the duration of this Agreement, the District will be billed an annual amount equivalent to fees for two (2) Rise student enrollments, in addition to the fees paid for the seat opportunities described in paragraph I.a. of this Agreement. The number of students, and seat charges, can fluctuate within the range established in paragraph I.a. for the length of this Agreement.
c. If a student no longer attends Rise, the Provider will ensure that the additional seat charge is terminated at the time the student departs.
d. The Provider will bill the District for the additional seat charges in equal installments over ten (10) months, beginning August each year.
e. The seat opportunities provided under this agreement are for the Rise Behavior Education Program, except for one seat for a student in the Lifeskills program for the 2026-2027 school year. Students who were enrolled in other Rise programs in Spring 2023, and continue to require the services, can be counted under this Agreement and will be allowed to remain at Rise for the length of this Agreement or until the student no longer requires services.

II. District Obligations

a. The District will request in writing the number of seat opportunities within the eight (8) to fifteen (15) range that it wishes to accept under this Agreement. Such request will be made no later than March for each school year.
b. The District will pay for any portion of the seat fee not covered by an Indiana Department of Education Excess Cost Application for each student placed at Rise.
c. For the duration of this Agreement, the District will pay an annual amount equivalent to fees for two (2) Rise student enrollments, in addition to the fees paid for the seat opportunities described in paragraph I.a. of this Agreement. As such, the District will be responsible for funding, at a minimum, ten (10) total seat charges for the period of this Agreement. It is understood that the number of students, and seat charges, can fluctuate within the range established in paragraph I.a., for the duration of this Agreement. The District will pay the invoices for these additional seat charges in equal installments over ten (10) months, beginning in August.

III. General Provisions

1. This Agreement will not automatically renew. The Agreement will be reviewed at the end of the three (3) year term and the Parties will determine whether to renew, terminate, or revise.

2. Both Parties shall comply with all state, federal, and municipal laws, regulations, and all standards of due care applicable to its activities under this Agreement. Both parties intend and in good faith believe that this Agreement complies with all applicable federal, state, and local laws, including any anti-kickback provisions.

3. Notification of and Coordination on Disposal of Claims. The parties agree to notify one another promptly of any claim made by or expected from a claimant against a party to this Agreement, which claim relates to the subject matter of this Agreement. The parties agree to cooperate to attempt to dispose of any such claim

4. Any modifications to this Agreement shall be valid only if made in writing and signed by a duly authorized agent of both parties.

5. Neither party may assign or transfer this Agreement or any of its rights or duties under this Agreement without the prior written consent of the other party.

6. This Agreement constitutes the Parties' entire Agreement with regard to providing mental health services as described herein and supersedes all previous agreements on that same subject, whether written or oral.

7. This Agreement shall be construed and governed by the laws of the State of Indiana.

8. Each signatory hereto, represents that such signatory has authority to execute this Agreement on behalf of the designated party and that such signature binds the designated party to the terms and conditions set forth herein.

9. Both Parties are performing as an independent entity under this agreement. No part of this agreement shall be construed to represent the creation of an employment,

agency, partnership, affiliation, association, or joint venture agreement between the parties.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

Southside Special Services of Marion County

_____

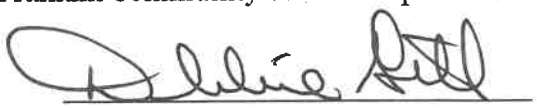
Signature

_____

Printed Name/Title

Date_____

Franklin Community School Corporation



Signature

Debbie Gill
Board of School Trustee, President

Printed Name/Title

Date 9-14-26

September 2026 Board Meeting

“November 2026” Software Renewals

- **Frontline AMP (CIESC)**
  - **$8758.96**
- **Kivuto (Minitab)**
  - **$54.99**
- **Renewed Vision (ProPresenter)**
  - **$1,323.00**

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Surplus
September 2026

Par Can Lights (HS PAC)

Wooden Picnic Tables (3) – Union Elementary

Franklin Community Virtual School

Recommending: Elementary Grades Restructure

FCVS K-5 Programming

PRESENTED BY
Shelbie Murphy
Dr. Brooke Worland

FCVS
Franklin Community Virtual School
OPTIONS FOR EDUCATION

Where We Started

- Implementing a Plan-Do-Study-Adjust Model, FCVS launched in 2024 to provide families with a flexible, high-quality public education option.
- Indiana Online provides grades 6-12
- EdOptions Academy (a subsidiary of Edmentum) provides grades K-5
- Over the past two years, FCVS has continuously Studied and Adjusted:
  - Instructional quality
  - Student achievement
  - Attendance and engagement data
  - Intervention requirements and needs
  - Vendor communication and support
  - Ability to meet Indiana accountability requirements



STUDY AND ADJUSTMENTS

FCVS identified concerns with EdOptions early in the partnership. The team decided to Study and Adjust for the next year (2025-2026):

- EdOptions was the only fiscally responsible option for synchronous, daily instruction K-5
- Indiana Online discontinued its 5th-grade offering, requiring FCVS to transition 5th-grade students to EdOptions.
- Changing providers immediately would have created additional disruption for students and families.
- FCVS repeatedly communicated concerns and sought improvements rather than making a premature decision.
- FCVS participated in **beginning-of-year, middle-of-year, and end-of-year conversations** and consistently communicated concerns regarding:
  - Support
  - Communication
  - Data access
  - Instructional quality
  - Student experience
- FCVS continued to believe the partnership could improve with additional communication and corrective action.

Persistent Concerns

Exact Path

FCVS did not gain meaningful access to students' Exact Path data until Fall 2026 - 2 years into the partnership.

Attendance Data

Initially promised, this data lacked quality. This year, data has been unavailable since August 19th with minimal information on a fix date.

SOR Communication Frustrations

Lacking or insufficient responses to persistent issues. Repeating "we are working on it" with no updates or plan provided. Not communicating any of these changes or outages to us. Finding out second hand from frustrated parents.

Persistent Concerns

Parent Feedback

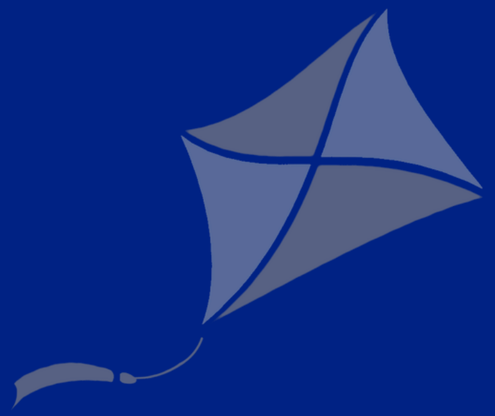
Frequent frustrations with system issues, lack of communication, repeated changes in schedules, etc.

Parent Communication

Teachers did not reach out to parents of students who were not attending or communicate concerns in any method other than email.

Tier 1 Instruction Issues

FCVS does not control Tier 1 instruction and students are consistently not passing state assessments.



Test Scores

Test/Date	24-25 (3&4)	25-26 (3,4,&5)
IREAD	100% (1 student tested)	33% (3 students tested)
ILEARN Math	37.5%	13.6%
ILEARN ELA	50%	16%



RECOMMENDATION

Considering these factors, we are recommending cancelation of the EdOptions/Edmentum Partnership.

- Eliminate current K-5 structure & most enrollments
- Continue options at K-5 level for medically necessitated situations

Timeline

- School Year Closure: End partnership in May


Spain, Germany, and
Switzerland
An Endress+Hauser Trip

Here we go....May 24, 2026



Spain

Day 1

Date: 05/25/2026

-Arrive in Europe

-Check into Cuatro Naciones

-Park Guell

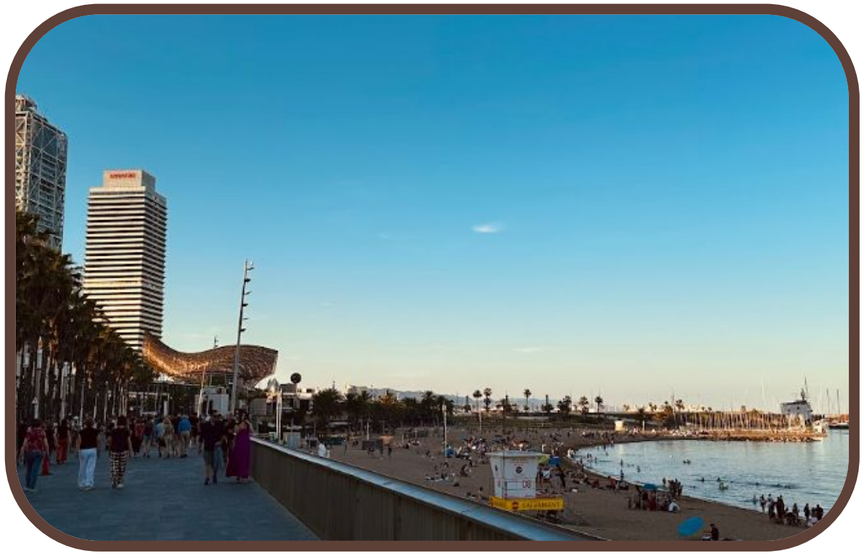
-Beach Walk

-Explore City

-Salamanca for dinner









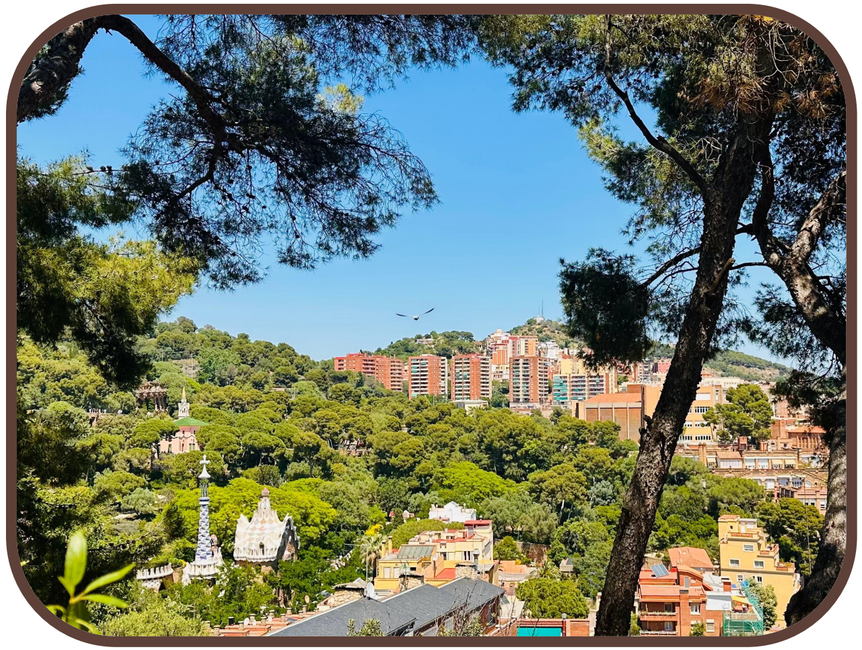












Spain

Day 2

Date: 05/26/2026

-Basílica de la Sagrada Família

-FC Barça

-Explore

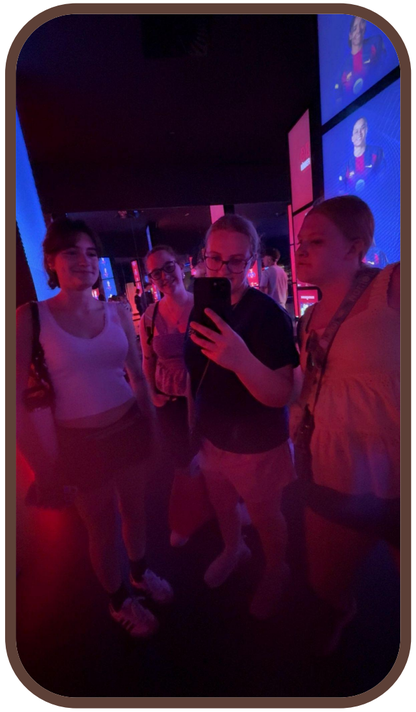
-El Nacional Food Hall












unicef
QATAR AIRWAYS
Qatar Foundation
Rakuten
ABIDAL 22
MARQUEZ 4
ETO'O 9
PEDRO 27
SILVIO 6
RONALDO 9
INIESTA 8







Spain

Day 3

Date: 05/27/2026

-E+H Spain

-Learn and Played a Game

-Fly to Germany

-We drove through France

-Checked into Hotel ImPulsiv in Lorrach

-Beach soccer to wind down the night









E+H Spain

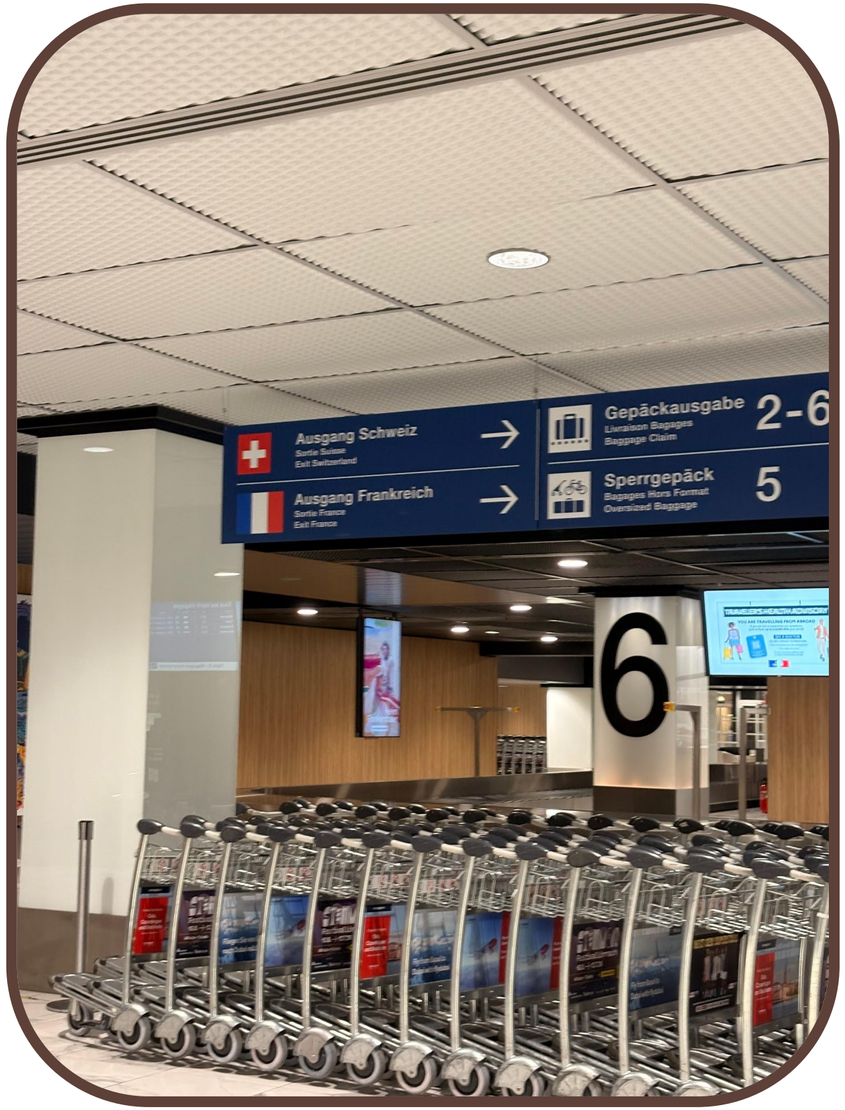
- Marketing and Sales Center
- Interacted with Employees
- Diagnostics and testing of equipment
- Demonstration for customers
- Lunch
- Spain is underestimated on a global playing field
- Connections with customers is VERY important in Spanish culture.

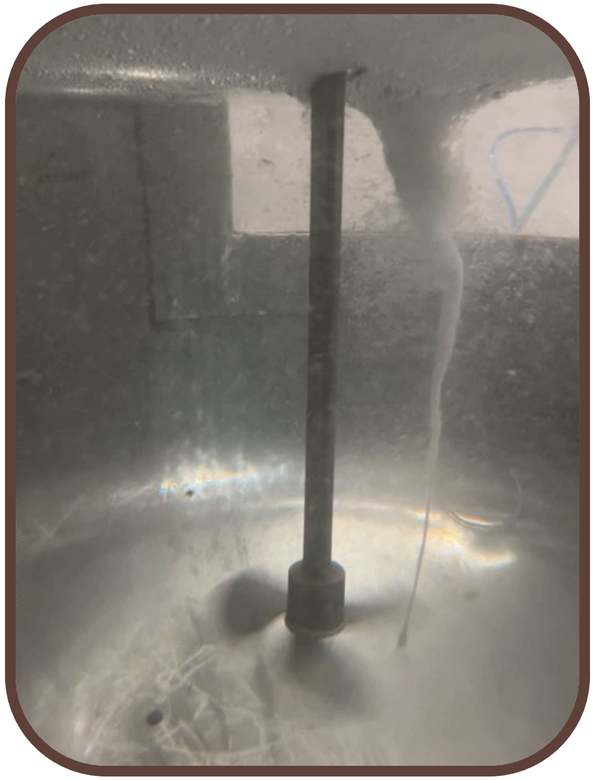






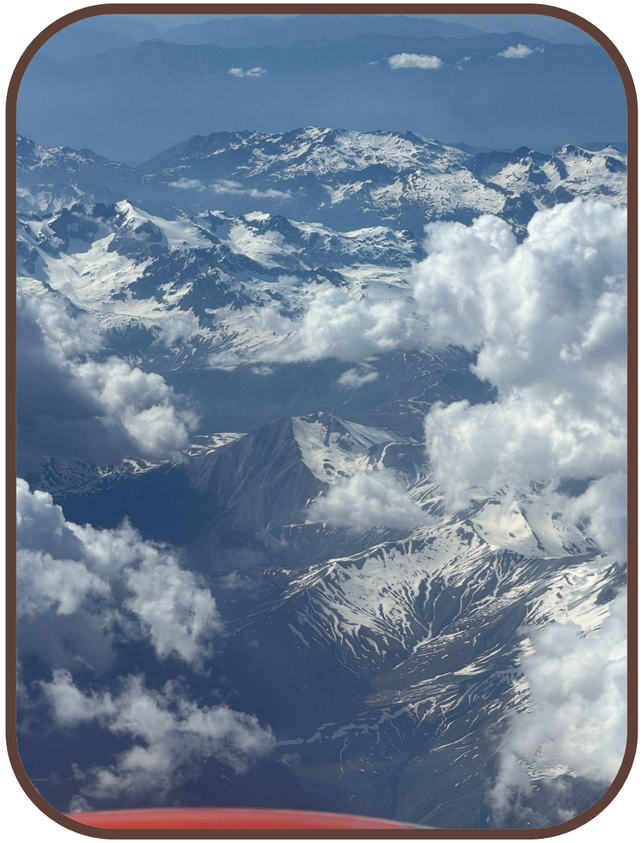



Ausgang Schweiz
Sortie Suisse
Exit Switzerland
Ausgang Frankreich
Sortie France
Exit France
Gepäckausgabe
Livraison Bagages
Baggage Claim
2-6
Sperrgepäck
Bagages Hors Format
Oversized Baggage
5
6






RECUERDA FICHAR !!!



Germany

Day 4

Date: 05/28/2026

-E+H Maulburg

Train ride into town

-Dinner at L’Osteria

-Gelato

-Walked back to and enjoyed amenities at hotel (bowling)











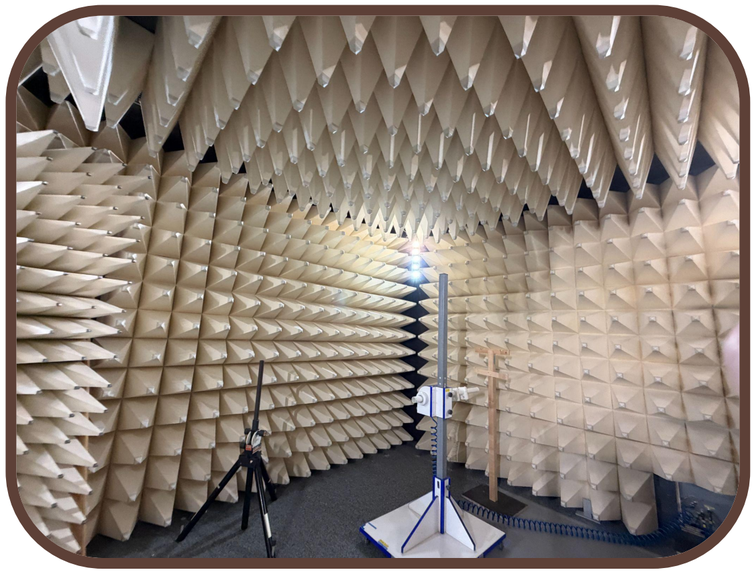
E+H Germany

- Level and Pressure
- Clean Room
- No sound room
- Soldered a noise measurement device














EH
Batterie





Switzerland

Day 5

Date: 05/29/2026

-E+H Headquarter Reinauch

-Flow Tour

-Explore Lorrach

-Tennis at hotel









E+H HQ – Switzerland

- Flow
- Family Owned Business
- Soldered a Simon-style game
- Worked with interns

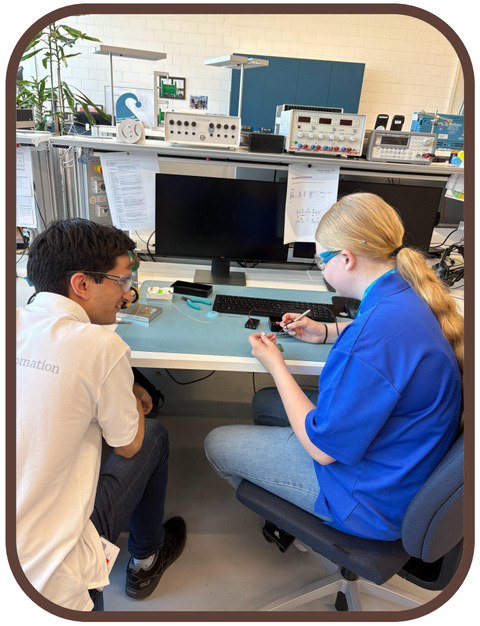


















Switzerland-Zürich

Day 6

Date: 5/30/2026

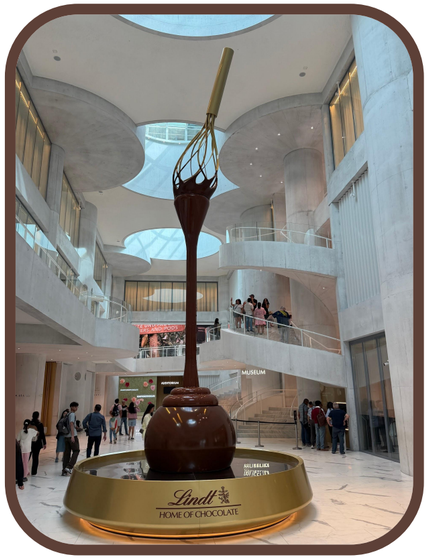
-Lindt Chocolate Factory

-Zürich City Tour

-Dinner at Central Train Station

-Play whole group soccer game

























Germany/Switzerland - Rötteln/Basel

Day 7

Date: 05/31/2026

-Rötteln castle ruins

-Explored Basel

-Dinner at Esquina Lorrach



















Germany- Neuschwanstein Castle

Day 8

Date: 06/01/2026

-Bus ride through Austria

-Neuschwanstein Castle

-Completed 40 minute walk to castle in 20 minutes!

-Explored surrounding area

-Bus ride to Munich

-Checked into Kings Hotel

-Dinner at Irmi









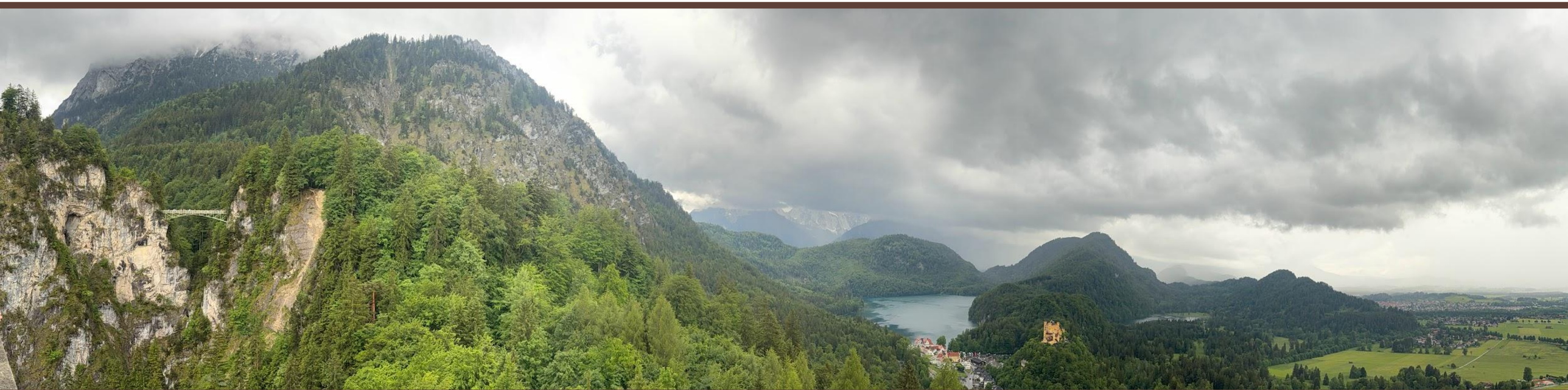












Germany-Munich

Day 9

Date: 06/02/2026

-Dachau

-Explored Munich

-Lego store

-Dinner Wirtshaus Rechthaler Hof

-Mysterious sandman

-Gelato
















KING
KING





Food

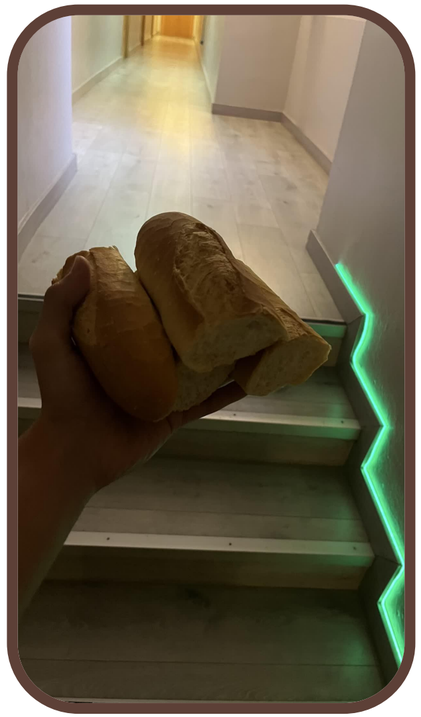
Delicious all around

- Delicious mexican restaurant in Barcelona
- Tried a variety of new foods
- €€ Lemon water €€
- European Fanta
- Gelato
- Coffee
- Bakeries











Castle rankings

Ginormous

- Neuschwanstein
  - Not a very descriptive tour
  - We could not take pictures
  - Very pretty castle and landscape
- Rötteln
  - Very hot
  - Lots of history in the castle
  - Archery





19400 Matchsticks !!



View from balcony at Neuschwanstein

Other cool stuff we saw

Trains and Cars

- Pentecost Monday Celebration
- Street Performers
- All the cool cars
- Cable Car
- Knight Armour

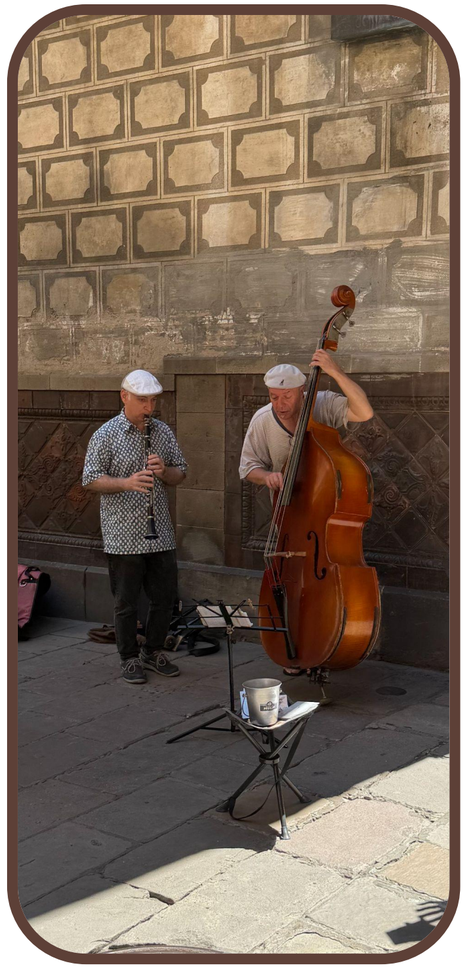










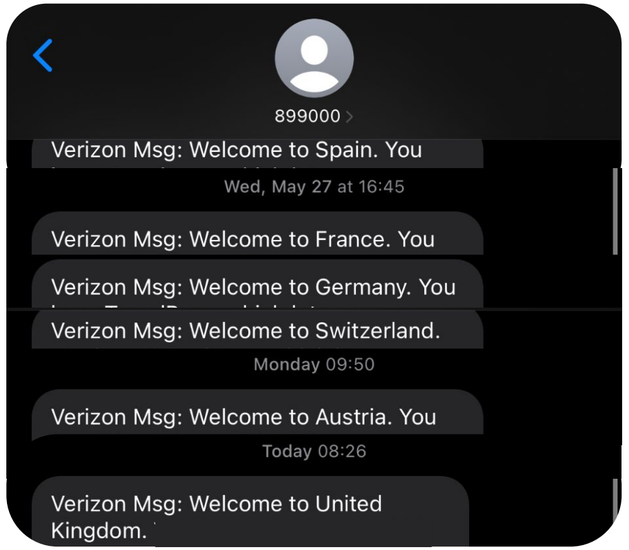


Favourite Memories

Food and Sleep

- Lauren trying to eat a giant pizza to win a prize but she lost.
- Cell phone alerts for every country.
- Figuring out how to manage public transportation.
- Zoe and Hudson “stealing” free bread
- 5v5 soccer at hotel
- Teenagers can sleep anywhere









Back in the U.S.A.!



NOTICE TO TAXPAYERS

The **Notice to Taxpayers is available online at** www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **998 GRIZZLY CUB DRIVE, FRANKLIN, IN 46131.**

Notice is hereby given to taxpayers of **FRANKLIN COMMUNITY SCHOOL CORPORATION, JOHNSON COUNTY**, Indiana that the proper officers of **FRANKLIN COMMUNITY SCHOOL CORPORATION** will conduct a public hearing on the year **2027** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **FRANKLIN COMMUNITY SCHOOL CORPORATION** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **FRANKLIN COMMUNITY SCHOOL CORPORATION** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **FRANKLIN COMMUNITY SCHOOL CORPORATION** will meet to adopt the following budget:

Public Hearing Date	Monday, September 14, 2026
Public Hearing Time	6:00 PM
Public Hearing Location	625 GRIZZLY CUB DRIVE, FRANKLIN, IN 46131

Adoption Meeting Date	Monday, October 19, 2026
Adoption Meeting Time	6:00 PM
Adoption Meeting Location	625 GRIZZLY CUB DRIVE, FRANKLIN, IN 46131

Est. School Operating Max Levy	$9,754,386
Property Tax Cap Credit Estimate	$2,448,600

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference Column 3 /Column 5
0022 - REFERENDUM FUND - EXEMPT	$8,711,143	$9,000,000	$0	$6,795,889	32.43%
0061 - RAINY DAY	$93,300	$0	$0	$0	
0180 - DEBT SERVICE	$16,081,606	$22,000,000	$0	$17,120,204	28.50%

3101 - EDUCATION	$42,297,450	$0	$0	$0	
3300 - OPERATIONS	$12,518,345	$11,000,000	$0	$9,010,086	22.09%
Totals	$79,701,844	$42,000,000	$0	$32,926,179	

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of Franklin Community School Corporation, Johnson County, Indiana, that the Board of School Trustees, at their meeting place at 1049 Sloan Dr., Franklin, Indiana 46131, at 7:00 am on the 25th day of September 2026, will consider the following additional appropriations in excess of the budget for the current year.

Fund Name: Rainy Day Fund	Amount
Major Budget Classification:	
4510000 (Building Acquisition/Construction/Improvement)	$1,310,572.65
TOTAL for Rainy Day Fund	$1,310,572.65

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (DLGF). The DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

The foregoing appropriation is in addition to all appropriations provided for in the existing budget and tax levy, and a need for such appropriation exists by reason of the inadequacy of the present buildings to provide necessary school facilities in the School Corporation.

Taxpayers of the School Corporation appearing at said meeting shall have the right to be heard in respect to the additional appropriation. The meeting will also be available to stream live from https://www.youtube.com/@fcsschoolboard6926/live.

Dated: September 9, 2026

Debbie Gill
President, Board of School Trustees

Jennifer Mann
Secretary, Board of School Trustees

RESOLUTION TO ADOPT BUS REPLACEMENT PLAN
Budget Year 2027

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name:	Franklin Community School Corporation
County:	Johnson

WHEREAS, A School Bus Replacement Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-9 to adopt a plan for the School Bus Replacement Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date:	Monday, September 14, 2026
Meeting Location:	Franklin Community Middle School, 625 Grizzly Cub Dr, Franklin, In 46131

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "Bus Replacement Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-9.

Adoption Date: Monday, September 14, 2026

AYE	NAY

Attest: _____ Secretary of Board of School Trustees

NOTICE TO TAXPAYERS

Complete details of the Bus Replacement plan may be seen by visiting the website of this unit of government at the following address: www.franklinschools.org.

Notice is hereby given to taxpayers of Franklin Community Schools that the proper officers of Franklin Community Schools will conduct a public hearing on the year 2027 proposed Bus Replacement Plan pursuant to IC 20-40-18. Following the public hearing, the proper officers of Franklin Community School Corporation may adopt the proposed plan as presented or with revisions.

Public Hearing Date:	**September 14, 2026**
Public Hearing Time:	**6:00pm**
Public Hearing Place:	**Franklin Community Middle School** **625 Grizzly Cub Drive, Franklin, IN 46131**

Taxpayers are invited to attend the meeting for a detailed explanation of the plan and to exercise their rights to be heard on the proposed plan. If the proposed plan is adopted by resolution, the resolution will be submitted to the Department of Local Government Finance as per IC 20-40-18-9(d).

The following is a general outline of the proposed plan:

Year	No. of Buses	Total Estimated
2027	71	900,000
2028	71	950,000
2029	71	1,000,000
2030	71	1,050,000
2030	71	1,320,000

SCHOOL BUS REPLACEMENT PLAN
FOR THE YEARS 2027 - 2031

Pursuant to IC 20-40-18, Franklin Community School Corporation does hereby submit to the Department of Local Government Finance the following School Bus Replacement Plan for the five (5) year period 2027 through 2031. This plan is based upon the presumption that the minimum useful life of a school bus is not less than twelve (12) years.

SECTION I

Replacement Cost of Bus/Vehicle During Specific Year

					Estimated Replacement Costs				
	Bus Description	Corp ID Number	Type of Bus/Vehicle per DOE "TN"	Owned or Leased	2027	2028	2029	2030	2031
1	2013 Chev/Collins	95	Type A	Owned			$ 200,000		
2	2012 Chev/Collins	96	Type A	Owned		$ 190,000			
3	2016 Chev	97	Type A	Owned				$ 210,000	
4	2017/Chev/Collins	98	Type A	Owned				$ 210,000	
5	2013/Chev/Collins	99	Type A	Owned			$ 200,000		
6	2023 Bluebird V10-Special Needs	100	Type C	Lease to Own					
7	2009/IC	101	Type C	Owned	$ 180,000				
8	2016/IC	102	Type C	Owned			$ 200,000		
9	2008/IC	103	Type D	Owned					
10	2022 Blue Bird V10	104	Type C	Owned					
11	2009/IC	105	Type C	Owned	$ 180,000				
12	2022 Blue Bird V10	106	Type C	Owned					
13	2012/International	107	Type D	Owned		$ 190,000			
14	2016 International	108	Type A	Owned				$ 210,000	
15	2020 International	109	Type C	Owned					$ 220,000
16	2024 Bluebird V10	110	Type C	Lease to Own					
17	2024 Bluebird V10	111	Type C	Lease to Own					
18	2024 Bluebird V10	112	Type C	Lease to Own					
19	2016/IN	113	Type C	Owned			$ 200,000		
20	2020/International	114	Type C	Owned					$ 220,000
21	2013/International	115	Type C	Owned	$ 180,000				
22	2009/International	116	Type D	Owned					
23	2013/International	117	Type C	Owned			$ 200,000		
24	2022 Blue Bird V10	118	Type C	Owned					
25	2011/International	119	Type D	Owned					
26	2024 Bluebird V10	120	Type C	Lease to Own					
27	2024 Bluebird V10	121	Type C	Lease to Own					
28	2016 International	122	Type C	Owned				$ 210,000	
29	2021 Blue Bird V10	123	Type C	Owned					
30	2008 International	124	Type D	Owned					
31	2024 Bluebird V10	125	Type C	Lease to Own					
32	2008 International	126	Type D	Owned					
33	2008 International	127	Type D	Owned					
34	2021 Blue Bird V10	128	Type C	Owned					
35	2020 International	129	Type C	Owned					$ 220,000
36	2020 International	130	Type C	Owned					$ 220,000
37	2020 International	131	Type C	Owned					$ 220,000
38	2023 Bluebird V10-Special Needs	132	Type C	Owned					
39	2008/International	133	Type D	Owned					
40	2008/International	134	Type D	Owned	$ 180,000				
41	2011/International	135	Type D	Owned					
42	2024 Bluebird V10	136	Type C	Lease to Own					
43	2009/International	137	Type C	Owned	$ 180,000				
44	2011/International	138	Type D	Owned					
45	2020 International	139	Type C	Owned					$ 220,000
46	2013/International	140	Type C	Owned		$ 190,000			
47	2008/International	141	Type D	Owned					
48	2010/International	142	Type C	Owned	$ 180,000				
49	2009/International	143	Type D	Owned					
50	2011/International	144	Type D	Owned					
51	2021 Blue Bird V10	146	Type C	Owned					
52	2017/International	148	Type C	Owned			$ 200,000		
53	2024 Bluebird V10	149	Type C	Lease to Own					
54	2012 International	150	Type C	Owned		$ 190,000			
55	2024 Bluebird V10	151	Type C	Lease to Own					
56	2022 Blue Bird V10	152	Type C	Lease to Own					
57	2022 Blue Bird V10	153	Type C	Lease to Own					
58	2016 International	154	Type C	Owned		$ 190,000			
59	2016 International	155	Type C	Owned				$ 210,000	
60	2024 Bluebird V10	156	Type C	Lease to Own					
61	2024 Bluebird V10	158	Type C	Lease to Own					
62	2007 International	159	Type D	Owned					
63	2024 Bluebird V10	161	Type C	Lease to Own					
64	2014/International	165	Type C	Owned	$ 180,000				
65	2014/International	166	Type C	Owned		$ 190,000			
66	2024 Bluebird V10	168	Type C	Lease to Own					
67	2025 72 Passanger Special Needs	170	Type C	Owned					
68	2025 Activity Bus	NEW	Type A	Owned					
69	2025 Activity Bus	NEW	Type A	Owned					
70	2025 Yellow Mini with Lift	NEW	Type A	Owned					
71	2025 Yellow Mini	NEW	Type A	Owned					
				Replacement Cost Totals	$ 1,260,000	$ 1,140,000	$ 1,200,000	$ 1,050,000	$ 1,320,000

SECTION II

JUSTIFICATION FOR ADDITIONAL BUS PURCHASES, TRANSPORTATION SERVICES, AND/OR EARLY BUS REPLACEMENT

1. Pursuant to IC 20-40-18-9(2)(A), if the School Corporation is seeking to acquire or contract for transportation services that will provide for additional school buses or buses with a larger seating capacity as compared to the number and type of school buses from the prior school year, explain for each additional bus and the circumstances of the demand for increased transportation services within the School Corporation.

(Attach additional sheets if necessary.)

2. Pursuant to IC 20-40-18-9(4), if the School Corporation is seeking to replace an existing school bus earlier than twelve (12) years after the existing school bus was originally acquired or requires a contractor to replace a school bus, explain for each bus the circumstances for that need.

RESOLUTION TO ADOPT THE CAPITAL PROJECTS FUND PLAN
Budget Year 2027

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name:	Franklin Community Schools
County:	Johnson

WHEREAS, A Capital Project Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-6 to adopt a plan for the Capital Project Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date:	September 14, 2026
Meeting Location:	Franklin Community Middle School, 625 Grizzly Cub Dr., Franklin

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "2027 Capital Project Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the Capital Project Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-6.

Adoption Date: September 14, 2026

AYE	NAY

Attest: _____ Secretary of Board of School Trustees

Pursuant to IC 20-40-18-6, the Franklin Community Schools plan contains a listing of all proposed projects that are capital in nature that exceed $10,000 that are expected to begin within the three years immediately following the year the plan was adopted.

Capital Project Plan Adoption Date: 9/14/2026

	Project Description*	Estimated Start Date	Estimated End Date	Estimated Project Cost
1	None from Operating Funds			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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20				
21				
22				
23				
24				
25				

Note: Project Description may include a description of the project including physical location, scope of work, and/or internal project name or tracking number.

Additional sheets may be added if necessary

Pursuant to IC 20-40-18-6, the Franklin Community Schools plan contains a listing of all proposed capital expenditures that exceed $10,000 that are expected to be acquired within the three years immediately following the year the plan was adopted.

Capital Project Plan Adoption Date: 9/14/2026

	Asset Description*	Acquisition Amount
1	All capital purchases will be funded with Bond Proceeds and not operating funds.	
2		
3		
4		
5		
6		
7		
8		
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11		
12		
13		
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28		
29		
30		

Note: The description may include a physical description of the asset and/or any applicable make, model, manufacturer, or VIN Number if applicable.

Additional sheets may be added if necessary

Organization Account Terms Of Service

This organization account terms of service ("TOS") is made between **SLP Toolkit, LLC** ("Company") and **The school district or other organization purchasing SLP Toolkit or Kit software** ("Organization"). This TOS supplements any signed agreement ("Agreement") between the Company and Organization (collectively, the "Parties").

The following terms and conditions, together with any other Agreement, govern access to and use of app.slptoolkit.com, app.kitforteams.com, including any content, functionality, services, and related mobile applications offered on or through www.slptoolkit.com or www.kitforteams.com (collectively, our "Site" and "Services").

The Parties agree that this TOS will remain in effect without change for a one-year period, or for the term agreed upon and as stated on the invoice, purchase order, or other documentation.

Organizational Accounts

Services provided by Company are strictly available through organizational accounts and must be accessed using email addresses issued by the Organization. Users must not use personal email addresses to access these services.

The Organization must designate one or more plan managers ("Plan Managers") who are responsible for sending invitations to users so they may log in and use the Site and Services. Plan Managers have access to a user manager interface which allows them to send invitations, modify user details, revoke access, or delete users entirely. Plan Managers also have access to various reports containing student data, so they must be authorized to do so.

Company does not support the direct use of the software by students, nor does it allow for student-generated content. Access to the software is restricted to users authorized and controlled by the Organization, and no content transfer to or creation of student accounts will be permitted.

Scope of Services

The Services provided by Company include access to online software designed to support faculty and staff in managing caseloads, scheduling sessions, conducting student assessments, monitoring progress, and collecting related data throughout the duration of students' Individualized Education Programs (IEPs).

As part of these services, Company will send users emails in the following categories to facilitate their experience and maximize the value of the software. Users may opt out of receiving these emails at any time.

- Onboarding Emails: Emails such as "getting started" and other resources to help users effectively utilize the software.
- Engagement Emails: Emails intended to encourage continued use, maximizing the value of purchased licenses.
- Professional Development Emails: Emails promoting opportunities for Continuing Education Units (CEUs) and online conferences designed to enhance users' skills as Speech-Language Pathologists (SLPs).

Reporting Emails: Emails summarizing user activity related to the district account, which may be sent automatically or upon request to District administrators for management purposes.

Accessing the Site, Registration, Accounts, and Passwords

Company may amend the Site and Services at any time and in its sole discretion. Notice will be given to the Organization and its users for planned outages, but the Organization understands that notice is not always possible. Company will not be liable if for any reason all or any part of the Site and/or Services is unavailable at any time or for any period.

Plan Manager and user accounts and the data associated with accounts is accessible with login credentials. It is the responsibility of each person to ensure the confidentiality and security of these credentials. The Organization understands and agrees to enforce the use of sufficiently complex passwords so they are not easily guessed, to not disclose user names or passwords to any unauthorized person or entity. The Organization understands and agrees to enforce log out at the end of each session if using a public or shared computer. Company will not be liable for any loss or damage arising from the failure to comply with the terms of this TOS. The Organization agrees to notify Company immediately of any unauthorized access or any other breach of security.

User Activity

Company will monitor and analyze user activity data to provide and improve our Services by tracking user interactions with our applications. For example, metrics such as login or signup frequency, navigation paths, feature usage, and session totals/durations are used to understand how customers engage with the platform. This data helps identify popular features, unused features, or areas where users face challenges, enabling refinement of existing functionality or development of new solutions.

Company uses error logs and crash reports to detect and resolve technical issues, to improve user experience, and to help users more effectively when they need support.

Company also personalizes services based on role or typical activity. For instance, user behavior is tracked and analyzed to deliver recommendations and adjust onboarding flows, and to provide context-sensitive guidance.

All of this data collection and use is a necessary part of the services, and all of it is for the Organizations' benefit.

Company does not collect user data to advertise, or sell/send user data to any 3rd party for use in any way not covered above.

Use Restrictions and Intellectual Property

The Site and its entire contents, features, and functionality including but not limited to all information, software, text, displays, images, video, and audio, and the design, selection, and arrangement thereof ("Company Content") is owned by the Company, its licensors, or other providers of such material (collectively, and individually, "Company Content Providers") and are protected by United States and international copyright, trademark, patent, trade secret, and other intellectual property or proprietary rights laws. Organization agrees not to modify, copy, distribute, transmit, share, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell or re-sell any Company Content obtained from or through Company.

Organization and its users understand and agree not to upload, post, or otherwise make available on the Site or via the Services, any material protected by copyright, trademark, or other proprietary right without the express permission of the owner of the copyright, trademark, or other proprietary right. The Company and its officers, directors, employees, and agents are not liable for any infringement of copyrights, trademarks, proprietary rights, or any other harm resulting from such a submission of material by the Organization or its users.

Disclaimer of warranties

The information presented on or through the Site is made available solely for general information purposes. Company does not warrant the accuracy, completeness, or usefulness of this information. Any reliance placed on such information is strictly at the Organization's own risk. All information is provided by company on an "as is" basis only. Company provides no representations and warranties, express or implied, including the implied warranties of fitness for a particular purpose, merchantability and noninfringement, unless such representations and warranties are not legally excludable.

Company makes no representation that materials on the Site and in the Services are appropriate or available for use in locations outside of the United States, and access to them from territories where their contents are illegal is prohibited.

Security Breach Notification & Reimbursement

Notifications for a security breach will be made within 24 hrs of verification that a breach has occurred. Reimbursement for expenses associated with a security breach where the Company is at fault will be coordinated through the Company's cyber liability insurance policy. The insurance policy is intended to cover all costs incurred by the Organization resulting from a security breach, subject to the terms and conditions of the insurance policy. For any security breach where the Company is determined to be at fault, the Company will be liable for the direct expenses associated with the breach, up to a maximum aggregate liability of $5,000,000.

Exceptions to Breach Liability: The Company's obligations and liability regarding any security breach do not apply to the extent that such breach, loss of data, or unauthorized access is caused by: (a) the Customer's or its employees' negligence or willful misconduct; (b) the Customer's compromise, loss, or unauthorized sharing of Customer login credentials, passwords, or devices; or (c) the Customer's failure to adhere to standard security protocols or the Company's provided guidelines.

Limitation of Liability

Organization expressly understands and agrees that the company shall not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including but not limited to, damages for loss of profits, revenues, goodwill, use, data, or other intangible losses (even if the Company has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the site; (ii) the cost of procurement of substitute goods and service resulting from any goods, data, information, or service purchased or obtained or transactions entered into through or from the site; (iii) unauthorized access to or alteration of transmissions or data; (iv) statements or conduct of any third party on the site; or (v) any other matter relating to the services. Organization also agrees that Company will not be liable for any

interruption of business, access delays, or access interruptions to the site or services, data non-delivery, mis-delivery, corruption, destruction, or other modification, and events beyond the company's reasonable control.

Data Transmission & Storage

All data provided to Company will be handled in accordance with Company's Privacy Policies (found at https://www.slptoolkit.com/privacy) and any other Agreements signed by both Parties concerning data privacy. The Organization and its users are prohibited from posting or transmitting to or from the Site any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic, or profane material, or any other material that could give rise to any civil or criminal liability under the law.

Site Access for Children

We do not knowingly collect information from children as our Sites and Services are for adults only, and if you access and use our Services, you agree that you are legally able to form a binding contract with us.

The Children's Online Privacy Protection Act ("COPPA") requires that all online service providers, including SLP Toolkit, obtain parental consent before knowingly collecting Personal Information from children under the age of 13. SLP Toolkit does not knowingly collect or solicit any Personal Information from children under the age of 13, and we will delete any personal information from a person under the age of 13 that does not comply with COPPA. Contact us at privacy@slptoolkit.com if you believe that a child under the age of 13 has provided Personal Information to us.

Prohibited Uses

Organization may use the Site and Services only for lawful purposes and in accordance with these TOS. Organization agrees not to use the Site:

1. In any way that violates any applicable federal, state, local, or international law or regulation (including, without limitation, any laws regarding the export of data or software to and from the US or other countries).
2. For the purpose of exploiting, harming, or attempting to exploit or harm minors in any way by exposing them to inappropriate content, asking for personally identifiable information, or otherwise.
3. To transmit, or procure the sending of, any advertising or promotional material, including any "junk mail," "chain letter," "spam," or any other similar solicitation.

4. To impersonate or attempt to impersonate the Company, a Company employee, another user, or any other person or entity (including, without limitation, by using email addresses associated with any of the foregoing).
5. To engage in any other conduct that restricts or inhibits anyone's use or enjoyment of the Site, or which, as determined by us, may harm the Company or users of the Site or expose them to liability.

Additionally, Organization agrees not to:

1. Use the Site in any manner that could disable, overburden, damage, or impair the site or interfere with any other party's use of the Site, including their ability to engage in real time activities through the Site.
2. Use any robot, spider, or other automatic device, process, or means to access the Site for any purpose, including monitoring or copying any of the material on the Site.
3. Use any manual process to monitor or copy any of the material on the Site or for any other unauthorized purpose without prior written consent.
4. Use any device, software, or routine that interferes with the proper working of the Site.
5. Introduce any viruses, trojan horses, worms, logic bombs, or other material that is malicious or technologically harmful.
6. Attempt to gain unauthorized access to, interfere with, damage, or disrupt any parts of the Site, the server on which the Site is stored, or any server, computer, or database connected to the Site.
7. Attack the Site via a denial-of-service attack or a distributed denial-of-service attack.
8. Otherwise attempt to interfere with the proper working of the Site.

Purchasing & Payment

The Organization must send details of the order via email or through an order form (the "Purchase Order") to the Company. The Organization's Purchase Order must contain the name, phone number, and email address of the accounts payable contact, to whom Company will send the invoice via email. Upon receipt of the Purchase Order, Company will have a reasonable amount of time, but no less than two business days, to process the Purchase Order. Invoices are due within 30 days, and late payment could result in temporary or permanent account suspension at the discretion of the Company.

Organization Account Termination

Company may suspend or terminate the use of and access to the Services for the following reasons: (i) unauthorized access or use of the Services, (ii) violation of this TOS, or (iii) tampering with or alteration of any of the software and/or data files contained in, or accessed through, the Services. The Organization may terminate its account for any reason by logging

into the user manager and disconnecting or deleting all users. If assistance is needed, email the account manager at help@slptoolkit.com for support.

The Company will not be required to issue refunds or credits for partial months of service, upgrade/downgrade, or for months unused. The Company may, however, choose to issue refunds at its sole discretion. All payment obligations of the Organization will survive termination of the account.

Waiver and Severability

No waiver by Company of any term or condition set out in this TOS shall be deemed a further or continuing waiver of such term or condition or a waiver of any other term or condition, and any failure of Company to assert a right or provision under this TOS shall not constitute a waiver of such right or provision.

If any provision of this TOS is held by a court or other tribunal of competent jurisdiction to be invalid, illegal or unenforceable for any reason, such provision shall be eliminated or limited to the minimum extent such that the remaining provisions of the TOS will continue in full force and effect.

Notices

Except as explicitly stated otherwise, any legal notices shall be given by postal mail to SLP Toolkit, LLC Attn: Lisa Kathman, 124 West 1st Street, Mesa, AZ 85201 (in the case of the Company) or to the physical address on record with the Company. Notice shall be deemed given five (5) days after the letter is sent.

TOS Termination

The Organization or the Company may terminate this TOS at any time by notice in writing, along with any and all other Agreements in place between the Parties.

Data Redaction & Removal

Upon termination of the Services, Company will schedule the redaction of all student data after 30 days. All user data will be removed from the system and will no longer be available to access unless permission is specifically granted to the user by the Organization to retain data for use with a personal account.

Data can also be deleted at any time by a user manually with the application interface.

Acceptance and Acknowledgment

By signing below, both parties acknowledge and agree to the terms outlined in this TOS.

SLP Toolkit	**Organization**
Signature: _____	Signature: Debbie Gill
Name: _____	Name: Debbie Gill
Date: _____	Date: 8-17-26

English 10 Adoption
June 2026

PROPOSAL: To read the memoir *Unbroken* by Laura Hillenbrand in English 10 classes

The FCHS ELA department would like to include the following memoir to add to our list of book options for the Lit Circle Unit in English 10. **This book will be another <u>choice</u> for students during the Lit Circle Unit. This book will be of high interest to students because of the stories of war, survival, and athletics.**

AUDIENCE: Most students will pursue employment and enlistment career options. Some post-secondary credentials or education may also be pursued.

Book	Synopsis	Awards & Honors
Unbroken (Young adult adaptation)	Unbroken by Laura Hillenbrand tells the true story of Louis Zamperini, a former Olympic runner who becomes a bombardier in World War II. Louis grows up as a troublemaking kid, but running gives him direction. He became an incredible athlete and competed in the 1936 Olympics in Berlin. Later, during World War II, he joined the Army Air Forces. While flying a mission over the Pacific, Louis's plane crashes into the ocean. He and two other men survive on life rafts for weeks with almost no food or water. They face sharks, storms, starvation, and enemy planes. Eventually, Louis is captured and taken to prisoner-of-war camps. In the camps, Louis suffers terrible abuse. Even though Louis is treated terribly, he refuses to give up. The book focuses on his strength, endurance, and will to survive. After the war, Louis returns home, but he struggles with anger and nightmares. His life begins to fall apart until he eventually finds faith and learns how to forgive the people who hurt him.	• New York Times Best Seller • Time Magazine Nonfiction book of the year (2010) • Los Angeles Times Book Prize / Book of the Year Award for Biography.

The following state standards will be addressed through the exploration of the memoir:

- 9-10.RN.2.1 — Analyze explicit and implicit meaning using strong textual evidence.
- 9-10.RN.2.2 — Analyze two or more central ideas over the course of a nonfiction text.
- 9-10.RN.2.3 — Analyze a series of ideas or events and the connections between them.
- 9-10.RN.3.2 — Analyze how an author's ideas or claims are developed and refined.
- 9-10.RN.3.3 — Determine author's perspective or purpose and analyze rhetoric.
- 9-10.RN.4.2 — Analyze accounts of a subject told in different mediums.
- 9-10.W.1 — Write routinely using evidence from literature and nonfiction.
- 9-10.SL.2.1 and 9-10.SL.2.2 — Collaborative discussion using evidence.

English 11 PLC
August 2026

PROPOSAL: To offer *Collapse* by Jared Diamond as a **choice novel** in English 11 Regular classes. This book will fit into a thematic reading unit regarding dystopian visions of the future.

RATIONALE:

Book	Synopsis	Awards & Honors
Collapse: : How Societies Choose to Fail or Succeed by Jared Diamond	Environmental damage, climate change, globalization, rapid population growth, and unwise political choices were all factors in the demise of societies around the world, but some found solutions and persisted. As in Guns, Germs, and Steel, Diamond traces the fundamental pattern of catastrophe, and weaves an all-encompassing global thesis through a series of fascinating historical-cultural narratives. Collapse moves from the Polynesian cultures on Easter Island to the flourishing American civilizations of the Anasazi and the Maya and finally to the doomed Viking colony on Greenland. Similar problems face us today and have already brought disaster to Rwanda and Haiti, even as China and Australia are trying to cope in innovative ways. Despite our own society's apparently inexhaustible wealth and unrivaled political power, ominous warning signs have begun to emerge even in ecologically robust areas like Montana. Brilliant, illuminating, and immensely absorbing, Collapse is destined to take its place as one of the essential books of our time, raising the urgent question: How can our world best avoid committing ecological suicide? (Amazon) This is a nonfiction book about societies that have collapsed in the past, written by a world famous historian. It includes mentions of violence and genocide, but this is essentially a nonfiction history text	International bestseller Aventis Prizes for Science Books (2006): Shortlisted Amazon Editor's Picks Best Books of the Year 2005

	written by a scholar. It does not contain profanity or sexual content.	

The following state standards will be addressed through the exploration of the novel:

- 11-12 RC.1- Analyze what a text says explicitly and implicitly (e.g., inferences and interpretations) by citing strong and thorough textual evidence to support and explain how the evidence develops the analysis, including where the text leaves matters uncertain.
- 11-12.RC.2 - Compare and contrast the development of similar themes across two or more works of literature, and analyze how they emerge and are shaped and refined by specific details.
- 11-12 RC.3- Analyze and evaluate how an author's choices concerning how to structure specific parts of a work of literature (e.g., the choice of where to begin or end a story, the choice to provide a comedic or tragic resolution) contribute to its overall meaning and effect of a work.
- 11-12.RC.4 - Analyze and evaluate works of literary or cultural significance in history for the way in which these works have used archetypes drawn from myths, traditional stories, or religious works, as well as how two or more of the works treat similar themes, conflicts, issues, or topics, and maintain relevance for current audiences.
- 11-12 RC.6- Analyze a complex set of ideas or sequence of events and explain how specific ideas, events, and individuals develop throughout the text.
- 11-12 RC.7- Determine an author's perspective or purpose in a text in which the rhetoric is particularly effective (e.g., appeals to both friendly and hostile audiences, anticipates and addresses reader concerns and counterclaims), and analyze how style and content contribute to the power and persuasiveness of the text.
- 11-12.RC.13 - Analyze the meaning of words and phrases as they are used in works of literature,
- 11-12 CC.1 Initiate and engage in a range of collaborative discussions on grade-appropriate topics, texts, and issues, building on others' ideas and expressing personal ideas clearly and persuasively.
- 11-12 CC.2 Engage in a thoughtful, well-reasoned exchange of ideas by referring to specific evidence.

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*	CONTRACT INFORMATION:	CERTIFICATE INFORMATION:
2022-024.APA High School Athletics and Performing Arts Improvements FCSC Franklin Community High School 2600 Cumberland Drive Franklin, IN 46131	Contract For:General Construction Date: 07-22-2025	Certificate Number:01 Date: 08-07-2026

OWNER: *(name and address)*	ARCHITECT: *(name and address)*	CONTRACTOR: *(name and address)*
Franklin Community School Corporation 998 Grizzly Cub Drive Franklin, IN 46131	Schmidt Associates 415 Massachusetts Avenue Indianapolis, IN 46204	Boyle Construction Management, Inc. 8091 Crawforsville Road Indianapolis, IN 46214

The Work identified below has been reviewed and found, to the Architect s best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)
All Work

ARCHITECT *(Signature)*	Tom Stapleton Construction Administrator *(Printed name, title, and license number if required)*	*August 01, 2026* *Date Of Substantial Completion*

WARRANTIES
The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
Punch Lists

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within ( ) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: $

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner s and Contractor s legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

CONTRACTOR *(Signature)*	MICHAEL F. BOYLE - PRESIDENT *(Printed name and title)*	8-10-2026 *Date*
OWNER *(Signature)*	Board of School Trustee, President *(Printed name and title)*	9-14-26 *Date*

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User Notes: (6a75f34f3c08a5d8ca318d32)

LEE COMPANY INC.

27 South 12th Street
Terre Haute, IN 47807-3901
Ph. 1-812-235-8155
Fax: 1-812-235-3587
Email: leeco@leecompanyinc.com
Web: www.leecompanyinc.com

Lee Company Rep: Darris Swanson Revision # Date: August 25, 2026

Quotation

Bill to:

Franklin Community School Corporation 998 Grizzly Cub Drive Franklin, IN 46131	Franklin Community High School 2600 Cumberland Dr Franklin, IN 46131

Qty.	Item Description	Unit Price	Extension
	Wards Sof Stop Wall Pads	$ -	$ -
16	WALL PADS 2" POLY 2'-0 X 8'-10"	$ -	$ -
2	WALL PADS 2" POLY 22 7/8" X 8'-10"	$ -	$ -
1	WALL PADS 2" POLY 19 1/2" X 8'-10"	$ -	$ -
1	WALL PADS 2" POLY 13" X 8'-10"	$ -	$ -
1	WALL PADS 2" POLY 5 3/16" X 8'-10"	$ -	$ -
1	DOOR PAD 2" POLY 34" X 82" WITH (1) FACTORY CUTOUT	$ -	$ -
1	ABOVE DOOR PAD 42" W X 20" H	$ -	$ -
1	FLOOR MAT 2" POLY 141" X 108 1/2" MADE FROM (6) INDIVIDUAL PCS W/	$ -	$ -
	VELCRO FLAPS FOR ATTACHMENT	$ -	$ -
		$ -	$ -
	COLOR: TBD 16OZ	$ -	$ -
	Delivered and Installed	$ -	$ 10,250.00
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
	Please send all P.O's and Contracts to orders@leecompanyinc.com	$ -	$ -
		$ -	$ -
	Payment Terms	$ -	$ -
	>Removal & Disposal of Existing = 15% Per Unit and/or Section	$ -	$ -
	>Delivery of Material = 50% Per Unit and/or Section	$ -	$ -
	>Substantial Completion = 95% Per Unit and/or Section	$ -	$ -
	>Final Invoice at Completion of Punch List = Remainder of Contract	$ -	$ -
	Please note that credit or virtual card payments are subject to a 4% processing fee.	$ -	$ -
		Total Material:	**$ 10,250.00**
		Estimated Freight:	**Included**
		Tax:	**NA**
		Total:	**$ 10,250.00**

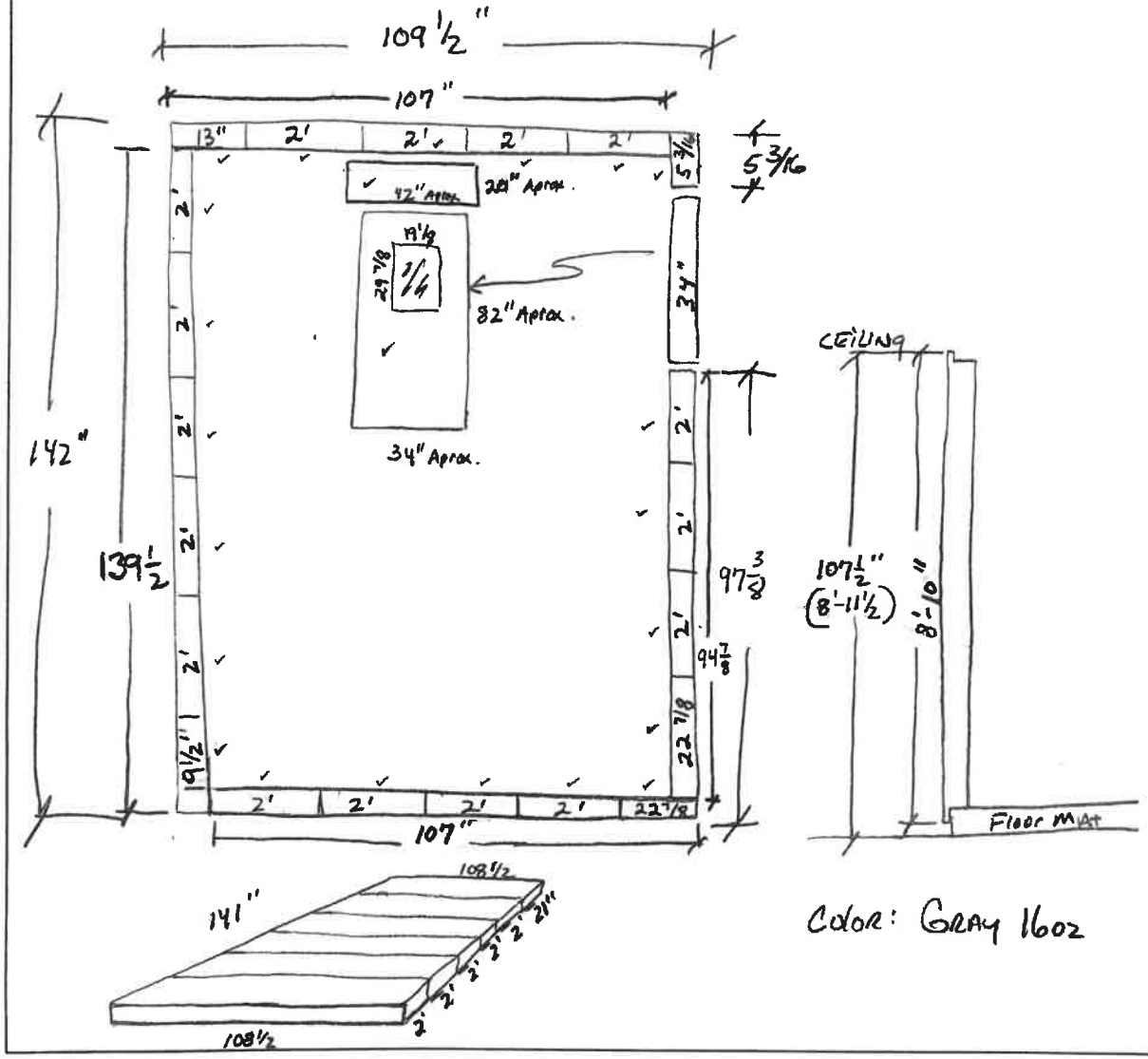
Terms and Conditions:

Quote expires in 30 days
Changes in quantities may result in price adjustments
Freight is estimated, actual freight charges will be added to the final invoice unless noted
Add 7% Indiana Sales tax for qualifying purchases
Payment net 30 days

To accept quote please sign and return

BY: *Cody Eslick*
Estimator

Service Options	Unload: Lee Company	Install: Lee Company



WARD'S SofStop

1150 WEST 29TH STREET
ANDERSON, INDIANA 46016

QUOTE NUMBER	Franklin County H.S.
PROJECT NAME	LEE Co
DEALER NAME	
DEALER ORDER NUMBER	
DRAWN BY	JAR
DATE	8/24/26

REV	DATE	BY

WALL PADDING

NOT TO SCALE

GOECKER CONSTRUCTION, INC.

526 South Jackson Park Drive
Seymour, IN 47274

Phone (812)522.4760
Cell (812)569.4795

September 1, 2026

Franklin Community High School
2600 Cumberland DR, Franklin, IN 46131

Mr. Betts,

Goecker Construction, Inc. is pleased to quote the padded room needed at Franklin Community Highschool.

- Demolition & Preparation
- Carefully remove existing cove base as required for installation.
- Cove base will be properly scored and knifed prior to removal to minimize drywall damage and prevent face paper tearing.
- Inspect wall conditions and prepare surfaces as needed to ensure proper installation.
- Materials & Installation
- Furnish and install all wall padding, fasteners, hardware, and furring strips as required.
- Provide additional vinyl material necessary for field cutting and custom fitting.
- Wall pads shall consist of:
    - 2" thick impact foam padding
    - 1/2" plywood backing for maximum durability and long-term performance
    - Heavy-duty vinyl finish
- All wall pads will be field measured, cut, and fitted to accommodate existing conditions and create a clean, professional appearance.
- Pads will be installed to a finished height of 8'-11".
- Installation shall be mechanically fastened directly into metal wall studs to ensure a secure and durable attachment system.
- Work Schedule
- All work shall be completed during standard business hours between 7:00 AM and 5:00 PM unless otherwise coordinated with school administration.
- Cleanup & Safety
- Contractor shall maintain a safe work area throughout the duration of the project.
- All construction debris, packaging materials, and installation refuse shall be removed from the premises upon completion.
- Work areas will be left in a clean and broom-swept condition.

GOECKER CONSTRUCTION, INC.

526 South Jackson Park Drive

Seymour, IN 47274

Phone (812)522.4760

Cell (812)569.4795

All Labor and Materials for the sum of $16,410.00

Exclusions:

Electrical modifications beyond cover plate installation

Structural changes beyond listed scope

Painting or finishing not specified above

Thank you for the opportunity of quoting.

Respectfully,
Goecker Construction, Inc.

Arin D. Hupp

Arin D. Hupp

Note: This proposal may be withdrawn by us if not accepted within 30 days.

PADDED SURFACES BY B&E

DATE: May 18, 2026

FAX #: N/A

TO: Benji Betts
Executive Director of Operations

FROM: Mark Spray

PHONE #: 317-346-8741
Cell#: 317-354-3300
Email: bettsw@franklinschools.org

FRANKLIN COMMUNITY SCHOOLS
FRANKLIN, IN

FRANKLIN HIGH SCHOOL PADDED ROOM

The following is our quote for the above project. This quote includes all labor, material, equipment and travel expenses to complete the following work.

Scope of Work:
Furnish and install our Detention Surface Padding System, manufactured by Padded Surfaces by B&E Inc., on walls, floor, doors and frames of Seclusion Room S17.
Per your emailed Room Dimensions and pictures.

TOTAL AMOUNT OF QUOTE..... $ 64,750.00

If you should have any questions, please do not hesitate to contact me.

Thank You,
Padded Surfaces by B&E

Mark Spray

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Franklin Community Schools Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Franklin Community Schools Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 LAW ENFORCEMENT OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE FRANKLIN COMMUNITY SCHOOLS POLICE DEPARTMENT

The arrest authority of officers within the jurisdiction of the Franklin Community Schools Police Department includes (I.C. § 35-33-1-1):

(a) In compliance with an arrest warrant.

1. The arresting officer shall take steps to have the arrestee delivered to the sheriff of the applicable county (I.C. § 35-33-2-3).

(b) When there is probable cause to believe a misdemeanor is being committed or attempted in the officer's presence.

(c) When there is probable cause to believe that the offender has committed or is attempting to commit a felony

(d) When there is probable cause to believe that the offender has committed:

(a) A violation of the duties of a motorist involved in a motor vehicle accident.

(b) A violation involving operating a vehicle while intoxicated.

(c) A battery resulting in bodily injury.

(d) Domestic battery.

(e) An invasion of privacy.

(f) A violation of a no-contact order with a child or member of a foster family home.

(g) A violation relating to unlawful carrying of a handgun or a violation relating to a counterfeit handgun license.

(h) A violation of the terms of the offender's probation.

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(i) A violation pertaining to the undisclosed transport of a dangerous device.

(j) An offense where the individual interfered with the reporting of any crime (including domestic or family violence), calling 9-1-1, or obtaining medical assistance.

(k) A theft.

(l) And been indicted or convicted of one or more of the aggravated felonies in 8 USC 1101 (a)(43).

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE FRANKLIN COMMUNITY SCHOOLS POLICE DEPARTMENT

Officers outside the jurisdiction of the Franklin Community Schools Police Department have the same arrest authority as if inside the jurisdiction of the Franklin Community Schools Police Department (I.C. § 35-33-1-1).

100.4 ARREST AUTHORITY FOR MOTOR VEHICLE VIOLATIONS

Officers may arrest or issue a traffic information and summons to a person when (I.C. § 9-30-2-2):

(a) The officer is in uniform with a badge displayed or operating a clearly marked police vehicle.

(b) The officer is in an unmarked vehicle, and:

1. There is a uniformed officer present, or
2. The arrest or citation is for violation of:
   (a) Reckless endangerment under I.C. § 9-21-8-52(a)(1)(A).
   (b) Recklessly passing a school bus causing injury or death under I.C. § 9-21-8-52(b).
   (c) Operating a motor vehicle while intoxicated in a manner endangering a person under I.C. § 9-30-5-2(b).

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding, or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters Michigan or Ohio in fresh pursuit of a felony suspect (MCL 780.101 (Michigan)); ORC § 2935.30 (Ohio)); or enters Illinois in fresh pursuit of a suspect who has committed a felony or misdemeanor offense (725 ILCS 5/107-4 (Illinois)).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (MCL 780.102; ORC § 2935.31; 725 ILCS 5/107-4).

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100.6 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Indiana constitutions.

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Indiana are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Franklin Community Schools Police Department, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 POLICY

It is the policy of the Franklin Community Schools Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department, as a condition of continued employment, shall:

(a) Be certified by the Indiana Law Enforcement Training Board (I.C. § 5-2-1-1, et. seq.).

(b) Apply for admission to the executive training program within two months of initially taking office (I.C. § 5-2-1-9).

(c) Meet the requirements of I.C. § 5-2-1-9 within six months of assuming office unless an extension is granted by the Indiana Law Enforcement Training Board (250 I.A.C. 2-5-1).

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Franklin Community Schools Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their position (I.C. § 5-4-1-1; Ind. Const. Art. 15 § 4).

102.3.1 PROCEDURES

The Chief of Police or the authorized designee is responsible for establishing a process for completing and documenting the administration of the oath to new hires.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (I.C. § 5-4-1-4; I.C. § 5-4-1-5.1).

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Franklin Community Schools Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Franklin Community Schools Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Community Schools, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Franklin Community Schools Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws and Franklin Community School policies. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

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Community Schools - Franklin Community Schools.

Civilian - Employees and volunteers who are not certified law enforcement officers.

Department/FCSPD - The Franklin Community Schools Police Department.

Employee - Any person employed by the Department.

ILEA - Indiana Law Enforcement Academy.

Manual - The Franklin Community Schools Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Franklin Community Schools Police Department, including:

- Full- and part-time employees
- Certified law enforcement officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers.

Minor - Any individual under the age of 18 years (I.C. § 35-49-1-4).

Officer - Those employees, regardless of rank, who are certified law enforcement officers of the Franklin Community Schools Police Department (I.C. § 5-2-1-2).

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Policy statement - A declaration of position by the Department on a particular topic, intended to guide the actions of members.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A department member who, by rank, assignment or specific designation, has authority to direct the work of other members and to exercise independent judgment in carrying out supervisory responsibilities consistent with Department policy and applicable law.

The term "supervisor" may also include any person, e.g., officer-in-charge, given responsibility for the direction of the work of others without regard to a formal job, title, rank or compensation.

Supervisory status shall not be presumed solely because of seniority, tenure, experience, compensation or because a member is the only member on duty.

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When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Chief of Police will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Chief of Polices, who will consider the recommendations and forward them to the command staff as appropriate.

103.8 RETENTION AND ARCHIVE OF THE POLICY MANUAL

All department policies shall be retained in accordance with local and state retention requirements. Department policies shall be archived in the Lexipol Knowledge Management System (KMS). KMS automatically archives all department policies.

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Code of Ethics

All Franklin Community School Corporation employees shall uphold the highest ethical standards in their working relationships. Employees shall establish and maintain professional boundaries with students and colleagues. Employees are expected to treat all individuals with respect and courtesy.

Employees shall aim to protect the health, well-being, and safety of students and coworkers. Employees are expected to maintain the privacy of student information, except for circumstances where employees have a legal duty or professional obligation to report.

Employees shall set a positive example for students in words and actions. This includes, but is not limited to, refraining, while in the presence of students, from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.

Employees are expected to perform their assigned duties and responsibilities commensurate with their represented competence and expertise.

Employees shall not use their employment position to advance a private economic, political, or religious agenda. This does not limit an employee's constitutionally protected rights as a citizen.

104.1 LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

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I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

104.1.1 OBJECTION TO RELIGIOUS AFFIRMATION

Reference to religious affirmation in the Law Enforcement Code of Ethics may be omitted where objected to by the officer.

104.2 CIVILIAN CODE OF ETHICS

AS A CIVILIAN MEMBER, my fundamental duty is to serve the community; and to respect the constitutional rights of all to liberty, equality, and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will be honest in thought and deed both in my personal and official life. I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions.

I RECOGNIZE that my position is a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other employees. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession…public service.

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Franklin Community Schools Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 FUNCTIONS

The Chief of Police is responsible for administering and managing the Franklin Community Schools Police Department. The Department is organized to carry out administrative, operational, and investigative functions as assigned by the Chief of Police.

200.3.1 ORGANIZATIONAL CHART

The Chief of Police is responsible for developing and updating a chart showing the organizational components and functions. The chart should be reviewed at least annually. The chart may be attached to this Policy Manual for distribution or may be posted in appropriate locations throughout the Department.

200.3.2 ADMINISTRATION FUNCTION

Administrative functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include training, records, recruitment and selection, budgeting, policy implementation, and other technical or administrative services.

200.3.3 OPERATIONS FUNCTION

Operational functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include uniformed patrol, daily police operations, school safety response, and other duties as assigned.

200.3.4 INVESTIGATION FUNCTION

The Investigation Division is commanded by the Chief of Police, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Detective Bureau.

200.4 COMMAND PROTOCOL

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Investigative functions of the Department shall be under the direction of the Chief of Police or authorized designee. These functions may include criminal investigations, administrative investigations, evidence coordination, and related investigative responsibilities as assigned.

200.4.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Franklin Community Schools Police Department. During planned absences, the Chief of Police may designate a Chief of Police to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Lieutenant

(b) Sergeant

(c) Any officer, regardless of seniority, who is designated by the Chief of Police, at the Chief's discretion, to assume command authority

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 GOALS AND OBJECTIVES

The Chief of Police or the authorized designee is responsible for establishing goals and objectives for the Franklin Community Schools Police Department using a strategic planning process, and shall ensure the goals and objectives are reviewed and updated annually. The strategic plan should specify a time period and should include, but is not limited to:

- Long-range goals and objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, measuring achievement and revision as needed.
- Annual evaluation of progress.
- Annual update of all goals and objectives.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

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Departmental Directives

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Departmental Directives.

201.2 POLICY

Departmental Directives will be used to modify policies of the Franklin Community Schools Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and other work agreements should be considered before a Departmental Directive is issued.

201.3 PROTOCOL

Departmental Directives will be incorporated into the Policy Manual, as required, upon approval. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief of Police or the authorized designee should ensure that all Departmental Directives are disseminated appropriately. Departmental Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Departmental Directive is rescinded or has been formally adopted into the Policy Manual.

201.3.1 PROCEDURES AND PRACTICES

Departmental Directives will also be used as provided in this policy to address department procedures and practices not addressed in this Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 SUPERVISORY PERSONNEL

Supervisory Personnel shall periodically review Departmental Directives to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Departmental Directives.

201.4.3 LEGAL SUFFICIENCY

The Chief of Police or the authorized designee is responsible for ensuring that all policies and procedures are in compliance with Indiana law.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Departmental Directives. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review,

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the Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

201.5.1 DOCUMENTATION

The Chief of Police should develop a system for documenting member receipt of Departmental Directives.

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Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Indiana Law Enforcement Training Board (LETB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with Indiana LETB rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Chief of Police or the Chief of Police's designee to develop, review, update, and maintain a training plan and to ensure that mandated basic, in-service, and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members into the state-approved database (e.g., Acadis®).

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Chief of Police or the Chief of Police's designee shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities, and scheduling. The plan will address federal, state, and department-required minimum-mandated training of officers and other members.

The training requirements established by the Indiana Law Enforcement Training Board are only the minimum qualification standards and training requirements for officers. Additional training should be completed as necessary and appropriate (I.C. § 5-2-1-1).

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203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Officers shall receive all required training prior to a law enforcement assignment (I.C. § 5-2-1-9; 250 I.A.C. 2-6-1; 250 I.A.C. 2-2-1).
2. Officers shall complete all required in-service training including but not limited to School Resource Officer basic course training (I.C. § 5-2-1-9; I.C. § 5-2-8-1; I.C. § 5-2-8-2; I.C. § 5-2-8-5; I.C. § 36-8-3-20; 250 I.A.C. 2-7-1).
3. Part-time and reserve officers shall complete all required pre-basic and in-service training as required by state law (I.C. § 36-8-3-20; 250 I.A.C. 2-9-1; 250 I.A.C. 2-7-1; 250 I.A.C. 2-8-1).
4. Officers shall complete all training required by the LETB pursuant to the operative LETB Uniform Statewide Policy on Deadly Force and the LETB Uniform Statewide Defensive Tactics Training Program Policy established under the authority of I.C. § 5-2-1-1 and I.C. § 5-2-1-9 (250 I.A.C. 2-7-1).

203.4.2 ACCREDITATION TRAINING

The Indiana Law Enforcement Accreditation Commission (ILEAC) requires or recommends the following training for all members:

(a) Required training:

1. All members shall receive training on the Personnel Complaints Policy.
2. Appropriate members are trained in conducting interviews/interrogations.
3. Appropriate members are trained in conducting preliminary investigations.
4. Appropriate members are trained in conducting follow-up investigations.
5. Appropriate members receive annual in-service training in handling family violence cases.
6. Supervisors receive training appropriate to their position/rank within 12 months of their promotion.

(b) Recommended training:

1. All members should receive training on the Standards of Conduct Policy.

203.4.3 IN-SERVICE TRAINING SCHEDULE

Refresher in-service training, as applicable to member assignments, should be conducted on the following schedule:

(a) Semiannual training:

1. Training on the use of force

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2. Firearms qualification

(b) Annual training:

1. Firearms
2. Use of force/LETB Uniform Statewide Policy on Deadly Force
3. Emergency vehicle operation
4. Vehicle Pursuits Policy, including lawful intervention techniques
5. Addiction
6. Disabilities
7. Autism
8. Alzheimer's disease
9. Endangered persons
10. Human trafficking
11. Domestic or family violence, child abuse, and sudden infant death syndrome (SIDS)
12. Cardiopulmonary resuscitation and the Heimlich maneuver
13. De-escalation techniques, including alternatives to force
14. Hazardous materials awareness
15. Preliminary investigations
16. Communicable diseases
17. Harassment in the workplace (i.e., discriminatory harassment)

(c) Biennial training

1. Indiana Data and Communications System (IDACS)
2. Control devices
3. Unarmed self-defense tactics, if applicable

(d) Triennial training

1. Ethics
2. Racial/bias-based profiling and policing
3. Field Training Officer
4. Detainee processing
5. Handling emotionally disturbed persons, persons suffering mental disturbances, or emotional crises

(e) Additional training mandated by the Chief of Police or the Chief of Police’s designee

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203.4.4 FAILURE TO COMPLETE IN-SERVICE TRAINING

If an officer or reserve officer fails to complete the required hours of in-service training in a calendar year as set forth in 250 I.A.C. 2-7-1, they should advise the Chief of Police or the Chief of Police's designee. The member in noncompliance shall be immediately suspended from exercising their police powers until the member has completed the necessary in-service training hours and met the additional requirements in 250 I.A.C. 2-7-4. The suspension of a member's police powers shall be documented in the member's training record (250 I.A.C. 2-7-4).

203.4.5 REMEDIAL TRAINING

Remedial training is directed at resolving a particular issue/deficiency or improving the performance of a member in a particular area within a given time period. Once it has been determined that remedial training is needed, the training should be conducted as soon as practicable. Remedial training shall be documented in the same manner as other training. Remedial training may be initiated in a number of different ways, including:

(a) Supervisor identified - Supervisors have an opportunity on a daily basis to identify member performance deficiencies and develop remedial training to correct them.

(b) Performance evaluations - Performance evaluations provide an opportunity to identify and correct deficiencies by the evaluator during the performance evaluation process (see the Performance Evaluations Policy).

(c) Field training - Remedial training occurring during the member's field training period shall be addressed in accordance with the Field Training Policy.

(d) Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies identified as a result of an internal affairs investigation.

(e) Performance history audits - Member performance that is identified in a performance history audit may be addressed through remedial training to correct deficiencies (see the Performance History Audits Policy).

(f) Instructor identified - Failure to meet minimum training examination/scores may result in remedial training by the instructor.

203.4.6 CAREER DEVELOPMENT

The Chief of Police or the Chief of Police's designee shall be responsible for administering a career development strategy for officers that should:

(a) Encourage mentorship.

(b) Promote officer retention.

(c) Promote leadership development opportunities.

203.5 TRAINING COMMITTEE

The Chief of Police or the Chief of Police's designee may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

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If established, committee members shall be selected by the Chief of Police or the Chief of Police's designee based on their ability to assess incidents and identify related training needs. The Chief of Police or the Chief of Police's designee may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Chief of Police or the Chief of Police's designee, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Chief of Police or the Chief of Police's designee. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Chief of Police or the Chief of Police's designee will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Chief of Police or the Chief of Police's designee shall be reviewed and implemented as appropriate.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member's participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Chief of Police to attend the required training on an alternate date.

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203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Franklin Community Schools Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Chief of Police or the Chief of Police's designee.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Chief of Police or the Chief of Police's designee. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.8 TRAINING RECORDS

Officers shall provide a report each year to the Chief of Police or the Chief of Police's designee regarding their annual in-service training status (I.C. § 5-2-1-1; 250 I.A.C. 2-8-1).

The Chief of Police or the Chief of Police's designee shall submit a written report to the Executive Director of the Indiana LETB detailing the basic and in-service training status of each officer by January 31 each year (I.C. § 5-2-1-1; 250 I.A.C. 2-8-3).

The Chief of Police or the Chief of Police's designee is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.8.1 RESERVE OFFICER TRAINING RECORDS

The Chief of Police or the Chief of Police's designee shall verify that each reserve officer has completed the required annual in-service training at the end of each calendar year (250 I.A.C. 2-8-1).

203.8.2 TRAINING RECORD REQUIREMENTS

For any training class or course conducted or delivered by or on behalf of the Department, the Chief of Police or the Chief of Police's designee shall maintain training records that include but are not limited to:

(a) Course content or lesson plan.

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(b) Names of persons attending the class or course.

(c) Performance of attendees, including qualification or test results, as applicable.

(d) Names of instructors.

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Supervision Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

207.2 POLICY

The Franklin Community Schools Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

207.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any collective bargaining agreement and activity levels to meet the needs of members and the goals of the Department.

207.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, the Chief of Police or designee may assign a qualified lower-ranking member to serve as a temporary supervisor in place of a regularly assigned supervisor.

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Retired Officer Identification Card

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of retired officer identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Indiana law (18 USC § 926C; I.C. § 35-47-15-1 et seq.).

208.2 POLICY

The Franklin Community Schools Police Department will provide identification cards to qualified former or retired officers as provided in this policy.

208.3 LEOSA

The Chief of Police may issue a retired officer identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

208.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/ her as having been employed as an officer.

If the Franklin Community Schools Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

208.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

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agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Indiana law or by a private person or entity on his/her property if such prohibition is permitted by Indiana law.

208.4 RETIRED OFFICER IDENTIFICATION CARD

The Chief of Police shall issue a retired officer identification card:

(a) To an officer who has retired from that agency as law enforcement officer (I.C. § 35-47-15-4).

(b) With an endorsement to carry a concealed firearm to a person who has met the requirements of I.C. § 35-47-15-5.

If the department qualifies the retiree, the card may include the date that the person was qualified by the Department to carry a firearm in compliance with 18 USC § 926C(d)(1).

208.4.1 AUTHORIZATION

Qualified former officers with a retired officer identification card issued by the Department under state law may carry concealed, within this state, any firearm inspected and approved by the Department. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former officer must also meet state and LEOSA requirements.

208.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Chief of Police of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

208.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

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(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

208.5.2 RESPONSIBILITIES UNDER INDIANA LAW

In order to maintain a retired officer identification card, the retired officer shall (I.C. § 35-47-15-5):

(a) Qualify annually with the authorized firearm at a course approved by this department or by the state for active law enforcement officers in the state at the officer's expense.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Not engage in conduct that compromises public safety.

208.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

208.7 FIREARM QUALIFICATIONS

The Chief of Police or the authorized designee may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Chief of Police or the authorized designee will maintain a record of the qualifications and weapons used.

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Budget Management

209.1 PURPOSE AND SCOPE

This policy provides guidelines for department budgeting and accounting.

209.2 POLICY

The Franklin Community Schools Police Department endeavors to appropriately obtain, manage, review and audit department funds.

209.3 BUDGET PREPARATION AND MANAGEMENT

The Chief of Police or the authorized designee shall be responsible for preparing an annual budget proposal for review by the Chief of Franklin Community Schools Chief Financial Officer.

Adopted budgets shall be reviewed and monitored periodically by Chief of Police to ensure expenditures do not exceed allocated funds.

209.3.1 ACCOUNTING

The Chief of Police shall be responsible for developing and maintaining an accounting system that includes approval of each account and provisions for monthly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

209.4 AUDITS

Audits of the department’s fiscal activities should occur annually.

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Emergency Management Plan Procedures

210.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide members guidance in the operation of emergency management.

210.2 EMERGENCY MANAGEMENT PLAN

In accordance with the Emergency Operations Plan Policy, this plan shall supplement the policy for operations in emergency situations with the primary source being the county, state, or federal emergency operations plan enacted by the responsible emergency management agency.

This plan will supplement the plans of county, state, or federal agencies, and may be used for unusual occurrences or critical incidents, which may include:

(a) Natural disasters.

(b) Manmade disasters.

(c) Pandemics.

(d) Civil disturbances.

(e) Significant criminal incidents.

(f) Terrorist incidents.

(g) Other large-scale events.

210.3 RESPONSIBILITIES

The Emergency Operations Plan shall use the established protocols of the Incident Management System (ICS) and the National Incident Management System (NIMS) that contain command and control protocols for the following major functions:

(a) Command

(b) Operations

(c) Planning

(d) Logistics

(e) Administration

210.3.1 COMMAND SECTION

The Command Section shall account for the following functional areas or responsibilities:

(a) Establishing an incident commander

(b) Establishing a field command post

(c) Determining if additional resources are required

(d) Requesting mutual aid, when necessary, in accordance with the Outside Agency Assistance Policy

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1. If an incident exceeds the limits of this department, the county or state Emergency Management Agency should be notified, and additional resources coordinated through them.

(e) Establishing a Public Information Officer in accordance with the Media Relations Policy

(f) Establishing an official or functional safety officer

(g) Establishing an official or functional liaison officer

(h) Ensuring the incident is documented, reviewed, and forwarded to the Chief of Police

210.3.2 OPERATIONS SECTION

The Operations Section shall coordinate the organization, assignment, and supervision of tactical field resources to include:

(a) Establishing and supervising any staging area, when necessary.

(b) Establishing inner and outer perimeters.

(c) Maintaining a manageable span of control.

(d) Managing any evacuation of the affected area, when necessary.

(e) Managing traffic.

210.3.3 PLANNING SECTION

The Planning Section shall be responsible for coordinating gathering, analyzing, and disseminating information and intelligence, and includes:

(a) Managing the planning process.

(b) Compiling the incident action plan.

(c) Managing technical specialists.

(d) Preparing a demobilization plan.

210.3.4 LOGISTICS SECTION

The Logistics Section shall be responsible for the following:

(a) Communications

(b) Medical support to incident personnel

(c) Food and water for incident personnel

(d) Supplies

(e) Facilities

(f) Ground support

210.3.5 ADMINISTRATION AND FINANCE SECTION

The Administration and Finance Section shall account for the following functional areas or responsibilities:

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(a) Financial and cost summaries and/or analyses

(b) Overseeing contract negotiations, when required

(c) Tracking personnel and equipment time

(d) Tracking costs of equipment and consumable supplies

(e) Processing of claims for accidents, injuries, and liability issues

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides additional guidelines on the reasonable use of force apart from the Indiana Law Enforcement Training Board (LETB) Uniform Statewide Policy on Deadly Force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected also to use these additional guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those additional methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy and the LETB Uniform Statewide Policy on Deadly Force shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

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The Franklin Community Schools Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERVENE AND REPORT

Any officer present and observing a member other than a sworn officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances and does not intervene should report these observations to a supervisor as soon as feasible.

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

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300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION
For guidance on de-escalation see the LETB Uniform Statewide Policy on Deadly Force.

300.3.2 USE OF FORCE TO EFFECT AN ARREST
For guidance on use of force to effect an arrest or prevent escape see the LETB Uniform Statewide Policy on Deadly Force.

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer and subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

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300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

For additional guidance on the use of defensive tactics see the LETB Uniform Statewide Defensive Tactics Training Program Policy.

300.3.5 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/ she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

If any carotid control hold or similar technique is attempted or applied during a force encounter, supervisory notification shall be made immediately, the subject shall receive prompt medical evaluation, and the incident shall be fully documented .

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300.3.6 RESPIRATORY RESTRAINTS

Respiratory restraints shall only be used if Deadly force is authorized. If applied, a respiratory restraint, also known as a chokehold, is subject to the same guidelines and requirements as a carotid control hold. **If any respiratory restraint hold or similar technique is attempted or applied during a force encounter, supervisory notification shall be made immediately, the subject shall receive prompt medical evaluation, and the incident shall be fully documented**

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300.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Franklin Community Schools Police Department for this specific purpose.

300.4 WARNINGS AND IDENTIFICATION BEFORE DEADLY FORCE APPLICATIONS AND ADDITIONAL CONSIDERATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

An officer shall not use deadly force against a person whose actions are a threat solely to themself or property unless the person poses an imminent danger of death or serious physical injury to the officer or others in close proximity.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department

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policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS
Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the conducted energy device or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

(j) Any time a student is handcuffed or otherwise physically restrained (e.g., via holds, tasers, or chemical agents), regardless of the level of resistance encountered, whether force beyond the restraint was applied, or whether injury is reported or alleged.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification

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shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force, or any incident in which a student is handcuffed or otherwise restrained, to conduct or complete the supervisory use-of-force review or investigation documenting the facts, circumstances, evidence reviewed, witness information, injuries, medical care provided, and any policy issues identified. The completed Use of Force Investigation Report shall be submitted through the chain of command to the Chief of Police for review. If a supervisor is not available to respond, notification shall be made to the Chief of Police, who may respond or designate a supervisor to complete the review or investigation.

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

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(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

If a supervisor is unable to respond to the scene of an incident involving a reported application of force, or an incident in which a student is handcuffed or otherwise restrained, the Chief of Police shall be notified and shall ensure the required supervisory review or investigation is completed.

300.7.1 SUPERVISORY REVIEW RESPONSIBILITY

The Lieutenant, Sergeant, or other supervisor designated by the Chief of Police shall review each use of force to ensure compliance with this policy and identify any training issues. If a supervisor is not available, the Chief of Police shall conduct or designate the review.

300.8 TRAINING

Officers shall receive training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

(a) Legal updates.

(b) De-escalation tactics, including alternatives to force.

(c) The duty to intervene.

(d) The duty to request and/or render medical aid.

(e) Warning shots (see the LETB Uniform Statewide Policy on Deadly Force).

(f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.8.2 STATE-SPECIFIC TRAINING REQUIREMENTS

The Chief of Police should consider a review of the LETB Uniform Statewide Defensive Tactics Training Program Policy and Uniform Statewide Policy on Deadly Force on an annual basis and in conjunction with this policy as appropriate.

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300.9 USE OF FORCE ANALYSIS

At least annually, the Operations Chief of Police should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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LETB Uniform Statewide Policy on Deadly Force

301.1 ATTACHMENT

LETB Uniform Statewide Policy on Deadly Force

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Attachments

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	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Deadly Force	
	Effective: **January 1, 2024**	Revised: **August 22, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board hereby establishes this consistent and uniform statewide deadly force policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. Law enforcement officers shall only use force, non-deadly or deadly, in compliance with the law, this policy, and the Board established training program to further an enforcement action. Officers shall use only the force that is objectively reasonable, while protecting the safety of officers and others. Officers shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

III. DEFINITIONS

The following definitions correspond to terminology used within this policy and the statewide training program:

A. CHOKE HOLD (IC 35-41-3-3) – Applying pressure to the throat or neck of another person in a manner intended to obstruct the airway of the other person.

B. DEADLY FORCE (IC 35-31.5-2-85) – Force which creates a substantial risk of serious bodily injury.

C. DEADLY WEAPON (IC 35-31.5-2-86) – Means the following:

1. A loaded or unloaded firearm.

2. A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used; could ordinarily be used; is intended to be used; is readily capable of causing serious bodily injury.

3. An animal (as defined in IC 35-46-3-3) which is readily capable of causing serious bodily injury, and which is used in the commission or attempted commission of a crime.

4. A biological disease, virus or organism which is capable of causing serious bodily injury.

5. The term does not include:

   a. a taser (as defined in IC 35-47-8-3);

   b. an electronic stun weapon (as defined in IC 35-47-8-1);

   c. a chemical designed to temporarily incapacitate a person; or

   d. another device designed to temporarily incapacitate a person;

   if the device described in subdivisions (a) through (d) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

D. DE-ESCALATION – Actions taken in an attempt to stabilize the situation in an effort to reduce or eliminate the necessity of using force against subjects.

E. FORCIBLE FELONY - a felony that involves the use or threat of force against a human being in which there is imminent danger of serious bodily injury to a human being.

F. RESISTANCE –

1. PASSIVE RESISTANCE - a non-forcible act that is intended to impede, hinder, or delay complying with a lawful order or effecting an arrest (e.g., "going limp," "dead weight," ignoring a lawful command, or holding on to something while disobeying verbal orders to release, wherein no force is directed toward the officer).

2. ACTIVE RESISTANCE – a physical action(s) that prevent(s) an officer from being able to lawfully exercise their duties (e.g., subject walking away after being told to stop, subject fleeing from arrest, or subject tensing/pulling away/breaking officer's grip involving force demonstrated by the individual's use of power, strength, or violence directed at or against the officer).

   Passive resistance may turn into active resistance. For example, holding onto a steering wheel is passive resistance; however, if an officer attempts to remove the hands and the subject reacts by tensing or pulling away using power, strength, or violence, then this becomes active resistance.

3. FORCIBLE RESISTANCE - the use or imminent use of force (non-deadly or

deadly) directed toward an officer which interferes with the law enforcement officer's rightful exercise of their duties (e.g., hitting, punching, use of instruments or weapons).

G. SERIOUS BODILY INJURY (IC 35-31.5-2-292) – Impairment of physical condition which creates a substantial risk of death or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.

IV. PROCEDURE

A. De-escalation: an officer shall attempt to engage in de-escalation prior to using force when safe and feasible to do so.

B. Officers shall only use police vehicles as a weapon in situations where deadly force is allowed by law.

However, use of a precision immobilization technique (PIT) maneuver, when used in accordance with agency, department or office training guidelines, is not considered deadly force.

C. Officers shall not:

1. Discharge any warning shot. The objectively reasonable discharge of a firearm in the direction of an individual, against whom deadly force is allowed by law, with the intent to assist an officer or third-party who is in imminent danger, is not considered a warning shot;

2. Discharge a firearm at or from a vehicle except in situations where deadly force is allowed by law;

3. Use force against a person who is merely verbally abusive; or

4. Use a choke hold except in situations where deadly force is allowed by law.

D. Use of Force:

1. A law enforcement officer is justified in using reasonable force if the officer reasonably believes that the force is necessary to enforce a criminal law or to effect a lawful arrest.

2. A law enforcement officer is justified in using reasonable force against any other person to protect the person or a third person from what the officer reasonably believes to be the imminent use of unlawful force.

3. A law enforcement officer is justified in using deadly force if the officer has probable cause to believe that deadly force is necessary to prevent the imminent threat of serious bodily injury to the officer or a third person or the commission of a forcible felony.

4. A law enforcement officer who has an arrested person in custody is justified in using the same force to prevent the escape of the arrested person from custody that the officer would be justified in using if the officer was arresting that person.

5. The use of deadly force against persons by officers relating to arrest or escape shall be restricted to the following:

    a. The officer has probable cause to believe that the deadly force is necessary:

        i. to prevent the commission of a forcible felony; or

        ii. to effect an arrest of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        iii. has given a warning, if feasible, to the person against whom the deadly force is to be used.

    b. An officer who has an arrested person in custody is justified in using deadly force to prevent the escape of the arrested person from custody only if the officer:

        i. Has probable cause to believe deadly force is necessary to prevent the escape from custody of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        ii. Has given a warning, if feasible, to the person against whom the deadly force is to be used.

    c. A guard or other official in a penal facility or a law enforcement officer is justified in using reasonable force, including deadly force, if the officer has probable cause to believe that the force is necessary to prevent the escape of a person who is detained in the penal facility.

E. Duty to Intervene:

1. A law enforcement officer who is present and observes another officer using force that the officer has reason to know is excessive under the circumstances shall have a duty to intervene when it is safe and feasible to do so.

2. Law enforcement officers who intervene shall immediately report the incident to a supervisor or commanding officer.

F. Each law enforcement officer involved in a use of force incident shall:

1. Cease using force when the subject is properly secured, provided that the subject has stopped any active or forcible resistance; and

2. If needed, as soon as safe and practical, provide appropriate medical aid (e.g. first aid, CPR, or activation of available EMS) after any use of force.

3. Complete the appropriate report(s) and/or notifications in accordance with agency, department or office reporting policies and procedures. However, if the use of force incident involves serious bodily injury or death, the officer shall immediately notify a supervisor, or the appropriate command personnel of the agency, department or office.

V. ANNUAL TRAINING

The uniform statewide deadly force policy and corresponding training program shall be reviewed annually during the mandatory in-service training adopted by the Law Enforcement Training Board.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Franklin Community Schools Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, the Transporting Persons in Custody Policy, the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Franklin Community Schools Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should

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not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure themself or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances, and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the detainee, officers, or others.

See the Transporting Persons in Custody Policy for guidelines relating to transporting pregnant persons.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should generally not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer, injure others, or damage property. Any time a student is handcuffed or otherwise restrained, supervisory notification shall be made as soon as practicable in accordance with this policy.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department in non-transport situations. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Officers shall secure all arrestees, detainees, and/or prisoners in handcuffs or other restraining devices during transport, unless an exception for securing the person applies. If an exception applies, it should be documented in the applicable report.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

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Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg restraints, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

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302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS
When applying leg restraints, the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on their stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on their stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Any time a student is handcuffed or otherwise restrained, supervisory notification shall be made as soon as practicable and the incident shall be documented in the appropriate report, including the reason for the restraint, the type of restraint used, and the duration of the restraint.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

The Chief of Police should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

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(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg restraints, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

(e) Proper placement of safely secured persons into an upright or seated position to avoid placement on the stomach for an extended period, as this could reduce the person's ability to breathe.

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Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Franklin Community Schools Police Department authorizes officers to use control devices in accordance with the guidelines in this policy, the Use of Force Policy, and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SUPERVISORS RESPONSIBILITIES

The Lieutenant, Sergeant, or other supervisor designated by the Chief of Police may authorize the use of a control device by selected department members or those in specialized assignments who have successfully completed the required training.

303.4.2 ADDITIONAL RESPONSIBILITIES

The Chief of Police or the authorized designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated, or expended control devices or munitions are properly disposed of, repaired, or replaced.

Every control device shall be approved prior to issuance. Every control device will be periodically inspected by the Chief of Police or authorized designee or the designated instructor for a particular control device. The approval and inspection shall be documented.

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303.4.3 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Chief of Police or authorized designee for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.5.1 OC SPRAY
Uniformed members carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.5.2 TREATMENT FOR OC EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.6 POST-APPLICATION NOTICE

Whenever OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.7 TRAINING FOR CONTROL DEVICES

The Chief of Police shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Before being authorized to carry any control device, members will be given access to and receive training on this policy.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member's training file.

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(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

(d) Retraining or recertification should occur at least biennially.

303.8 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

Any use of a CED on a student shall require immediate supervisory notification and shall be thoroughly documented in accordance with this policy and the Use of Force Policy.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

The Chief of Police or the authorized designee should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. All devices must be inspected and approved by the Chief of Police or the authorized designee. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster affixed to the duty belt. The CED shall not be carried on a load-bearing vest.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

(a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

(b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.

(c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

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CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Chief of Police or the authorized designee for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

(b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themself, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

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304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

Any use of a CED on a student shall require immediate supervisory notification and shall be thoroughly documented in accordance with this policy and the Use of Force Policy.

304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

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(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

304.6.1 CED REPORT FORM

As applicable based on the device type, items that shall be included in the CED report form are:

(a) The brand, model, and serial number of the CED and any cartridge/magazine.

(b) Date, time, and location of the incident.

(c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.

(d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

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(e) The range at which the CED was used.

(f) The type of mode used (e.g., probe deployment, drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

The Chief of Police should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Chief of Police should also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

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(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/ or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

Aupervisor shall respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Chief of Police or the authoirzed designee and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Chief of Police. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Chief of Police is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

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The Chief of Police should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

(e) Scenario-based training, including virtual reality training when available.

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Franklin Community Schools Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Members shall only use ammunition and firearms that are issued or approved by the Chief of Police and the firearms shall be thoroughly inspected and approved by the Chief of Police or the authoirzed designee. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including but not limited to edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Chief of Police or the authorized designee. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 45 9mm. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER
Glock	43X	9mm

306.3.2 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15 Platform. The following additional patrol rifles are approved for on-duty use:

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

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(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle and/or in an approved safe in an office.

306.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Chief of Police or the authorized designee prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Chief of Police or the authorized designee, who will maintain a list of the information.

306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

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(e) The handgun shall be inspected by the Chief of Police or the authorized designee prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Chief of Police or authorized designee, who will maintain a list of the information.

306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Chief of Police or the authorized designee for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Chief of Police or the authorized designee.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Chief of Police or the authorized designee that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Chief of Police or the authorized designee, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry department-authorized ammunition.

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(i) When armed, officers shall carry their badges and Franklin Community Schools Police Department identification cards under circumstances requiring possession of such identification.

306.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Chief of Police, department-approved firearms instructor/ armorer or the authorized designee when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Chief of Police, department-approved firearms instructor/ armorer or the authorized designee.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee. If an assigned department-owned firearm cannot be repaired, the Department shall issue a replacement.

Any repairs or modifications to the member's personally owned firearm shall be done at the member's expense and must be approved by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

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306.4.3 TACTICAL LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS
Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee. Members shall not dry fire or practice quick draws except as instructed by the Chief of Police, department-approved firearms instructor/armorer or the authorized designee or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

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(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Chief of Police or the authorized designee approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Chief of Police or the authorized designee will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability.

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or taken any combination thereof that would tend to adversely affect the member’s senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least semiannually with their duty, off-duty, and secondary firearms. Training and qualifications must be on an approved range course and monitored by the Chief of Police or the authorized designee (I.C. § 5-2-1-9).

All members who carry a firearm while on-duty are required to successfully complete Indiana Law Enforcement Academy (I.L.E.A.) approved in-service training which shall include (250 I.A.C. 2-7-1).

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At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status, or scheduling conflict, that member shall submit a memorandum to their immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal and written report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with their Chief of Police or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall submit a written report or a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

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In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 SUMMONING AID

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

306.8 FIREARMS INSTRUCTOR / ARMORER DUTIES

The range will be under the exclusive control of the department-appointed firearms instructor/ armorer or other firearms instructor designated by the Chief of Police. All members attending will follow the directions of the firearms instructor. The firearms instructor. will maintain a roster of all members attending the range and will submit the roster to the Chief of Police after each range date. Failure of any member to sign in and out with the firearms instructor may result in non-participation or non-qualification.

The Department shall ensure access to an approved range or training facility for firearms training and qualification.

The Chief of Police shall designate a qualified firearms instructor and, as appropriate, a qualified armorer or other authorized designee to oversee firearms training, inspections, and related records.

The designated firearms instructor or armorer shall conduct periodic inspections, at least annually, of all duty firearms carried by department members to verify proper operation. The designated firearms instructor or armorer shall have the authority to deem unsafe and remove from service any department-issued or personally owned firearm approved for department use. The member shall be responsible for all repairs to a personally owned firearm, and the firearm shall not be returned to service until it has been inspected and approved by the designated firearms instructor, armorer, or authorized designee.

The designated firearms instructor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry.

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The designated firearms instructor or authorized designee shall complete and submit to the Chief of Police documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The designated firearms instructor or authorized designee should keep accurate records of all department-approved weapons, ammunition, munitions, training shoots, qualifications, repairs, maintenance, or other records as directed by the Chief of Police.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Franklin Community Schools Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Franklin Community Schools Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Franklin Community Schools Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

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(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Franklin Community Schools Police Department identification card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public, and fleeing suspects.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Additional Criminal Activity — Objective facts that support the officer's belief that the suspect committed a crime aside from the infraction, the act of fleeing, or auto theft alone.

Authorized emergency vehicle or emergency vehicle - Vehicles operated by a police agency, department, or office, or the Department of Corrections, that are designated and used as an authorized emergency vehicle in accordance with I.C. § 9-21-20 and properly equipped with red and blue signal lamps and/or a siren, whistle, or bell as required/permitted by I.C. § 9-19.

Boxing-in - A low-speed tactic designed to stop a fleeing vehicle by surrounding it with emergency vehicles and then slowing all vehicles to a stop.

Lawful intervention technique or pursuit intervention - An attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the precision immobilization technique (PIT), ramming, or roadblock procedures (I.C. § 9-21-1-0.5).

Primary pursuing officer - The officer in the lead police vehicle during a pursuit.

Pursuit Intervention Technique (PIT) - A low-speed technique designed to apply lateral pressure to the rear quarter panel of a fleeing vehicle, causing it to spin out, stall, and come to a stop (also known as a Precision Immobilization Technique).

Ramming - The deliberate act of impacting a fleeing vehicle with another vehicle to functionally damage or otherwise force the fleeing vehicle to stop.

Roadblock - A tactic designed to stop a fleeing vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the fleeing vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles in compliance with this policy.

Tire deflation device - A device designed to be placed on the roadway and puncture the tires of a fleeing vehicle, sometimes referred to as spike strips.

Vehicle pursuit - An attempt by one or more law enforcement officers to apprehend a suspect in a motor vehicle who, having been given a visual and audible signal to stop, fails to yield or uses high-speed driving or other evasive tactics (e.g., driving off a highway, turning suddenly) in an attempt to avoid detention, apprehension, or arrest by an identified law enforcement officer.

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307.2 POLICY

It is the policy of this department to balance the need to apprehend a fleeing suspect with the risks associated with vehicle pursuits.

307.3 INITIATING A PURSUIT

Officers who have received appropriate training are authorized to initiate a vehicle pursuit when when they have reasonable suspicion to believe a vehicle occupant has committed, is committing, or is about to commit:

(a) A felony, excluding auto theft without additional criminal activity;

(b) A misdemeanor exception offense; and/or

(c) A witnessed misdemeanor offense.

Without reasonable suspicion of additional criminal activity, vehicle pursuits are not authorized based solely on:

(a) Traffic infractions;

(b) The act of fleeing; and/or

(c) Auto theft.

Officers will not be disciplined for deciding not to initiate a pursuit.

When balancing the risk of a pursuit with the need to apprehend the suspect, officers shall consider:

(a) The seriousness of the known or reasonably suspected crime committed by the suspect and the threat to the safety of the public if the suspect remains at large.

(b) Whether the identity of the suspect is known with enough certainty to enable apprehension at a later time.

(c) The speed of the vehicles relative to the conditions of the area, such as the population density, amount of vehicular and pedestrian traffic (e.g., school zones), time of day, and road and weather conditions.

(d) The pursuing officer's driving capabilities, familiarity with the area, and quality of radio communications with the dispatcher/supervisor.

(e) The nature of the pursuing unit (e.g., marked vs. unmarked) and its speed and performance capabilities in relation to the fleeing vehicle (e.g., performance motorcycle).

(f) Whether there are other persons in or on the fleeing vehicle and their relationship to the situation (e.g., passengers, co-offenders, hostages).

(g) Whether the pursuing unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist.

(h) The availability of other resources such as air support or vehicle locator/deactivation technology.

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307.4 PURSUIT UNITS

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit units and the supervisor vehicle). However, an officer or supervisor may request that additional units join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the number of suspects.

307.4.1 EMERGENCY EQUIPMENT

Vehicle pursuits shall only be conducted using authorized police department vehicles that are equipped with emergency lighting and sirens as required by law. Each pursuit unit's emergency lights and sirens shall remain activated throughout the unit's participation in the pursuit (I.C. § 9-13-2-6).

Officers operating vehicles not equipped with emergency lights and siren are prohibited from pursuing a fleeing vehicle or joining a pursuit (I.C. § 9-19-5-3; I.C. § 9-19-14-5). Officers in such vehicles may provide support to pursuing units when needed but should operate the vehicle in compliance with all traffic laws and should discontinue such support immediately upon arrival of a sufficient number of authorized emergency vehicles or any air support.

307.4.2 AUTHORIZED PURSUIT VEHICLES AND LIMITATIONS

Only officers operating pursuit-rated police vehicles equipped with emergency lights and siren may initiate a pursuit, subject to the provisions of this policy.

Officers operating vehicles that are not pursuit-rated or are not equipped with emergency lights and siren shall not initiate or engage in a pursuit. Such officers may reasonably follow a vehicle in furtherance of an investigation or public safety only until an authorized pursuit vehicle is in position or as otherwise directed by a supervisor.

Officers shall relinquish control of the pursuit to a marked or otherwise authorized emergency vehicle using emergency lights and siren, and cease pursuit as soon as feasible, unless otherwise authorized by a supervisor, when:

(a) Operating an unmarked vehicle authorized for limited emergency use;

(b) Experiencing vehicle mechanical issues; and/or

(c) Carrying any civilian passenger, ride-along, arrestee, or other non-law-enforcement passenger.

Vans, trucks, and other vehicles not designed or authorized for pursuit operations shall not initiate or engage in a pursuit.

Off-duty officers shall not engage in a pursuit while carrying civilian passengers in their vehicle.

307.4.3 PRIMARY UNIT

The initial pursuing officer should be designated as the primary unit and will be responsible for the conduct of the pursuit unless that unit is unable to remain reasonably close to the suspect's

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vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to themself or others.

As soon as practicable, the primary unit should notify Johnson County Communication Center of the pursuit, request priority radio traffic, and provide appropriate information including:

(a) The location, direction of travel, and estimated speed of the pursuit.

(b) The description of the fleeing vehicle, including the license plate number, if known.

(c) The reason for the pursuit.

(d) A description of the fleeing vehicle's evasive driving behavior (e.g., rapid lane changes, no headlights, driving on the wrong side of the road).

(e) Known or suspected weapons, threat of force, violence, injuries, hostages, or other unusual hazards.

(f) The suspected number of occupants and their identities or descriptions.

(g) The weather, road, and traffic conditions.

(h) The need for any additional resources or equipment.

(i) The identities of other law enforcement agencies involved in the pursuit.

The primary unit is responsible for broadcasting the progress of the pursuit until a secondary or air unit joins the pursuit. Once an additional unit joins the pursuit, the primary unit should relinquish the responsibility of broadcasting the progress to the secondary or air unit unless circumstances reasonably indicate otherwise.

307.4.4 SECONDARY UNIT

The second officer in the pursuit should be designated as the secondary unit and is responsible for:

(a) Notifying Johnson County Communication Center of their entry into the pursuit.

(b) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(c) Identifying the need for and requesting additional resources or equipment as appropriate.

(d) Serving as backup to the primary unit once the fleeing vehicle has been stopped.

307.4.5 AIR UNITS

When available, assistance from the Indiana State Police should be requested. The air unit should assume responsibility of broadcasting the pursuit once they have established visual content with the fleeing vehicle. Ground units should maintain operational control and consider whether the continued close proximity and/or involvement in the pursuit is warranted.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit, and provide pursuing units with details of upcoming traffic congestion, road hazards, or other information pertinent to evaluating whether to continue the pursuit. If ground units are not

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within visual contact of the fleeing vehicle and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend termination.

307.5 PURSUIT PROCEDURES

The following procedures shall apply to vehicle pursuits:

(a) Officers shall ensure any vehicle-mounted audio/video equipment and body-worn camera are recording the initial incident and pursuit in accordance with department policy.

(b) Emergency lights and siren shall be activated while driving under pursuit conditions.

(c) If officers attempt to stop a vehicle and the vehicle flees without meeting the pursuit criteria set forth in this policy, officers shall not pursue and shall notify Johnson County Communication Center by radio of the following, if known:

1. That a vehicle fled from an attempted stop and that officers are not pursuing.
2. The officer's location and the suspect vehicle's last known direction of travel.
3. A description of the suspect vehicle.
4. A description of the driver and any occupants, if known.

(d) Vehicle pursuits shall be reported by radio to Johnson County Communication Center as soon as reasonably possible. Officers shall announce they are "in pursuit." Officers not involved in the pursuit shall limit non-emergency radio traffic or be prepared to switch to an alternate channel if directed.

(e) Officers initiating the pursuit shall provide Johnson County Communication Center with the following information, as known:

1. Unit number, location, direction of travel, and speed.
2. The reason for initiating the pursuit.
3. A description of the suspect vehicle and its occupants.
4. Any other pertinent information, including hazardous conditions, weapons, or unusual risks.

(f) Johnson County Communication Center shall notify a supervisor as soon as practicable. The assigned supervisor shall acknowledge responsibility and monitor the pursuit to ensure the risk to public safety does not outweigh the need to immediately apprehend the suspect.

(g) The primary officer shall remain in radio contact with the Johnson County Communication Center and provide updates, including any significant increases or decreases in speed. When a secondary unit joins the pursuit, that unit should assume responsibility for radio traffic unless circumstances indicate otherwise.

(h) No more than three department vehicles should operate under pursuit conditions unless additional vehicles are authorized by a supervisor.

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(i) Pursuing officers shall operate department vehicles in single file and maintain adequate distance between vehicles to permit evasive action and enhance overall safety.

(j) An assisting officer shall not overtake the lead vehicle unless requested to assume control of the pursuit.

(k) Uninvolved officers shall not convoy behind the pursuit, parallel the pursuit, or travel under emergency conditions unless authorized by a supervisor.

307.6 PURSUIT DRIVING

The decision to use specific driving tactics requires consideration of the same factors as initiating a pursuit. In addition, officers involved in the pursuit should adhere to the following:

(a) Pursuing units should space themselves far enough from other involved vehicles to be able to see and avoid hazards and react safely to maneuvers by the fleeing vehicle.

(b) Pursuing units should exercise caution and slow down as necessary when proceeding through intersections.

(c) Pursuing units should not follow a fleeing vehicle driving against traffic (wrong way) and should instead:

1. Request assistance from available air support.
2. Maintain visual contact with the fleeing vehicle by paralleling it on the correct side of the roadway.
3. Request other units to observe exits available to the fleeing vehicle.

(d) Pursuing units should request that Johnson County Communication Center notify Indiana State Police and/or another law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Pursuing units should not attempt to pass other pursuit units unless the situation indicates otherwise, or they are requested to do so. Passing another pursuit unit should only be attempted with a clear understanding of the maneuver.

307.6.1 RULES OF THE ROAD

Officers shall drive with due regard for the safety of all persons and property. However, when in pursuit, if there is no unreasonable risk to persons and property, officers may (I.C. § 9-21-1-8):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

307.6.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers not directly involved in the pursuit should stay alert to its progress and location and may proceed safely to intersections ahead of the pursuit to warn cross traffic. When clearing

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intersections along the pursuit path, officers are authorized to use emergency equipment and should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended accident or a suspect intentionally trying to ram the police department vehicle.

Other than clearing intersections along the pursuit path, uninvolved officers should avoid operating under emergency conditions (emergency lights and siren) and should remain in their assigned areas unless directed otherwise by a supervisor.

When needed, non-pursuing officers and officers who have dropped out of the pursuit should respond to the pursuit termination point in a non-emergency manner, observing the rules of the road. Officers should not parallel the pursuit route.

307.7 SUPERVISORY CONTROL AND RESPONSIBILITIES

The supervisor of the officer initiating the pursuit, or if unavailable, the nearest supervisor, will be responsible for:

(a) Immediately notifying the involved units and the dispatcher of supervisory presence and ascertaining all reasonably available information in order to continuously assess the situation and risk factors associated with the pursuit.

(b) Exercising management and control of the pursuit and, when appropriate, engaging in the pursuit to provide on-scene supervision.

(c) Confirming that no more pursuing units than required are involved in the pursuit.

(d) Directing that the pursuit be terminated if, in the supervisor's judgment, continuing the pursuit is not justified under the guidelines of this policy.

(e) Assessing the emotional state of the officers involved and directing an officer to disengage from the pursuit if it appears they are unable to control their emotions.

(f) Requesting additional assistance from air support, canines, or other resources, if available and appropriate.

(g) Verifying that the proper radio channel is being used.

(h) Confirming the Chief of Police has been notified of the pursuit.

(i) Overseeing the notification and/or coordination of outside agencies if the pursuit leaves or is likely to leave the jurisdiction of this department.

(j) Continuing the management and control of Franklin Community Schools Police Department units when a pursuit enters another jurisdiction.

(k) Preparing documentation of the pursuit and conducting a post-pursuit review, as required.

307.7.1 SUPERVISORY COMMAND RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Chief of Police, Lieutenant, Sergeant or other supervisor designated by the Chief of Police should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy.

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The Chief of Police or authorized designee has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command.

307.8 INTERJURISDICTIONAL CONSIDERATIONS

Unless entry into another jurisdiction is expected to be brief, the primary unit or supervisor should ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

307.8.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

When a pursuit enters another agency's jurisdiction, the primary unit or the supervisor should determine whether to request the other agency assume the pursuit, taking into consideration the distance traveled, familiarity with the area, and other pertinent facts.

Once another agency has agreed to assume the pursuit, pursuing units should relinquish control and discontinue participation unless the continued assistance of the Franklin Community Schools Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may, with supervisory approval, proceed to the termination point in order to provide information and assistance for the arrest of the suspect and reporting of the incident. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for department reports.

307.8.2 PURSUITS EXTENDING INTO THIS JURISDICTION

Officers from this department shall not join a pursuit being conducted by another agency unless specifically requested to do so by that agency and with approval from a supervisor.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Franklin Community Schools Police Department, the Chief of Police, authorized designee or supervisor should review the request as soon as practicable, taking into consideration:

(a) Whether the need to apprehend the fleeing suspect outweighs the risks of the pursuit to officers and the public.

(b) Whether there is adequate staffing to continue the pursuit.

(c) The available units' capabilities to maintain the pursuit.

(d) The number of available units and other resources of the pursuing agency.

Assistance to a pursuing agency by officers of this department should terminate at the Community Schools limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department should continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to the pursuing agency such as scene control, inter-agency coordination, completion of supplemental reports, and any other reasonable assistance requested or needed.

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307.9 PURSUIT INTERVENTION

Pursuit interventions should only be used when it reasonably appears that using the intervention will contain or prevent the pursuit, and the need to immediately stop the fleeing vehicle outweighs the risks of injury or death to officers and others.

Pursuit interventions may be construed as a use of force, including deadly force, and are subject to the policies guiding such use. Officers should consider the guidelines for the use of force when deciding how, when, where, and if a pursuit intervention should be employed (I.C. § 35-41-3-3). Refer to the Use of Force Policy for additional guidance.

Whenever practicable, an officer should seek approval from a supervisor before employing any pursuit intervention to stop a fleeing vehicle. Officers should not attempt a pursuit intervention unless they have received the appropriate training for the intervention being used.

307.9.1 TIRE DEFLATION DEVICE

Before deploying a tire deflation device, officers should consider factors such as:

(a) Speed of the fleeing vehicle - Traveling at high speeds increases the risk the suspect will lose control of the vehicle after driving over or swerving to avoid a tire deflation device.

(b) Weather and visibility - Tire deflation devices should only be deployed when the location, weather, and other conditions allow the deploying officer to clearly see the fleeing vehicle, pursuit units, and other approaching traffic.

(c) Cover - Deployment should occur in a location that provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicles.

(d) Road conditions - Soft or loose material such as dirt or gravel may prevent a tire deflation device from puncturing the vehicle's tire. Deploying the device on loose pavement or icy or wet roads increases the risk of the suspect losing control of the vehicle.

(e) Characteristics of the deployment area - A tire deflation device should not be deployed in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.

(f) Characteristics of the fleeing vehicle - Except in extraordinary circumstances, a tire deflation device should not be used when the fleeing vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children.

Because of the risks to deploying officers, the intent to deploy a tire deflation device and its location should be clearly communicated to the dispatcher and all involved units.

307.9.2 PIT

A PIT should only be attempted in a vehicle with a reinforced bumper.

Before conducting a PIT, officers should consider factors such as:

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(a) Speed of the fleeing vehicle - Conducting a PIT while traveling at high speeds increases the risk of the suspect or officer losing control of their vehicle. A PIT should not be conducted at speeds greater than the speed at which the officer has received training.

(b) Road conditions - Because the intention of a PIT is to cause the fleeing vehicle to spin out by reducing the friction between the tires and the roadway, the material of the roadway (e.g., pavement, gravel, dirt) should be considered and a PIT should not be attempted when road conditions are wet or icy.

(c) Characteristics of the deployment area - A PIT should not be attempted in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.

(d) Characteristics of the fleeing vehicle - A PIT should not be used when the pursued vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children. The increased risk of rolling over should be evaluated on vehicles with a high center of gravity.

(e) Number of pursuit units - A PIT should not be used unless there is a sufficient number of pursuit units available to prevent further movement of the fleeing vehicle after spinning out.

307.9.3 ADDITIONAL STATE PIT REQUIREMENTS

Officers should use the PIT in accordance with department training guidelines, and when so used it is considered a non-deadly use of force.

The PIT should only be used after giving consideration to the following:

(a) Supervisory approval should be obtained before using the technique.

(b) It reasonably appears the technique will terminate or prevent the pursuit.

(c) Those factors relevant to deciding whether to initiate or continue a pursuit.

307.9.4 BOXING-IN

Boxing-in should only be used when the fleeing vehicle is stopped or traveling at a low speed.

Boxing-in requires the participation of multiple units and therefore must be carefully coordinated with all involved.

307.9.5 RAMMING AND ROADBLOCKS

Ramming and roadblocks shall only be used when deadly force is warranted and all other reasonable alternatives have been exhausted or reasonably appear ineffective.

307.9.6 FIREARMS

Specific guidance on the use of a firearm during a vehicle pursuit is addressed in the Use of Force Policy.

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307.10 TERMINATING A PURSUIT

The factors considered when initiating a pursuit should be continually re-evaluated by pursuing units during the pursuit, as the circumstances and conditions change, and as new information becomes available. If at any time the risk of continuing the pursuit outweighs the need to immediately apprehend the suspect, the pursuit should be terminated (I.C. § 9-21-1-8).

In addition, a pursuit should be terminated when:

(a) A supervisor directs the pursuit to be terminated.

(b) The location of the fleeing vehicle is no longer known.

(c) The distance between the pursuing units and the fleeing vehicle is so great that further pursuit would be futile or would continue for an unreasonable time and/or distance.

(d) The pursuing unit sustains damage or a mechanical failure that makes it unsafe to drive or renders the emergency lighting and sirens partially or completely inoperable and there are no additional units readily available to take over the pursuit (I.C. § 9-21-1-8).

When a pursuit terminates for any reason, all pursuit units should verbally acknowledge termination, turn off emergency lights and sirens, reduce their speed, and obey all traffic laws.

307.10.1 LOSS OF PURSUED VEHICLE

When a pursuit is terminated because the location of the fleeing vehicle is no longer known, the primary unit should broadcast pertinent information for other units to assist in locating the suspect. The primary unit or supervisor will be responsible for coordinating any further search for the pursued vehicle.

307.10.2 REINSTATING A TERMINATED PURSUIT

An officer may reinstate a previously terminated vehicle pursuit only if authorized by a supervisor and conducted in accordance with the guidelines for initiating a vehicle pursuit.

307.10.3 APPREHENSION OF SUSPECTS

At the conclusion of a vehicle pursuit, including after the use of a pursuit intervention tactic, officers should follow the applicable procedures for conducting a high-risk traffic stop.

Officers should exercise proper self-discipline and sound professional judgment while apprehending the suspect.

Unless otherwise directed by a supervisor, an officer other than the primary unit should coordinate efforts to apprehend the suspect following the pursuit and transport the suspect to jail.

Any use of force necessary to apprehend the suspect shall be consistent with the Use of Force Policy.

307.11 NOTIFICATION REQUIREMENTS

After completion of a pursuit, the primary pursuing officer shall immediately notify Johnson County Communication Center and a supervisor if:

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(a) The pursuit was ended through implementation of a lawful intervention technique.

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(b) The pursuit involves an injury or death.

After a voluntary or ordered termination of a pursuit, the primary pursuing officer shall immediately notify Johnson County Communication Center:

(a) That all emergency equipment (lights and sirens) has been deactivated.

(b) Of the location where the pursuit was terminated.

(c) Of the suspect's last known location and direction of travel.

(d) What actions officers took to terminate the pursuit (e.g., stationary, turned in the opposite direction).

307.12 DEBRIEFING

Participating officers should return to the Department as soon as practical following a pursuit to debrief with a supervisor.

307.13 REPORTING REQUIREMENTS

Appropriate reports should be completed as required by applicable laws, policies, and procedures.

(a) Pursuing officers should complete appropriate crime/arrest and pursuit reports.

(b) Officers who deployed tire deflation devices, set up roadblocks, or applied other lawful intervention techniques shall report that information to the primary pursuing officer for documentation.

(c) The involved supervisor shall obtain available information and promptly complete appropriate written notification to the Chief of Police or the authorized designee. The notification should briefly summarize the pursuit and include, at a minimum:

1. Date and time of the pursuit.
2. Reason and circumstances surrounding the pursuit (e.g., seriousness of the crime, road and traffic conditions, speed and driving behavior of the fleeing vehicle) that warranted initiation and continuation of the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
   (a) Any use of force shall be reported and documented in compliance with the Use of Force Policy and the Indiana Law Enforcement Training Board (LETB) Uniform Statewide Policy on Deadly Force.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.

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10. Name of supervisor at the scene or who handled the incident.

After receiving copies of the written notification, reports, and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign a post-pursuit review, as appropriate.

The Chief of Police shall direct an annual documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance, and training or equipment needs. The review should not contain the names of officers, suspects, or case numbers.

307.14 PURSUIT TRAINING

The Chief of Police should ensure that members of this department receive initial and annual training on this policy and vehicle pursuits relevant to their role (e.g., officers, supervisors, air units, dispatchers).

Officer training should address decision-making involved in initiating, continuing, and terminating a pursuit by balancing the need to apprehend the suspect with the risk of a pursuit. Subject to available resources, training on pursuit driving and the deployment of pursuit intervention tactics should include scenario-based training and behind-the-wheel practice, in addition to classroom instruction.

307.14.1 STATE-SPECIFIC TRAINING REQUIREMENTS

The Chief of Police shall make available annual training on any additional vehicle pursuit procedures, regulations, and rules of the Department, and the uniform statewide minimum standard for vehicle pursuits adopted by the LETB.

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Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

Officers are expected to maintain a level of physical fitness reasonably necessary to safely perform essential law enforcement duties, including foot pursuits when justified under department policy.

308.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity, or whose actions create an immediate danger to the individual or others. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

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(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

When the person fleeing is a student, officers should consider the student's age, vulnerability, identity, location, and whether the student's actions present an immediate danger to the student or others. A student's mere act of leaving campus or running from staff, without more, should not automatically justify an extended foot pursuit or physical restraint, particularly when the student is older, identified, and there is no immediate threat to the student or others.

308.3.1 STUDENT FLIGHT / ELOPEMENT CONSIDERATIONS

When the person fleeing is a student, officers should consider the student's age, size, developmental level, known disability or medical needs, identity, location, traffic and environmental hazards, and whether the student's actions present an immediate danger to the student or others.

Absent immediate safety concerns, criminal conduct, or other circumstances creating a need for immediate apprehension, officers should consider alternatives to an extended foot pursuit, including observation, containment, coordination with school staff, and later apprehension when lawful and appropriate.

When the fleeing student is young, vulnerable, or reasonably appears unable to appreciate danger, officers may take prompt action to protect the student using the least intrusive and objectively reasonable tactics under the circumstances.

A student's mere act of leaving campus or running from staff, without more, should not automatically justify an extended foot pursuit or physical restraint. This is especially true when the student is older, identified, and there is no immediate threat to the student or others.

Any use of force or student restraint during such an incident shall be documented and reported in accordance with department policy.

308.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

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(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

(p) The person fleeing is a student whose age, vulnerability, developmental level, or location presents a heightened risk of harm if not immediately stopped.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should

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attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

308.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

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308.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

(k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(l) If the person pursued was a student, the report shall document the student's age or approximate age, known identity if available, the safety concerns that justified the officer's actions, whether the student was apprehended, returned to school staff or a parent/guardian, or allowed to leave, and whether any restraint or use of force was used.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-21-1-8).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (I.C. § 9-19-14-3):

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by an officer or other law enforcement agency.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency

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- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.5 SAFETY CONSIDERATIONS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-13-2-6(1)(B)).

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (I.C. § 9-21-1-8):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand in the roadway.

309.5.1 NUMBER OF OFFICERS ASSIGNED

Only the number of officers that are reasonably necessary should be assigned to respond to an emergency call or request for assistance.

An emergency response involving more than one police vehicle should be coordinated by Johnson County Communication Center to avoid any unanticipated intersecting of response routes. The dispatcher shall notify the supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles (I.C. § 9-19-5-3).

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

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309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the dispatcher. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the supervisor should consider the following:

- The type of call or crime involved
- The type and circumstances of the request
- The necessity of a timely response
- Weather, traffic and road conditions
- The location of the responding officers and the location of the incident

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Domestic or Family Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic or family violence through vigorous enforcement and to address domestic or family violence as a serious crime against society. The policy specifically addresses the commitment of the Franklin Community Schools Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic or family violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic or family violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic or family violence - When a family or household member commits, attempts to commit or conspires to commit any of the offenses specified in I.C. § 35-31.5-2-76 against another family or household member.

311.2 POLICY

The Franklin Community Schools Police Department's response to incidents of domestic or family violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic or family violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic or family violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic or family violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic or family violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

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(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Franklin Community Schools Police Department or the investigating officer in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (I.C. § 35-33-1-1.5).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the violence occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

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11. The social status, community status, or professional position of the victim or suspect.

(k) Calls involving department members should be handled consistent with the requirements of this policy and in the same manner as calls that do not involve a member. Officers responding to a call should notify a supervisor as soon as reasonably practicable. Supervisors should report to the scene, as necessary, and ensure that the Chief of Police is notified of the incident.

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

(a) Victims shall be provided with the department's domestic violence information and the victims' rights information handouts, even if the incident may not rise to the level of a crime (I.C. § 35-33-1-1.5).

(b) Victims should also be alerted to any available victim advocates, shelters and community resources.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall stand by for a reasonable amount of time (I.C. § 35-33-1-1.5).

(d) If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.

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(e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter or other designated place of safety if the victim either expresses a concern for his/her safety or if the officer determines that a need exists (I.C. § 35-33-1-1.5).

(f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) If appropriate, officers should seek or assist the victim in obtaining an emergency order.

(h) All reasonable steps to prevent further violence should be taken whether or not listed above (I.C. § 35-33-1-1.5).

311.6 DISPATCH ASSISTANCE

All calls of domestic or family violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic or family violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265; I.C. § 34-26-5-17). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state, except for certain mutual protection orders.

A certified copy of an order for protection is not required for enforcement nor is a paper copy if the order is retrievable from a database in a perceivable form. If a foreign court order is not presented, an investigating officer may consider other information to determine under a totality of the circumstances whether there is probable cause to believe that a valid foreign court order exists (I.C. § 34-26-5-17).

If an investigating officer determines that an otherwise valid foreign court order cannot be enforced because the subject of the order has not been notified or served with the order, the officer shall (I.C. § 34-26-5-17):

(a) Inform the subject of the order.

(b) Serve the order on the subject of the order.

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(c) Ensure that the order and service of the order are entered into the state depository.

(d) Allow the subject of the order a reasonable opportunity to comply with the order before enforcing the order.

(e) Ensure the safety of the protected person while giving the subject of the order the opportunity to comply with the order.

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.9 STANDARDS FOR ARRESTS

Officers investigating a domestic or family violence report should consider the following:

(a) An officer investigating a crime involving domestic or family violence should make an arrest of a suspect when lawful to do so (unless a supervisor grants an exception) (I.C. § 35-33-1-1.5).

(b) A person arrested for an offense or attempted offense involving the use of force or threatened use of a deadly weapon committed against a current or former spouse, parent, guardian, person with whom the person shared a child in common, or cohabitant shall be kept in custody for at least 24 hours from the time of the arrest even if the person provides bail pursuant to I.C. § 35-33-8-6.5 (I.C. § 35-31.5-2-78).

(c) An officer may arrest a person for the following offenses upon probable cause even if the offense did not rise to the level of a felony or was not committed in the officer's presence (I.C. § 35-33-1-1):

1. Domestic battery
2. Interference with reporting of a crime
3. Preventing the reporting of a crime involving domestic or family violence

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311.10 ORDERS REQUIRED TO BE ENTERED INTO IDACS

The Chief of Police or other person designated by the Chief of Police shall serve as the Indiana Data and Communications System (IDACS) coordinator for the Department. The Chief of Police shall ensure a depository of protective orders is appropriately administered pursuant to I.C. § 5-2-9-5 et seq. and that court orders are entered into IDACS pursuant to I.C. § 34-26-5-18 (I.C. § 5-2-9-1.2).

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Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Franklin Community Schools Police Department members are required to notify the Department of Child Services (DCS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement.

313.2 POLICY

The Franklin Community Schools Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Franklin Community Schools Police Department shall notify DCS when there is reason to believe a child may be the victim of abuse or neglect, whether or not there exists an imminent danger to the child's health or welfare (I.C. § 31-33-5-1; I.C. § 31-33-7-7).

For purposes of notification, child abuse or neglect means a child described in I.C. § 31-34-1-1 through I.C. § 31-34-1-5, regardless of whether the child needs care, treatment, rehabilitation, or the coercive intervention of a court (I.C. § 31-9-2.1-33).

Members of the Franklin Community Schools Police Department shall also notify DCS anytime a suspected child victim of an offense under I.C. § 35-42-3.5-1 through I.C. § 35-42-3.5-1.4 (e.g., human trafficking, sexual trafficking/conduct, forced labor, forced marriage, prostitution), or I.C. § 35-45-4-1 et seq. (e.g., indecent acts, prostitution) is detained and may be a victim of child abuse or neglect (I.C. § 35-42-3.5-4; I.C. § 35-45-4-7).

313.3.1 NOTIFICATION PROCEDURE

Notification should occur as soon as practicable as follows (I.C. § 31-33-5-4):

(a) Members should make an oral report by calling DCS or its child abuse and neglect hotline. Members may also fax or email reports of abuse or neglect to the appropriate child protective services agency.

(b) If the child has died, the member shall also call and forward related reports to the appropriate Prosecuting Attorney (I.C. § 31-33-8-4).

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313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. Until the Department establishes its own investigator or investigative unit, the Department shall request a detective or investigator from the Franklin Police Department and/or the Johnson County Sheriff's Office Investigations Unit for follow-up child abuse investigations, as appropriate. These investigators should:

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the Prosecuting Attorney for review (I.C. § 31-33-8-10).

(d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

313.5 INVESTIGATIONS AND REPORTING

Officers shall conduct an immediate on-site assessment with DCS or the applicable child protective services agency whenever there is reason to believe that an offense has been committed, regardless of whether the officers believe there is an imminent danger to the child's health (I.C.
§ 31-33-7-7; I.C. § 31-33-8-2).

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated (I.C. § 31-33-8-8).

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officers in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom the child made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This shall include photographs of such injuries, if practicable.

1. Color photographs should be taken when possible (I.C. § 31-33-8-3).

(f) Whether the child victim was transported for medical treatment or a medical examination.

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(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(k) Whether an institution, school, facility, organization, or agency knew about the alleged abuse and failed to report it when the alleged abuser is a staff member, youth coach, or volunteer of that entity (I.C. § 31-33-8.5-1).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation (I.C. § 31-33-8-8).

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon a court order or warrant (I.C. § 31-33-8-8; I.C. § 31-21-6-14; I.C. § 31-34-2-1).

(b) When the member has probable cause to believe the child is in need of services and (I.C. § 31-34-2-3):

1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
2. There is no reasonable opportunity to obtain an order of the court.
3. Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

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Appropriate documentation should be completed and forwarded to DCS as soon as practicable whenever an officer takes a child into custody (I.C. § 31-34-2-6).

313.6.1 SAFE HAVEN LAW
Officers shall take custody of a child who appears to be not more than 60 days old who is voluntarily left with the officer by a parent without an expressed intent to return for the child. Whenever practicable and necessary, an officer who takes custody of a child under such circumstances should take appropriate steps to protect the child's physical health or safety. Any person voluntarily leaving the child is not obligated to disclose the parent's or the person's own name (I.C. § 31-34-2.5-1).

The officer taking custody of the child shall immediately notify DCS or a licensed child-placing agency to assume the care, control, and custody of the child (I.C. § 31-34-2.5-2).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
    1. A reasonable belief that medical issues of the child need to be addressed immediately.
    2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
    3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian, or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

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In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

Officers should request and obtain a copy of all photographs and a summary of X-rays and other medical care provided if available (I.C. § 31-33-10-3).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking, or use of narcotics (I.C. § 31-34-1-2).

313.9.1 SUPERVISOR RESPONSIBILITIES

The Chief of Police or the authorized designee should:

(a) Work with professionals from the appropriate agencies, including DCS, other law enforcement agencies, medical service providers, and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Chief of Police or the authorized designeer that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Chief of Police or the authorized designee so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

This department shall investigate alleged child abuse or neglect in the same manner that the Department conducts any other criminal investigation (I.C. § 31-33-8-2).

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313.10.1 PROCESSING REPORTS AND RECORDS
The Department shall release or forward any information, including copies of reports, to DCS, the appropriate juvenile court, and the appropriate prosecuting attorney, as required by state law (I.C.§ 31-33-7-7; I.C. § 31-33-8-11; I.C. § 31-33-8.5-2).

313.10.2 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse, or the death of a child, shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 31-33-18-1; I.C. § 31-33-18-2).

313.10.3 CHILD FATALITY REVIEW TEAMS
This department will cooperate with, and provide documents upon request to, a local or state child death review team (I.C. § 16-49-2-1; I.C. § 16-49-2-4; I.C. § 16-49-3-5; I.C. § 16-49-6-4; I.C. § 16-49-5-2).

313.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

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Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Franklin Community Schools Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Franklin Community Schools Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

A member of the Franklin Community Schools Police Department shall notify Adult Protective Services (APS) when the member reasonably believes a person has been the victim of adult abuse (I.C. § 35-46-1-13(c); I.C. § 12-10-3-9; I.C. § 12-10-3-10).

For purposes of notification, adult abuse includes the battery, neglect, exploitation, or threat thereof, of a person who is 18 years or older and is incapable by reason of mental illness, developmental or intellectual disability, or dementia, or otherwise lacks the capacity to manage their property or to provide or direct the provision of self-care (I.C. § 12-10-3-2).

314.3.1 NOTIFICATION PROCEDURE

Notification shall be immediately made to the APS hotline or local APS unit, and should include as much of the following as is known (I.C. § 12-10-3-10):

(a) The name, age and address of the victim

(b) The names and addresses of family members or other persons financially responsible for the victim's care or other individuals who may be able to provide relevant information

(c) The apparent nature and extent of the alleged neglect, battery or exploitation and the victim's physical and mental condition

(d) The name, address and telephone number of any person who reported the alleged abuse to the Department and the basis of the reporter's knowledge

(e) The name and address of the alleged offender

(f) Any other relevant information regarding the circumstances of the endangered adult

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314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. Until the Department establishes its own investigator or investigative unit, the Chief of Police or the authorized designee may request a detective or investigator from the Franklin Police Department and/or the Johnson County Sheriff's Office Investigations Unit to assist with or conduct the follow-up criminal investigation, as appropriate. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

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(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Removal of an adult abuse victim from his/her family, guardian or other responsible adult is the responsibility of APS (I.C. § 12-10-3-23; I.C. § 12-10-3-28).

When it appears necessary to protect adult abuse victims by taking the victim into protective custody, members should contact APS and request APS to obtain an emergency protective order.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

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In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Chief of Police or the authorized designee should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Chief of Police or the authorized designee that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives at the scene should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Chief of Police or the authorized designee so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Indiana requires or permits the following:

314.10.1 RECORDS BUREAU RESPONSIBILITIES

The Chief of Police, Custodian of Records, or other person designated by the Chief of Police is responsible for:

(a) Providing a copy of the adult abuse report to APS.

(b) Retaining the original adult abuse report with the initial case file.

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314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 12-10-3-15).

314.11 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

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Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations (I.C. § 5-2-17-1 et seq.).

316.1.1 DEFINITIONS

Definitions related to this policy include:

High risk - A person whose whereabouts are not known and who may be at risk of injury or death. High risk includes but is not limited to a missing person (I.C. § 5-2-17-1):

(a) Who is missing as a result of abduction by a stranger.

(b) Whose disappearance may be the result of the commission of a crime.

(c) Whose disappearance occurred under circumstances that are inherently dangerous.

(d) At risk due to abduction by a noncustodial parent.

(e) Who is mentally impaired.

(f) Under the age of 21.

(g) Who has previously been the victim of a threat or act of violence.

(h) Who has been determined by a law enforcement agency to be at risk for injury or death.

(i) Who is an at-risk veteran or active-duty military member (I.C. § 12-7-2.1-346).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), the Indiana Data and Communication System (IDACS), and the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults (I.C. § 10-13-3-35; I.C. § 10-13-5-3).

316.2 POLICY

The Franklin Community Schools Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Chief of Police or the authorized designee shall ensure the following forms and kits are developed and available:

- Missing person report form

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- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone, electronically or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (I.C. § 5-2-17-4; I.C. § 5-2-17-5; I.C. § 12-10-18-1; I.C. § 31-36-1-1).

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

If jurisdiction is in question, the officer shall advise the individual to also make a report to the law enforcement agency having jurisdiction where the missing person was last seen or, if that place is unknown, where the missing person resides (I.C. § 5-2-17-4).

316.5 JOHNSON COUNTY COMMUNICATION CENTER RESPONSIBILITIES

Upon receiving a report of a missing person, the dispatcher is responsible for:

(a) Determining the circumstances surrounding the missing person.

(b) Obtaining basic facts, details, and a description of the missing person and abductor, if applicable.

(c) Dispatching a member to begin an initial investigation.

(d) Broadcasting relevant details to other members as applicable.

1. Expand the notification to other jurisdictions as the need arises.

(e) Obtaining other information or making notifications as requested by investigating members.

316.6 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable and begin the investigation (I.C. § 31-36-2-1; I.C. § 12-10-18-4).

(b) Interview the reporting party and any witnesses to determine the description of the person and whether the person qualifies as a missing person and, if so, whether the person may be high risk (I.C. § 5-2-17-6(b)).

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1. If the missing person is under 18 years of age, provide the reporting party with the information pamphlet from the Indiana State Police (ISP) about the National Center for Missing and Exploited Children and the National Runaway Safeline (I.C. § 5-2-17-7; I.C. § 10-11-2-34).

(c) Notify a supervisor immediately if there is evidence that a missing person is either high risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a radio alert (e.g., internal broadcast, interagency broadcast) if the person is high risk. This shall be immediately broadcast as required by I.C. § 5-2-17-10(d).

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is high risk (I.C. § 5-2-17-10(d)).
2. In all other cases, as soon as practicable, recommended within two hours, but not later than five hours from the time of the initial report (34 USC § 41308; I.C.
§ 31-36-1-2; I.C. § 5-2-17-10(c)).

(f) Complete the appropriate report forms accurately and completely as required (I.C. § 5-2-17-6; I.C. § 12-10-18-1; I.C. § 12-10-18-2; I.C. § 31-36-1-1; I.C. § 31-36-1-2).

(g) Initiate a search as applicable according to the facts.

(h) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) If the missing person qualifies for an AMBER Alert™, a Silver Alert, or a Green Alert, contact the ISP as soon as practical (I.C. § 12-10-18-3).

(l) As necessary, obtain the assistance of the appropriate response team, Child Abduction Response Team (CART) for missing abducted children, or other law enforcement agencies including the ISP (I.C. § 5-2-17-10(a)). Assistance can be obtained by contacting the appropriate agency to activate the response team.

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(m) As appropriate, the officer shall inform other law enforcement agencies of a high-risk missing person (I.C. § 5-2-17-10(b)).

(n) If requested, inform the individual making the report, a family member of the missing person, and any other individual who may be helpful in locating the missing person of the following (I.C. § 5-2-17-7):

1. The general procedure for handling missing person cases.
2. The approach of the case, unless disclosure would adversely affect the investigation.
3. That additional information may be required if the missing person is not promptly located or if additional information is discovered in the course of the investigation.
4. Provide contact information for the NCMEC or the Americas Missing Adults, or other similar organizations and advise that those organizations may provide additional resources.

316.7 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.7.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

(g) Assessing new information that may make the person high risk (I.C. § 5-2-17-6(b)).

(h) Making a determination to stop the investigation if the person is not missing or is voluntarily missing (I.C. § 5-2-17-6(c)).

1. If the investigation is canceled, ensure the investigative steps and results of the investigation are properly documented (I.C. § 5-2-17-6(d)).
2. Ensure that the location of the missing person is not disclosed to others if the missing person requests confidentiality (I.C. § 5-2-17-6(e)).

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(i) Determining if a photograph of the missing person should be released to the public (I.C. § 5-2-17-9).

(j) Making a determination regarding the release of information to other agencies, the media and the public (I.C. § 12-10-18-3).

(k) Initiating a search of the area if applicable. Steps to initiate a search may include:

1. Arrange for a search team of department members or volunteers
2. Determine the locations to be searched
3. Establish a search pattern
4. Arrange for other resources as needed (e.g., divers, air support, canines)

316.7.2 RECORDS SECTION RESPONSIBILITIES

The Chief of Police, Custodian of Records, or other person designated by the Chief of Police shall be responsible for:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Detective Bureau.

(e) Forwarding copies of a missing child report to all agencies as required by I.C. § 31-36-1-3.

(f) Coordinating with the NCIC Terminal Contractor for Indiana to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.8 FOLLOW-UP INVESTIGATION

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school, child care center or child home care is notified no later than 15 days after completion of the report if the missing person is a child less than 13 years of age (I.C. § 31-36-1-4).

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school (I.C. § 31-36-1-5).

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(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update IDACS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable (I.C. § 5-2-17-8; I.C. § 31-36-2-3).

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Shall update the NCIC's Missing Person File if an arrest warrant is issued for a person who abducted or unlawfully retained a missing child (I.C. § 31-36-2-5).

(k) Shall search the NCIC's Wanted Person File for reports of arrest warrants issued for persons who allegedly abducted or unlawfully retained children and compare these reports to the missing child's NCIC Missing Person File (I.C. § 31-36-2-2).

(l) Shall update the investigation upon the discovery of new information and forward the information to the appropriate agencies and organizations (I.C. § 31-36-2-2).

(m) Shall report as soon as possible relevant information to the FBI's Violent Criminal Apprehension Program (ViCAP) (I.C. § 5-2-17-9).

(n) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.9 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted. When a missing child is found, notification shall be promptly made to all involved agencies, and persons as provided in I.C. § 31-36-2-6.

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The Chief of Police shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) The missing child's school, child care center or child care home is promptly notified (I.C. § 31-36-2-6).

(b) Entries are made in the applicable missing person networks.

(c) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.9.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.10 CASE CLOSURE

The Chief of Police or the authorized designee may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Franklin or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.11 TRAINING

Subject to available resources, the Chief of Police should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors

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4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile, catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., internet use, cell phone use).

(n) Media relations.

(o) Understanding and correctly entering medical or dental information into a database (I.C. § 5-2-17-10(c)).

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Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Franklin Community Schools Police Department should notify a supervisor or Chief of Police as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police or the authorized designee when any public alert is generated. The Chief of Police or authorized designee shall coordinate with the Superintendent any needed media or public information release.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Chief of Police

317.4 AMBER™ ALERTS

AMBER™ Alerts are used to provide a statewide system for the rapid dissemination of information regarding abducted children (I.C. § 10-13-5-1).

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317.4.1 CRITERIA

The following criteria are utilized to determine if an AMBER™ Alert should be requested (I.C. § 10-13-5-4):

(a) An officer has a reasonable belief that an abduction has occurred.

(b) An officer believes that a child is in imminent danger of serious bodily injury or death.

(c) An officer believes the victim meets the definition of a missing child under I.C. § 10-13-5-4.

(d) Enough descriptive information exists about the victim and the abductor for this department to request that the superintendent of the Indiana State Police (ISP) issue an AMBER™ Alert.

(e) The victim of the abduction is a child less than 18 years of age.

(f) The victim is a temporary or permanent resident of the state of Indiana.

317.4.2 PROCEDURE

The following procedures for initiating an AMBER™ Alert are used when a member of the Franklin Community Schools Police Department receives a report from a parent or guardian that a child is missing:

(a) The member receiving the information shall notify all on-duty officers of the existence of a missing child report.

(b) The member receiving the information shall communicate the report to all adjoining and regional law enforcement agencies.

(c) To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

317.5 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding specific incidents relating to law enforcement officers (I.C. § 10-13-8-1).

317.5.1 CRITERIA

The following criteria are circumstances warranting a Blue Alert (I.C. § 10-13-8-8):

(a) A law enforcement officer has been killed or seriously injured while in the line of duty.

(b) The suspect has not been apprehended and may be a serious threat to the public or other law enforcement personnel.

(c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

(d) If a law enforcement officer is missing while in the line of duty, sufficient information is available to disseminate to the public that could assist in locating the law enforcement officer.

317.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert:

(a) Before requesting activation of the Blue Alert system, this department shall verify the criteria for activating the Blue Alert System has been met (I.C. § 10-13-8-8).

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(b) To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms (I.C. § 10-13-8-10).

(c) An officer shall, as soon as practicable, notify the superintendent of the ISP upon locating the suspect or the missing law enforcement officer (I.C. § 10-13-8-13).

317.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing endangered adult, missing endangered child, missing child, or high-risk missing person (I.C. § 10-13-5-4.6).

317.6.1 CRITERIA

A Silver Alert should be activated when:

(a) An officer believes that a missing person meets the criteria for being a missing endangered adult, a missing endangered child, a missing child, or a high-risk missing person (I.C. § 12-7-2.1-227; I.C. § 12-10-18-0.5; I.C. § 12-10-18-3; I.C. § 10-13-5-4.4;
I.C. § 5-2-17-1).

317.6.2 PROCEDURE

To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

317.7 GREEN ALERTS

Green Alerts are used to provide a statewide system for the rapid dissemination of information regarding missing at-risk veterans and active-duty military members (I.C. § 10-13-5-3.5; I.C. § 10-13-5-4.5; I.C. § 12-7-2.1-346).

317.7.1 CRITERIA

The following criteria are utilized to determine if a Green Alert should be activated (I.C. §12-10-18-1; I.C. § 12-10-18-3):

(a) An officer receives a report that an at-risk veteran or active-duty military member is missing and they meet the criteria for the alert (i.e., they may not be able to return home without assistance).

(b) The officer reasonably believes that public notification may help in locating the missing person.

317.7.2 PROCEDURE

To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

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Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Franklin Community Schools Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Franklin Community Schools Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy (Ind. Const. Art. 1 § 13(b)).

318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Franklin Community Schools Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison should take reasonable steps as set forth in I.C. § 11-8-8-23 to notify the victim (or the spouse or immediate family member of a deceased victim) when the Department is notified that a lifetime sex or violent offender has changed his/her name, the reason for the name change (if known), and the offender's new name.

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

Members should inform sexual assault victims of their rights and distribute state Sexual Assault Response Team pamphlets upon initial contact or as soon as practicable thereafter (I.C. § 35-40.5-5-1; I.C. § 35–40.5–7–1). The victim may opt for a relative or close friend to act as a representative to receive the information. Members should obtain a signature from the victim or representative confirming receipt of the state required documents.

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318.4.1 VICTIM NOTIFICATION

When a person in the custody of the Franklin Community Schools Police Department escapes from custody or the victim makes a notification request regarding the release of a suspect, the department shall notify the victim as soon as practicable (I.C. § 35-40-7-1; I.C. § 35-40-7-3).

If requested by the victim the Franklin Community Schools Police Department shall notify the victim as soon as practicable when the Franklin Community Schools Police Department is informed that (I.C. § 35-40-7-2):

(a) A bond hearing is scheduled

(b) The death of the accused individual occurs

(c) The accused individual is placed on a work release program

(d) The accused individual posts bail

318.5 VICTIM INFORMATION

The Chief of Police or the authorized designee shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) Sexual assault victim's rights pamphlets as developed by the state sexual assault response team and related rights and notices regarding sexual assault victims as set forth in I.C. § 35-40.5-5-1 and I.C. § 35-40.5-7-1.

(j) A place for the officer's name, badge number, and any applicable case or incident number.

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318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 WITNESS INFORMATION

The Chief of Police or the authorized designee shall ensure that witness information handouts are available and current.

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Limited English Proficiency Services

333.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

333.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Franklin Community Schools Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

333.2 POLICY

It is the policy of the Franklin Community Schools Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

333.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Chief of Police or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Franklin Community Schools Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to all department members. The list should include information regarding the following:

1. Languages spoken
2. Contact information
3. Availability

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

333.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department or a particular geographic area.

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(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

333.5 TYPES OF LEP ASSISTANCE AVAILABLE

Franklin Community Schools Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

333.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

333.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

333.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other Community Schools departments who have been identified by the Department as having the requisite skills and competence may be requested.

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333.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates that their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

333.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other Community Schools departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

333.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

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Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

333.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

333.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Franklin Community Schools Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

333.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

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333.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

333.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.15 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

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Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

333.16 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

333.17 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Chief of Police shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Chief of Police shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

333.17.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Chief of Police shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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ADA Compliance

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Franklin Community Schools Police Department services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities. See the Service Animals Policy for guidance on protecting the rights of individuals who use service animals in accordance with the ADA.

334.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The member designated by the Chief of Police to coordinate the department's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used by persons with disabilities to facilitate their participation in services, programs, and activities offered by the Franklin Community Schools Police Department and to facilitate effective communication. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; a qualified reader; or a qualified interpreter.

Disability - A physical or mental impairment that substantially limits a major life activity including hearing, seeing, or speaking, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of department buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a department service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to services, programs, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary

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interpreters. Qualified interpreters should have a valid certification by the Department of Health and Human Services (460 I.A.C. 2-3-3).

334.2 POLICY

It is the policy of the Franklin Community Schools Police Department that persons with disabilities, including victims, witnesses, suspects, and arrestees, have equal access to services, programs, and activities of the Department.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon the presence or suspected presence of disabilities.

334.3 REQUESTS

The goal of any modification should be to allow a person with a disability to participate in a service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability but should limit questions to elicit information necessary to determine the need for a modification and the appropriate type of modification.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

334.3.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

(a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

1. A substantial alteration of the service, program, or activity.
2. An undue financial or administrative burden on the Department. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
3. A threat to or the destruction of the historic significance of a historic property.
4. A direct threat to the health or safety of others (28 CFR 35.139).

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(b) If any of these circumstances are present, the ADA coordinator should work with department members and the person requesting the modification to determine if an alternative modification is available.

(c) Where new construction or physical modification of an existing building or facility would be unfeasible or unduly burdensome, the ADA coordinator should work with department members to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

1. Reassigning services, programs, or activities to accessible buildings or facilities.
2. Utilizing technology, equipment, rolling stock, or other conveyances.
3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
4. Any other means or methods that would make services, programs, or activities readily accessible.

(d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the service, program, or activity will not be made (28 CFR 35.150).

334.3.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

334.3.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications (28 CFR 35.130(f)).

334.4 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive devices, auxiliary aids, and services. The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method may be effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

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In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

334.4.1 TYPES OF ASSISTANCE AVAILABLE

Department members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving access to department services, programs, and activities. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services (28 CFR 35.160).

The Department will not require that persons with disabilities use department-provided assistive devices, auxiliary aids, and services. Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the means described in this policy.

334.4.2 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

334.4.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect, or arrestee) with individuals who normally rely on sign language or speechreading (i.e., lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the matter. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services related to law enforcement matters in the person's primary language.

(c) Familiar with the use of text- and video-based communications products and systems.

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(d) Certified in either American Sign Language (ASL) or Signing Exact English (SEE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Persons with disabilities shall not be required to provide an interpreter (28 CFR 35.160).

334.4.4 COMMUNITY VOLUNTEERS

Where qualified interpreters are unavailable to assist members, department-approved community volunteers who have demonstrated competence in communication services, such as ASL or SEE, may be called upon to provide interpreter services when appropriate. However, department members must carefully consider the nature of the interaction and the relationship between the individual with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

334.4.5 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the individual with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Except in an emergency involving an imminent threat to the safety or welfare of any person and no qualified interpreter is reasonably available, members shall not use a minor child as an interpreter (28 CFR 35.160).

334.4.6 FIELD ENFORCEMENT CONSIDERATIONS

Due to the unpredictable and varied nature of field enforcement, the Department recognizes that it is impracticable to provide immediate access to a comprehensive supply of assistive devices, auxiliary aids, and services to every member of this department. Members involved in interactions with persons with disabilities that occur in the field should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

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334.5 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals with disabilities are protected during a custodial interrogation, this department will provide reasonable modifications before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that the individual understands the process and desires to proceed without receiving a modification. *Miranda* warnings should be provided to a suspect via the individual's preferred method of communication.

Interrogations should be recorded whenever reasonably practicable. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

334.6 ARREST

If an individual with a communication-related disability is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter as soon as reasonably practicable, unless the individual indicates a preference for a different assistive device, auxiliary aid, or service, or the officer reasonably determines another effective method of communication exists under the circumstances.

Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

334.7 DOCUMENTATION

Whenever any modification has been provided, the member involved should document:

(a) The type of modification, assistive device, auxiliary aid, or service provided.

(b) Whether the individual elected to use an assistive device, auxiliary aid, or service provided by the Department or another identified source, as applicable.

(c) Whether the individual's express preference for the modification was not honored and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

All written communications exchanged in a criminal case shall be attached to the member's report or placed into evidence.

334.8 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access the department's programs, services, or activities should document the complaint and promptly refer the matter to the ADA coordinator (28 CFR

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35.107). The Department shall assist persons with disabilities who require assistance to file a complaint regarding members of this department. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate.

334.9 TRAINING

Members should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy, related procedures, forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.

(d) General requirements of the ADA, including modifying policies and practices, communicating with individuals with disabilities, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Management staff, even if they do not interact regularly with individuals with disabilities, should receive training as appropriate to understand and reinforce this policy.

The Chief of Police or Chief of Police’s designee should maintain records of all training provided and retain a copy in each member's training file in accordance with the established records retention schedule.

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Child and Dependent Adult Safety

337.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

337.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Franklin Community Schools Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

337.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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337.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Child Services or Adult Protective Services, if appropriate.

(e) Notify the field supervisor or the Chief of Police / authorized designee of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

337.3.2 DURING THE BOOKING PROCESS

During the post - arrest processing or transport, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

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If an arrestee is unable to arrange for the care of any child or dependent adult through this process or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

337.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:
    1. Name
    2. Sex
    3. Age
    4. Special needs (e.g., medical, mental health)
    5. How, where and with whom or which agency the child was placed
    6. Identities and contact information for other potential caregivers
    7. Notifications made to other adults (e.g., schools, relatives

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
    1. Name
    2. Sex
    3. Age
    4. Whether the person reasonably appears able to care for him/herself
    5. Disposition or placement information if he/she is unable to care for him/herself

337.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

337.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

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Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

337.5 TRAINING

The Chief of Police is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

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Off-Duty Law Enforcement Actions

341.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Franklin Community Schools Police Department with respect to taking law enforcement action while off-duty.

341.2 POLICY

It is the policy of the Franklin Community Schools Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

341.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. Officers should consider waiting for on-duty uniformed law enforcement personnel to arrive and while gathering as much accurate intelligence as possible, instead of immediately intervening. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other law enforcement personnel.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding law enforcement personnel.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

341.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Franklin Community Schools Police Department until acknowledged. Official identification should also be displayed when possible.

341.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgment by the non-uniformed officer in case he/she is working in an undercover capacity.

341.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

341.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

341.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Chief of Police regarding any law enforcement action taken while off-duty. The Chief of Police may send a supervisor to the location.

The Chief of Police shall determine whether a criminal or administrative report should be completed by the involved officer.

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Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Franklin Community Schools Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Franklin Community Schools Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

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412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

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Diplomatic-Level Staff of Missions to Int'l Orgs	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Brady/Giglio Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* or *Giglio* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady/Giglio* information** - Information known or possessed by the Franklin Community Schools Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Franklin Community Schools Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Franklin Community Schools Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

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605.4 BRADY/GIGLIO PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady/ Giglio* information. This person shall be directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the coordinator include but are not limited to (I.C. § 33-39-12):

(a) Working with the appropriate prosecutors' offices and legal counsel to establish systems and processes to determine what constitutes *Brady/Giglio* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady/Giglio* information in their files or backgrounds.

1. Updating this list whenever potential *Brady/Giglio* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

(c) Notifying the appropriate prosecutors' office if an officer is found to have committed, been disciplined for, or been criminally charged with a qualifying offense as required by law.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady/Giglio* information is located, the following procedure shall apply*:*

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of *Brady/Giglio* information in the member's personnel file.

(b) The prosecuting attorney or legal counsel should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the Chief of Police or authorized designee should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady/Giglio* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady/Giglio* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

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(f) If the department member receives notice from the prosecutor that an officer has been placed on a *Brady/Giglio* list, the officer shall be notified in writing (I.C. § 33-39-12).

605.6 INVESTIGATING BRADY/GIGLIO ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

Discipline related to the underlying facts resulting in a member being placed on a *Brady/Giglio* list shall be as provided by law (I.C. § 33-39-12).

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady/ Giglio* information in their files or background and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Franklin Community Schools Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Franklin Community Schools Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Indiana law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; I.C.
§ 35-47-4-6; I.C. § 34-26-5-9; I.C. § 35-47-4-6.5).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Persons convicted of committing or attempting to commit a serious violent felony may not possess a firearm (I.C. § 35-47-4-5).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was

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dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

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Reporting of Arrests, Convictions and Court Orders

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable Indiana Law Enforcement Training Board certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/ or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate (see the Retired Officer Identification Card Policy).

1005.5.1 NOTIFICATION REQUIREMENTS

The Chief of Police should submit the proper notice to the Indiana Law Enforcement Training Board of any convictions that could disqualify an employee.

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Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Franklin Community Schools Police Department. Except as otherwise noted, this policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Franklin Community Schools Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local laws; municipal and county rules; and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state, or local law, policy, or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state, or local law, policy, or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Chief of Police or designated supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which the Chief of Police or designated supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Chief of Police, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Chief of Police, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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1010.3.2 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1010.3.3 IDENTIFICATION OF DISCIPLINARY MEASURES
The Chief of Police should ensure that the types of punitive measures that may be used against members in the event of disciplinary action (e.g., suspension, demotion, termination) are identified and made known to all members.

Counseling and/or remedial training may be used in lieu of punitive measures, if appropriate.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other Franklin Community Schools facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.4.2 ACCEPTANCE
All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

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1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS

The Chief of Police or the supervisor designated to oversee the administrative investigation shall have direct access to the Chief of Police. Allegations of misconduct will be administratively investigated as follows.

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

1. The original complaint form will be directed to the Chief of Police or designated supervisor who will take appropriate action and/or determine who will have responsibility for the investigation.
2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the Chief of Police, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Chief of Police.

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(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, and the Chief of Police shall be notified as soon as practicable.

(e) Promptly contacting the Human Resources Department and the Chief of Police for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Chief of Police, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or assigned investigator designated by the Chief of Police, the following applies to members covered by I.C. § 36-8-2.1-4 (I.C. § 36-8-2.1-5; I.C. § 36-8-2.1-11):

(a) Interviews of an accused member should be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she should be compensated.

(b) Unless waived by the member, interviews of an accused member shall be at the Franklin Community Schools Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused member.

1. Questions should be specific and directly related to the performance of duties or fitness for service as an officer.

(d) Prior to any interview, a member should be informed of the nature of the investigation.

1. The member should be informed of who will be in charge of the investigation, the identity of the interviewers, and any other person who will be present during the interview.
2. A statement of rights should be presented to the member and signed by the member and the interviewer.
3. A copy of the complaint, in a noncriminal case, should be provided to the officer.

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(e) All interviews should be for a reasonable period, and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation, or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.

1. Upon request, the member should be provided with a written transcript of the recorded interview, at no cost.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

1. Unrepresented members shall be provided with reasonable time to obtain representation.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be compelled to submit to a polygraph or truth-telling device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

(l) No member shall be required to disclose information about the possession of property, income, debts, or personal expenditures unless the information is obtained through legal process or indicates a conflict of interest that affects the member's official performance of duties (I.C. § 36-8-2.1-11).

(m) Notice should be provided to members before the effective date of an adverse action as provided in I.C. § 36-8-2.1-9.

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1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT
Formal investigations of personnel complaints shall be thorough and complete and shall essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS
Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1010.6.6 EXTENSIONS
When an investigator or supervisor determines additional time is necessary to complete the investigation, a written request to extend the investigation beyond one year should be submitted to the Chief of Police for approval.

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1010.6.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices, and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons, and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Franklin Community Schools Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

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1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police. Each level of supervision including Lieutenant and Sergeant should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Chief of Police shall review the entire investigative file, the member's personnel file, and any other relevant materials.

The Chief of Police may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

The Chief of Police may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

Any written recommendation submitted to the Chief of Police shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

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1010.10.3 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES TIMELINES
The department review should be completed within one month after the investigation is complete.

The Chief of Police should review the investigation and recommendation for disciplinary action as soon as practicable and propose the appropriate disciplinary action within two months of receiving the investigation and recommendations.

1010.10.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is provided written notification of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.11.1 REVIEW AND HEARING
In the event that an employee is reprimanded in writing or suspended for a period of five days or less, the Chief of Police shall notify the Superintendent of Schools and the School Board in writing, within 48 hours of the action and the reasons for the action. Unless the employee timely seeks review, the proposed discipline becomes final (I.C. § 36-8-3-4.1).

In the event that an employee is dismissed, demoted, or suspended for more than five days, the employee may request a hearing as provided in I.C. § 36-8-3-4.

1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

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1010.13 POST-DISCIPLINE APPEAL RIGHTS

In the event that the School Board decides to dismiss, demote, or suspend an employee for a period exceeding five days, the employee may appeal the decision to the circuit or superior court of the county in which the unit is located as provided in I.C. § 36-8-3-4.

1010.14 FRINGE BENEFITS

If the discipline issued is dismissal, the employee shall be provided written notice as to the status of his/her fringe and retirement benefits after dismissal.

1010.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

1010.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.17 NOTIFICATION OF THE LAW ENFORCEMENT TRAINING BOARD

The Chief of Police or the authorized designee shall notify the Law Enforcement Training Board (LETB) of the final determination of discipline of an officer in the following circumstances (I.C. § 5-2-1-12.5):

1. Conviction of a felony or a finding of not guilty for a felony by reason of mental disease or defect.
2. Conviction of a misdemeanor under circumstances that would cause a reasonable belief that the officer is dangerous, violent, or has a demonstrated propensity to violate the law.
3. Falsification of qualifications for employment as an officer.
4. Participation in criminal conduct that was uncharged.

The notification shall occur within 30 days of the imposition of the discipline.

If an officer resigns or retires during an administrative investigation of any of the above grounds for discipline, the Chief of Police or the authorized designee shall notify the LETB within 30 days of the resignation or retirement (I.C. § 5-2-1-12.5).

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1010.18 DISCIPLINARY PROCEDURE OUTSIDE THE PERSONNEL COMPLAINT PROCESS

This section applies to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty.

Counseling and/or remedial training may be used in lieu of punitive measures, if appropriate. Supervisors may use counseling and remedial training as corrective measures. These measures may be administered during the normal course of supervision, as the result of an informal investigation of misconduct or improper work performance, or as directed by the Chief of Police.

(a) Counseling should be used to change negative behavior before punitive measures are necessary. Certain first offenses or minor violations may be addressed by counseling.

1. If a supervisor provides counseling to a member as a corrective measure, the supervisor should document the purpose and the effect of the counseling experience.

(b) Remedial training should be used to improve member effectiveness and performance through positive and constructive methods. If a supervisor facilitates training as a corrective measure, the supervisor shall document the purpose and scope of the training.

(c) Remedial training should be documented in accordance with the Personnel Records Policy.

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Wellness Program

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1033.1.1 DEFINITIONS

Definitions related to this policy include (I.C. § 36-8-2.5-1):

Communications – Oral or written statements, notes, records, recordings, reports, or documents made during or arising from a member's receipt of critical incident stress management (CISM) services or peer support services.

Critical incident – An actual or perceived event or situation that involves crisis, disaster, trauma, or emergency.

Critical incident stress – The acute or cumulative psychological stress or trauma a member may experience in providing emergency services in response to a critical incident that causes an unusually strong emotional, cognitive, behavioral, or physical reaction that may interfere with normal functioning. The stress or trauma may cause physical and emotional injury or illness; failure of usual coping mechanisms; loss of interest in work or normal life activities; loss of ability to function; or psychological disruption of personal life including relationships with others.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

CISM services – Critical incident stress management services include programs and services related to education, prevention, and mitigation of the effects from exposure to highly stressful critical incidents. These include services provided by an individual certified to provide group or individual crisis intervention, peer support, or a related service.

CISM services provider – An individual certified to provide CISM services who is acting as part of a CISM team or in another official capacity.

CISM team – An organized community or local crisis response team trained and certified under standards substantially similar to the training and certification standards of the Indiana Emergency Medical Services Commission under I.C. § 16-31-2.

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Peer support services – Services provided by a member who works for the same agency as the recipient of such services and is acting in the member's capacity as a peer support team member and within the agency's peer support guidelines. Services may include active listening, assessment, mentoring, crisis intervention, or other support services provided to a member experiencing personal or professional difficulties that may or may not result from their exposure to critical incidents.

Peer support team member – A member who successfully completed peer support training and is designated as a peer support team member by the Chief of Police or the members' bargaining unit president.

1033.2 POLICY

It is the policy of the Franklin Community Schools Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1033.3 WELLNESS COORDINATOR

The Chief of Police shall serve as the wellness coordinator. The coordinator should collaborate with advisers (e.g., Human Resources Department, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.

(b) Developing management and operational procedures for department peer support team members, such as:

1. Peer support team member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support team members and those seeking service.
5. Monitoring and mitigating peer support team member emotional fatigue (i.e., compassion fatigue) associated with providing peer support services.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support services, as appropriate.

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(c) Verifying members have reasonable access to peer support services or licensed psychotherapist support.

(d) Establishing procedures for CISDs, including:

1. Defining the types of incidents that may initiate debriefings.
2. Steps for organizing debriefings.

(e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

(g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).

1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1033.4 DEPARTMENT PEER SUPPORT TEAM

1033.4.1 PEER SUPPORT TEAM MEMBER SELECTION CRITERIA

The selection of a department peer support team member will be at the discretion of the Chief of Police or the members' bargaining unit president (I.C. § 36-8-2.5-1). Selection should be based on the member's:

- Desire to be a peer support team member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support team members.

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1033.4.2 PEER SUPPORT TEAM MEMBER RESPONSIBILITIES
The responsibilities of department peer support team members include:

(a) Providing pre- and post-critical incident support.

(b) Presenting department members with periodic training on wellness topics, including but not limited to:

1. Stress management.

2. Suicide prevention.

3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support team member's training.

1033.4.3 PEER SUPPORT TEAM MEMBER TRAINING
A department peer support team member should successfully complete department-approved peer support training prior to being assigned (I.C. § 36-8-2.5-1).

1033.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support team members, CISM service providers, and those directly involved in the incident.

1033.6 PEER SUPPORT COMMUNICATIONS

Communications between a member and CISM services providers or peer support team members while the member is receiving peer support services, and the records of those communications, are generally confidential and may not be disclosed to a third party or in a criminal, civil, or administrative proceeding without a court order or as authorized by I.C. § 36-8-2.5-2. Those communications are confidential for purposes of the Access to Public Records law in I.C. § 5-14-3-1 et seq. (I.C. § 36-8-2.5-2).

1033.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

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(a) Voluntary participation by members

(b) Allowable physical fitness activities

(c) Permitted times and locations for physical fitness activities

(d) Acceptable use of department-provided physical fitness facilities and equipment

(e) Individual health screening and fitness assessment

(f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

(g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)

(i) Ongoing support and evaluation

1033.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1033.9 TRAINING

The coordinator or the authorized designee should collaborate with the Chief of Police to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.

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- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Chief of Police as appropriate for inclusion in training records.

1033.9.1 ADDITIONAL STATE-MANDATED WELLNESS TRAINING
Officers shall complete training on topics relating to the mental health and wellness of law enforcement officers as required by I.C. § 5-2-1-9.

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